



# Parent/Student Handbook

92-1300 Panana Street, Kapolei, Hawaii 96707

Phone: (808) 305-8800

FAX: (808) 672-1114

Website: <http://www.maukalani.12.hi.us>

Office Hours: Monday – Friday, 7:30 am – 4:00 pm  
(Closed on State Holidays)

School Colors: Red and Yellow

School Mascot: Mountain Lion

This institution is an equal opportunity provider.

# **Welcome to...**

# **MAUKA LANI ELEMENTARY**

## **OUR VISION**

Mauka Lani Elementary School is a safe, caring and stimulating environment where learning is a shared responsibility of students, teachers, administrators, staff, parents and community in meeting the needs of diverse learners.

## **OUR MISSION**

The purpose of Mauka Lani Elementary School is to help educate children for the future and to prepare them to become productive members of our democratic society.

## **VISION OF THE PUBLIC SCHOOL GRADUATE**

All public school graduates will:

- ❖ Realize their goals and aspirations
- ❖ Have attitudes, knowledge and skills to contribute positively to and compete in a global society
- ❖ Exercise rights and responsibilities of citizenship
- ❖ Pursue post-secondary education or careers without need for remediation

## **STUDENT PRIORITIES**

- ❖ **Achievement/Literacy**-ensure each child reads, writes, speaks, computes and thinks critically with proficiency as specified in the Common Core State Standards and assessed in the Smarter Balanced Assessment.
- ❖ **Civic Responsibility**-guide each child's growth as an informed and concerned citizen who practices ethical behavior, seeks to understand and obey laws, and actively contributes to the well-being of others, society and the environment.
- ❖ **Safety and Well Being**-encompass a three-fold priority: (1) promote a working partnership between school and home to nurture every child's physical, emotional, and social well-being, (2) provide a secure, supportive learning environment with adequate facilities, equipment, books and other learning resources, and (3) emphasize student responsibility for the safety and well-being of self and others.

## **GENERAL LEARNER OUTCOMES**

Public school students will be a:

- ❖ Self-Directed Learner
- ❖ Community Contributor
- ❖ Complex Thinker
- ❖ Quality Producer
- ❖ Effective Communicator
- ❖ Effective & Ethical User of Technology

### **MAUKA LANI READING PHILOSOPHY**

We believe in teaching all students essential reading strategies. Students will recognize reading is the making of connections and is essential to lifelong learning.

### **MAUKA LANI VISION OF AN EXCELLENT READER**

An excellent reader is able to apply appropriate reading strategies to gather meaning and information in order to make personal connections and to become a productive lifelong learner.

### **MAUKA LANI WRITING PHILOSOPHY**

We believe in teaching all students the essential skills in writing. Students will know the importance of effectively communicating their thoughts, feelings, ideas, information, and knowledge in different ways.

### **MAUKA LANI VISION OF AN EXCELLENT WRITER**

An excellent writer is able to apply strategies of writing to communicate effectively.

### **MAUKA LANI VISION OF AN EXCELLENT MATHEMATICIAN**

The MLES excellent mathematician will understand the relevancy of math to real life. They will have critical thinking and problem solving skills needed to be college and career ready.

### **OUR BELIEFS**

Mauka Lani Elementary believes:

- ❖ We are a community of lifelong learners and teachers.
- ❖ Learning should be purposeful, relevant and meaningful.
- ❖ All students can learn.
- ❖ Good behavior, a positive attitude, discipline and focus will foster a safe environment conducive to learning.
- ❖ All students should take responsibility and be accountable for their own learning.
- ❖ Teachers should identify and nurture every student's needs.
- ❖ Teachers and parents should have high expectations.
- ❖ Effective teaching is interactive and multi-sensory.
- ❖ Our school is a learning place that will be valued by our larger community.

### **KE OLA O MAUKA LANI**

(The Life of Mauka Lani)

Mauka Lani Students and Staff live by these 4R values...

- ❖ Respect
- ❖ Responsibility
- ❖ Resilience
- ❖ Resourcefulness

Learn more about our school and our progress in implementing standards-based education:

- ❖ <http://doe.k12.hi.us/standards>
- ❖ <http://doe.k12.hi.us/schoollist/>

**SCHOOL OFFICE INFORMATION**

Office hours: 7:30 AM-4:00 PM

**Daily / Bell Schedule**

7:40 am      Readiness Bell  
7:45 am      Start of School Bell  
7:45-9:30 am INSTRUCTIONAL TIME

Morning Recess

9:30-9:45 am 2-3 Morning Recess  
9:45-10:00 am K-1 Morning Recess  
10:15-10:30 am      Grade 5 (PDC2)  
10:30-10:45 am      Grade 4 (PDC2)

End of Recess-Lunch INSTRUCTIONAL TIME

Grade	Lunch	Recess
5	10:40-11:00	11:00-11:10
4	10:55-11:15	11:15-11:25
3	11:05-11:25	11:25-11:35
2	11:20-11:40	11:40-11:50
1	11:30-11:50	11:55-12:05
K	11:50-12:10	12:10-12:20

After Lunch INSTRUCTIONAL TIME

12:45 pm      End of School Bell (Wed)  
2:00 pm      End of School Bell (Mon, Tues, Thurs, Fri)

**Emergency Card Information**

In case of a need to contact parents or guardians, the school office needs to maintain accurate and up-to-date records of student emergency contact information. **Emergency Cards are required to be completed annually for all students.** Please notify the school office of any changes to home and employment addresses and/or phone numbers.

**Early Dismissal of Students**

Parents may request to have their child dismissed early during the school day by sending a signed note with an explanation to his/her teacher. A child cannot be released on his/her word alone. Teachers are not authorized to release students to parents who come to the classroom. Parents must report to the office to sign their child out from school. A child is not permitted to leave the school grounds once they arrive on campus during school hours unless escorted by an authorized adult.

Whenever possible, dental and medical appointments during instructional hours should be avoided. Early release of students during school hours is allowed only through the school office.

## **Visitors**

For the safety and security of students and staff, all visitors (including parents) are required to obtain clearance and a visitor badge from the office prior to entering the main campus. All visitor badges must be returned to the office when visitor departs the school campus.

In an effort to minimize classroom disruptions and provide the best opportunity for visitations, all classroom visitors must have prior approval from school administration. Teachers are not authorized to grant permission for classroom/campus visitations. Requests need to be made to school administration at least 48 hours in advance of requested visitation. Birthday celebrations are encouraged to be healthy treats which follow the Health, Wellness and Safety Guidelines during non-instructional time. Please make prior arrangements with your child's teacher.

Teachers are responsible for supervision and instruction of their students during school hours. **Under no circumstances are parents or visitors to go to a teacher's classroom during school hours without prior administrative approval.** Communication with teachers may be through phone contact or a note with your child requesting a phone or in person conference.

Parents are not to be on campus during instructional hours unless they have prior permission from the Administration. Parents should not be waiting outside the classrooms for their children. Parents may wait at the front of the school or on the green benches until the end of school bell rings. The back gate is secured daily from 8:00 AM until dismissal.

## **Deliveries to Classrooms**

In order to keep instructional disruptions to a minimum, please limit messages or deliveries to the classrooms to those of an emergency or urgent nature. Phone messages must be received at least one hour prior to the end of school in order for them to be delivered to the student before the end of the school day. Items should be labeled with your child's full name. Items that will be a distraction to learning will NOT be delivered. These will be kept in the office for the student to pick up after school. Example: balloons, flowers. If contact with the child is required, the office will send for him/her.

## **Kindergarten and New Registration**

The following information are required in order to enroll a child into the State of Hawaii public school system for the first time. Only parents or other legal guardians are permitted to supply background information and sign required school forms for the attending child.

1. Current proof of residency within our district (e.g. current rental or mortgage agreement, current utility bills, etc.).
2. An original birth certificate or equivalent (baptismal, hospital certificate, passport).
3. Current tuberculin skin test (mm reading) or x-ray with negative results.
4. Form 14 - Pupil's Health Record with current physical and update of immunizations.
5. A current dental card is desirable but not required.
6. A current report card, if applicable and available.
7. A current IEP or MP if applicable and available.

### **Transfers Incoming**

Students transferring to Mauka Lani Elementary from a public school in Hawaii must present to the office a release card (Form 211) issued by the prior school and proof of residency within our district.

Students transferring from a private school in Hawaii or from an out-of-state school should present an original birth certificate, release card, proof of residency within our district, report card, and any other information that would facilitate registration and placement.

### **Transfers Outgoing**

When a student is transferring out of Mauka Lani Elementary to another school, please notify the office by phone or submit a written request at least five (5) days prior to the student's last day in school. This will enable the office staff time to secure the necessary information and prepare the release card for your child to take to the new school.

Instruct your child to be responsible for collecting all of his belongings, returning all materials assigned or borrowed, and paying for any outstanding obligations.

On the student's last day of school, the release card needs to be picked up at the school office. Registration at any State of Hawaii public school from another State of Hawaii public school will not be permitted without the submission of Form 211 (Student's Certificate of Release).

### **Geographic Exceptions (GE)**

Geographic Exceptions are required for any student who does not live in the Mauka Lani Elementary School District and desires to attend our school. GE applications are in effect until a student's terminal year at school unless the student leaves the state, elects to be home schooled, or if the GE is altered in any way. GE application forms may be picked up at any school. Approval of a GE will be considered in accordance with the prioritization set by the Board of Education and granted on a space available basis. GE's are due by March 1 for the upcoming school year.

### **Payments**

Students may need to bring money to school to pay various fees during the school year. It is requested that separate checks be made for each item to Mauka Lani Elementary School. The purpose of the check should be clearly marked on the check or envelope, along with the student's name and room number.

**For your protection, lunch money checks should be dropped off only in the school office. All other fees including those for field trips will be collected by the classroom teacher and should not be dropped off in the office.**

In accordance with Chapter 40-35.5 H.R.S., it is the policy of the Department of Education that Mauka Lani collects a service charge of \$25.00 for each dishonored check. Repayment of the amount of the dishonored check and service fee must be made by cash, money order, or cashier's check. **Once a returned check is received, Mauka Lani will require cash payment until returned check amount and service fee have been paid.**

### **Lost and Found**

All items found will be taken to the school office. The school cannot assume any responsibility for loss of personal property. Proper marking of personal property can reduce these losses. Please mark all items with your child's name including lunch boxes, school supplies, wallets and articles of clothing. This will facilitate finding the rightful owners when various items are turned in. Have your child check with the office if anything is lost.

In accordance with Chapter 50 §8-50-3 H.R.S., it is the policy of the Department of Education that Mauka Lani will make every reasonable effort to return all money or property found in school premises to the rightful owner in accordance with the law. If no right of ownership is established, the money or property shall be returned to the person who found it after 45 days following the report to the chief of police of the county where the item was found. Other items unclaimed in the office will be donated to a charitable agency at the end of each semester.

### **Personal Items**

Students shall not bring toys, trading cards, athletic items, electronic equipment, large amounts of cash or any non-essential personal items to school unless authorized by administration. Mauka Lani is not responsible for lost or stolen items including school yearbooks. Pets may only be brought to school for educational purposes with written authorization from parents and prior administrative approval. No pets will be allowed on the school bus.

### **Financial Responsibility for Lost of School Property**

Students are expected to be responsible for the care and safe keeping of all textbooks, library books, desks and any other school property issued to them. Parents are financially responsible for lost or damaged school property issued to the care of their child. If a student leaves school without payment for lost or damaged school property, outstanding obligation will be transferred to the receiving school.

Restitution for Damages and Lost Books, Equipment, Supplies, and Outstanding Financial Obligations (Chapter 8-57):

- ❖ A student who is found to be responsible for the loss, destruction, breakage or damage of school books, equipment and supplies including library and assigned textbooks shall make restitution to the school.
- ❖ Failure to do so will result in the loss of privileges to participate in athletics and co-curricular activities until restitution is made.

### **Telephone Use**

Telephones in the classrooms are for school business only. Students are allowed to use the telephone in the school office for legitimate business. Students should not bring cell phones to school. For emergency communication, please contact the office and we will forward the message to your child.

### **Class Size**

Please anticipate large classes in certain grade levels due to late registration and transfers from other schools. We will make every effort to relieve the large classes as our actual enrollment becomes more certain. This may entail a reorganization of classes after school has begun.

## SCHOOL ATTENDANCE INFORMATION

### School Hours

During normal operation, the official school day for students begins at 7:45 a.m. and ends at 2:00 p.m. except on Wednesdays when it ends at 12:45 p.m.

Adult supervision is not available until 7:15 AM. Therefore for the safety of your child, students **should not** arrive on campus prior to 7:15 AM and are not permitted to remain on campus after dismissal without adult supervision. Students are not allowed to play on the playground equipment or play on the school grounds after dismissal due to the lack of school supervision for such activities.

Parents who are not able to adhere to these time requirements should inquire about the before and after school care programs run by a private provider.

### Tardies

Students need to report directly to class by 7:45 AM. A student who is not in his/her class when the Start of School bell rings at 7:45 AM, will be marked absent by the teacher. Students who arrive after 7:45 AM must report to the office for a tardy slip in order to be marked tardy and be admitted to class. It is very important that all students are in school on time. Please encourage appropriate bed times and morning routines so that each student comes to school ready to learn.

### Absences

School attendance is a primary indicator of academic success. Optimum benefits of education can be achieved only when students attend school daily and are in class on time. Excessive absences and/or tardies are barriers to learning and prevent maximum teaching and learning from taking place. Family vacations are not considered excused absences and are encouraged to be taken during the approved school breaks.

Hawaii has a compulsory attendance law. School attendance is mandatory under the Hawaii Revised Statutes Sec. 298-9, 12-13. Should a student accumulate a chronic record of absences or the nature of absences is questionable, the school may need to file an educational neglect petition with the Family Court.

If your child will be absent or is absent, please inform the school by following these procedures:

- ❖ Call the school office at 305-8800 before 9:00 AM to inform the school of your child's absence.
- ❖ Request any missed assignments (only if absence is for more than one day).
- ❖ Send a note stating the reason for the absence when your child returns to school.

Attendance procedures require that students be marked absent if not on campus or on a school authorized activity by 11:00 AM or for a total of three (3) hours of instructional time.



### **Attendance Awards**

Mauka Lani Elementary is proud to recognize students who have made the outstanding effort to attend school each day. Perfect attendance recognition is awarded each quarter to students for on-time daily school attendance. Tardies and absences (including excused absences) count against perfect attendance.

## **SCHOOL HEALTH ROOM INFORMATION**

### **Emergency Treatment**

If your child becomes ill or is injured in school, immediate first-aid care will be provided. If necessary the parent or guardian will be notified by telephone. In the event of serious illness or injury and parents or alternate source of contact cannot be informed and illness/injury is thought to be of such a nature to require the services of a doctor, the child will be taken to a doctor or hospital for treatment. This action in no way implies that the personnel or school assumes financial responsibility for the illness/injury.

Please note that we are unable to keep sick children in school. Therefore, a home, work or emergency phone number is of utmost importance. If the parent is unable to pick up their sick or injured child, the parent will need to make arrangements for someone else to do so and inform the school. The register in our health room needs to be signed by the responsible adult party before the child can be released.

### **Medication**

School personnel are not authorized to administer any medication to students. The health aide may administer medication only after proper approval and authorization from the State Department of Health. Once the authorization form is complete, students who are required to take any form of medication must take the medication to the healthroom when they arrive at school. A note from the doctor as to how the medication is to be administered must accompany the medication. Students will report to the healthroom to take all medication. Students are not allowed to bring medication to school and keep it with them in the classroom. This includes cough drops, Tylenol, antibiotics, etc.

### **Special Health Conditions**

There are some students who have special health problems. The principal and healthaide should be advised of those students who require immediate or special attention for conditions such hemophilia, diabetes, epilepsy, heart conditions, allergies, or any other health condition. It is imperative that these students have up-to-date and accurate information on their Emergency Card at all times. If your address, home telephone number, place of employment, or business telephone should change, please inform the school office or your child's teacher immediately. Emergency Cards need to be updated yearly.

## SCHOOL BREAKFAST/LUNCH INFORMATION

Mauka Lani has a serving cafeteria with food service from Kapolei Elementary School. We offer nutritious breakfasts and lunches each day.

### Federal Meal Program

Federal assistance is available for income-qualifying families. Forms for breakfast/lunch assistance are sent home on the first day of school each year. If you need breakfast/lunch assistance, please complete the form and return it to the school. You will be notified if you meet the criteria. If at any time during the school year problems arise that might entitle your child to a free or reduced status, please call the office.

For those who qualified for the Federal Meal Assistance Program from last school year, your child will automatically be covered for the **first 30 school days ONLY**. A new application needs to be resubmitted every school year. If a new application is not received by end of the first 30 school days, coverage will be terminated.

### Meal Payments

Breakfast costs:

- ❖ MLES students-\$1.10
- ❖ Reduced-\$.30
- ❖ Adults, Second Student Breakfast, and Non-MLES students-\$2.40
- ❖ Milk only - \$.60

Lunch costs: (MLES students ONLY)

- ❖ Full paying-\$2.50
- ❖ Reduced-\$.40
- ❖ Second student entree-\$2.00
- ❖ Second and subsequent lunch-\$5.50
- ❖ Adult and Visitor Lunch - \$5.50
- ❖ Milk only-\$.60

**NO CASH** payments are accepted in the cafeteria. All transactions and meal payments are conducted in the school office. Our lunch payment program is computerized. Each student has his/her own "account." This is a debit account. This means that money is deposited into the account and the student can purchase breakfast or lunch from this account. Purchases are deducted from the account's balance. As a courtesy, notices are sent home to inform parents that their child's account is below \$12.50 (5 regular paying lunches). **It is the parent's responsibility to monitor and maintain their child's meal accounts.** If there is no money in the account and the student is full or reduced price, the cashier will allow **ONLY** one full lunch loan.

Money may be deposited into the student's account in the office between 7:30-10:00 AM on school days. Any money received after 10:00 AM will be credited the next school day. You may also send your child's lunch money in an envelope marked with their name, room number and the amount of money. Money can be sent for more than one child in the same envelope as long as you state the name and amount for each child on the outside of the envelope. If paying by check, please make check payable to "Department of Education".

If you have any questions about your child's account, please call the school office from 7:30 AM -3:00PM.

### **Returned Check**

In accordance with Chapter 40-35.5 H.R.S., it is the policy of the Department of Education that Mauka Lani collects a service charge of \$25.00 for each dishonored check. The service fee (a separate payment made payable to "Director of Finance") AND the amount of the dishonored check (made payable to "Department of Education") must be paid in person at the school office by cash, money order or cashier's check within one week of the returned check. Once a returned check is received, Mauka Lani will require cash payments until returned check amount and service fee have been paid.

### **Milk Allergies**

If your child is allergic to milk, please provide their own alternative drink.

### **Home Lunch**

Parents who opt to pack their child's lunch are cautioned to pack foods that do not spoil easily. Nutritious lunches are highly encouraged. Carbonated beverages are not to be consumed by elementary students in the cafeteria. Students may purchase milk in the cafeteria at a cost of \$0.60 cents.

### **Morning Breakfast Procedures for Parents**

Parents are invited to eat breakfast with their child. Parents are encouraged to purchase tickets before that day. Please follow these procedures:

1. Pre-paid meal tickets must be purchased from the school office. The school office opens at 7:30 am. No refunds will be given for lost tickets.
2. Adult and non-Mauka Lani student breakfasts are \$2.20. NO CASH payments will be accepted at the cafeteria. Adults should not be eating or drinking from any (related or unrelated) student's breakfast.
3. Doors will be opened at 7:20 am and closed at 7:40 am. No one will be accepted earlier or later than these times.
4. Parents must wait at the end of the line and enter only through the doors closest to classroom portable P-1. They must, at all times, sit next to their child.
5. Students and parents must finish their food by 7:45 am.
6. No uneaten food and/or milk can be removed from the cafeteria.
7. Area must be cleaned after eating breakfast.

### **Free and Reduced-Price Meal Applications**

Applications are being accepted online at [ezmealapp.com](http://ezmealapp.com) and select Hawaii as the District. Here are some hints to help you with the online application:

1. Applications can be processed only if students are enrolled in public DOE schools.
2. Enter the legal names and the correct birthdates of the students so that they will match to our system.
3. List charter school, Private school, or college students as household members only.

4. For each income, enter the gross earnings (before taxes or deductions) and how often each paycheck is received. Do not enter hourly wages!
5. The electronic signature must be that of an adult.
6. If applying with Hawaii SNAP case number:
  - a. The number of household should be number of students plus 1 (signer) regardless of the actual number of household members.
  - b. Enter 8-digit case number (which begins with zeroes).
  - c. Income information is not required for the first child. For an additional child, list income as zero "0" with any frequency.
  - d. After listing students, the application will skip to Step 4: Electronic Signature
  - e. If the message, "The Electronic Signature does not match what was entered. Please retype the signature exactly as it appears." Occurs, deleted and retype the name making sure that there are not extra blank spaces at the beginning or end of name.
7. Be sure to write down the confirmation number (code) for future references.

### **On-line Payment Option**

Starting Monday, May 7, 2018, there will be a new way to make payments for your child's meals. The Hawaii State Department of Education (HIDOE) has contracted with a Harris Solutions to modernize our meal payment and monitoring. You now can check your child's school meal account balance online, as well as make payments with your Visa, MasterCard, Discover, or American Express credit or debit card.

In addition to helping the school take advantage of the latest technology, this service is a great convenience to you. By utilizing [www.EZSchoolPay.com](http://www.EZSchoolPay.com), you will not have to wonder if the check you wrote for meals actually made it to school and your children will be assured that meals will continue uninterrupted.

#### Features and Options:

- Send payments faster and directly into your child's meal accounts: Payments are credited within 10 minutes.
- Mobile applications: EZSchoolPay is available from your device's app store and is available for iPhone, iPad, and Android devices. Receive alerts of low balances, make payments for your child's meal account, and purchase items from the school store.
- Low Balances: Receive alerts when your child's balance drops below a certain balance.

If you would like to take advantage of any of the features mentioned above, you must create an online account with [www.EZSchoolPay.com](http://www.EZSchoolPay.com) with your *child's last name and their student number, which is located under their name on their report card*. Getting started is easy! Visit [www.EZSchoolPay.com](http://www.EZSchoolPay.com). The website will guide you to create an account and link your student(s) to the account before entering a credit/payment.

## SCHOOL BUS TRANSPORTATION

Complete information can be obtained from the School Bus Handbook that is available from the school office.

### Eligibility

Pursuant to Hawaii Administrative Rule (HAR) 5-27-5, students must reside a mile or more from Mauka Lani to be eligible for regular school bus service.

Students who do not qualify for regular bus service because they live less than a mile from Mauka Lani, attend Mauka Lani outside of their attendance area (GE), or require bus service to and from a location other than home may be approved for regular bus service only if there are unused seats on the bus AND that accommodation will not result in additional cost to the State.

Parents can apply for space available bus service by completing a Request for Student to Ride School Bus on a Space Available Basis form (available at the school office) along with the bus pass application form. Submit both forms to the school office for review. Approval/disapproval for space available bus service requests can take four or more weeks after the first day of school. No student will be permitted to ride the bus without prior approval. Furthermore, please note that space available bus riders are **not** eligible for free bus service.

### Registration

When registering a child to ride the school bus, parents or guardians shall complete and submit the required documentation: Application for Student to Ride School Bus Form (Form ST-70). Forms are available in the school office and must be submitted before a student can be approved to ride the school bus. Submit completed forms to the school office for processing and forwarding to Student Transportation Services.

### Payments

The Department of Education has implemented a statewide pre-paid bus system. Please do not attach your payment to the application form. Bus pass payments can only be made after your application is approved. Please call the school office to check on the status of your child's application. Once your application is approved, you may remit your payment in person at the school office or by mail (do not mail in cash payments). All payments are due prior to the first day that your child intends to use the bus service. There will be no refunds for unused days.

### Returned Checks

Checks should be made payable to: Department of Education. In accordance with Chapter 40-35.5 H.R.S., it is the policy of the Department of Education that Mauka Lani Elementary collects a service charge of \$25.00 for each dishonored check. The service fee (a separate payment made payable to "Director of Finance") **AND** the balance owed on your child's bus pass account (made payable to "Department of Education") must be paid in person at the school office by cash, money order or cashier's check within one week of the returned check. Failure to remit both payments by the deadline could result in the immediate suspension of bus riding privileges for your child. Also, once a returned check is received, Mauka Lani will require cash payments until returned check amount and service have been paid.

### **Late or Non-Payment of Bus Pass**

If payment is not received on time, the next quarter's bus pass will not be issued and your child will not be able to ride the bus. Student Transportation may terminate transportation services for failure to pay any outstanding fees. During the period that your child does not have a bus pass, parents must make alternate transportation arrangements and assume responsibility for getting their children to school and home.

### **Lost Bus Pass**

If your child has lost their bus pass, parents are required to submit a completed Request for Duplicate Bus Pass form (ST-73) which can be obtained from the school office along with a \$5.00 duplicate bus pass fee. The temporary bus pass will be valid for no more than 20 days while the replacement permanent bus pass card is being printed and delivered to Mauka Lani. The student must surrender the temporary bus pass once the permanent bus pass card is issued. If your child loses the temporary bus pass, parents need to remit another \$5.00 replacement fee to the school office in order to receive another temporary bus pass.

### **Bus Discipline**

Students who misbehave on a bus may be denied rides and shall be subject to disciplinary actions as defined in Chapter 19 of the Board of Education's Hawaii Administrative rules. If the school receives a School Bus Incident Report (Form ST-15) on your child, the school administrator will perform an investigation of the incident and notify parent or guardian of the outcome.

## **SCHOOL PROGRAM INFORMATION**

### **ID Cards**

All students, faculty and staff members are required to wear a school issued ID card at all times. These ID cards are used to identify all students, faculty and staff as part of the Department of Education's safety and security system. The ID card will display a photo of the student with his/her grade level and room number. ID card must be worn at all times. ID card cannot be altered in any way - no stickers, no permanent markers, etc. Any lost, stolen or damaged ID must be replaced immediately. If your child's ID is lost, stolen or damaged, a replacement card MUST be purchased from the school office at a cost of \$5.00.

### **Homework/Communication Folder**

All students in Grades Pre-K through 5 will receive one homework/communication folder free of charge. The main purpose of this folder is to provide another means of communication between the school office and home as well as assist students in organizing their homework sheets. All communications (newsletters, flyers, notices, etc.) from the school office will be placed in this folder. If your child's homework/communication folder is lost, stolen or damaged, NO replacement folder will be given.

### **Planners**

All students in Grades 1 through 5 will receive one school planner free of charge. The planner is used to reinforce organization and time management skills as well as provide an additional means of communication between the school and home. Children will be writing their homework

in these planners. Please ask your child to see his/her planner on a daily basis. If your child's planner is lost, stolen, or damaged, a replacement planner must be purchased from your child's teacher at a cost of \$5.00.

### **Homework**

Homework is an integral part of a student's education. Homework is defined as instructionally based, out-of-class tasks assigned to students as an extension or elaboration of classroom work. To get the greatest benefit from school learning experiences, student may be assigned related study or follow-up work at home to strengthen and reinforce learning. It also builds responsibility and develops essential study habits.

Teachers have the responsibility for making meaningful and consistent assignments. The purposes and criteria should be clearly understood by both student and teacher. Students have the responsibility for accepting and completing homework in a timely and effective manner, soliciting help and support of parents and teachers as necessary.

Parents have the responsibility of providing the time, place, supervision and other means and support necessary for their child to complete the homework in a timely and effective manner.

Homework assignments may include:

- ❖ **Practice** - reinforce skills and concepts taught in class
- ❖ **Preparation** - provide background information before topics appear in class
- ❖ **Extension** - emphasize individual needs and interests, creativity, and/or application of knowledge gained in class
- ❖ **Study Assignments** - prepare students for or provide for completion of independent reading
- ❖ **Long Term Assignments** - emphasize independent planning and completion of projects

### **Parental Homework Supports**

Parents can provide their child with homework support with the following recommendations:

- ❖ Set a good example by reading, writing and doing things that require thought and effort on your part.
- ❖ Encourage activities that support learning: family outings, quiet reading, library visits.
- ❖ Encourage your child to clarify any questions about homework with their teacher.
- ❖ Teacher expectations vary. Ask your child's teacher what you should do. Should you check to make sure the assignments are done? Or should you do more?
- ❖ Provide a suitable study area and the necessary tools to complete the homework to allow quality family time.
- ❖ Encourage children to spend more time reading than watching television or playing video/computer games.
- ❖ Ask your child questions. Talking can help your child to think through an assignment and break it down into small, workable parts.

### **Requests for Make-up Work**

Whenever students are absent for **more than a day**, parents may request that homework/missed class work be sent to the office for pick up between 2:00-4:00 PM. Requests for homework

assignments must be made by 9:00 a.m. in order to give the teacher enough time to organize the materials to be sent home.

Vacations during school instructional days will be considered unexcused absences. **Teachers will have the discretion of whether they will provide assignments for unexcused absences to be completed during the vacation.** School textbooks may NOT to be taken off island. Students will be responsible for the work missed upon their return to school. Request for homework for a week or more, need to be made in writing to the teacher at least two weeks in advance.

### **Educational Excursions**

The teachers of Mauka Lani plan trips away from school that support curricula objectives. A parent or guardian must sign a Parental Permission Form for Field Trip before a student is allowed to go on a school trip.

Parent chaperones may be asked to accompany the class on the trip. Each excursion may have different limitations on how many chaperones it can accommodate. Chaperones need to follow school rules including dress code policy. Chaperones are expected to assume the responsibility of following the supervision procedures set by the teacher in charge. Chaperones may not bring other children on the excursions. Unless otherwise directed, chaperones will ride the same transportation as the students. Unless there are health and safety reasons, students are expected to ride with their classes on excursions. Students are expected to follow all school rules and behavioral expectations during excursions.

### **Conferences**

Parent-Teacher Conferences are encouraged. They are an integral part of the reporting system and are the best means of communication between teacher and parent, providing valuable information and procedures in working for the common welfare of the child. If the teacher feels one is necessary, the school will contact the parent. If there are any questions concerning your child, please contact the teacher so that adequate preparation can be made for the conference. Parents are encouraged to discuss the issue first with the teacher. If the situation is not resolved, parents may address the issue with administration. We all share the common goal of creating the best learning experience for students.

### **Student Assistance**

As children are entrusted with some responsibilities in caring for their classrooms and providing some service to the school, they gain more pride in the clean and attractive condition of the school.

It is the policy of the State of Hawaii, Department of Education, that students in grades 4 and 5 provide valuable service to the office, library and cafeteria approximately six hours a month. Students helping in the office are given opportunities to take and deliver messages, to meet the public and to assist other children coming to the office on business. Children helping in the cafeteria learn to deal with cleanliness, nutrition and teamwork. Children helping in the cafeteria also receive a free lunch for that day.



### **Special Needs Services**

In striving to meet the educational needs of all students, Mauka Lani recognizes some students are in need of extra assistance to help them reach their educational potential. Mauka Lani has an array of services for students. Should the school feel that a student might benefit from special education services, the school will contact parents to gain their input. Parents may also request to the Student Services Coordinator (SSC) that their child be considered for evaluation for special services. Our goal is to help every student reach his or her educational potential.

### **School Counselor**

Mauka Lani has a school counselor who is available to address concerns of students, teachers or parents. The counselor works to facilitate each student's success by supporting and consulting with the teachers and administration, collaborating and communicating with parents, and providing individual and group counseling. In addition, counselors provide classroom guidance and make contact and referrals to community agencies. The counselor also works with administration to coordinate the State standardized testing program and our 'Ohana Council.

### **'Ohana (Student) Council**

The student council consists of elected officers and representatives from grades 3-5. They meet regularly to plan and organize the various student activities held throughout the school year. Members are given the opportunity to develop leadership skills and responsibility.

### **Junior Police Officer (JPO) Program**

The JPO program is sponsored jointly by the Honolulu Police Department and the Department of Education. Platoons go on duty on alternate weeks. Students in grades 4 and 5 are eligible to participate and are supervised by an adult supervisor and/or administrator. An officer from the Honolulu Police Department makes periodic visits.

## **SCHOOL DISCIPLINE INFORMATION**

### **Student Discipline**

Purpose of School-Administered discipline is to:

- ❖ Promote and maintain a safe and secure educational environment;
- ❖ Teach proper behavior which is beneficial to the educational process and self-development;
- ❖ Deter students from acts which interfere with the purpose of education or which are self-destructive, self-defeating or anti-social; and
- ❖ Maintain proper student conduct to ensure that educational activities and responsibilities remain uninterrupted.

Education is a cooperative effort in which teachers and students are brought together for learning to take place. One of our goals is to instill a sense of self-discipline in students so that individuals do not allow themselves to infringe upon the rights of others as they seek to express themselves.

Students are required to behave properly, respect themselves, others and property.

Consequences for failure to follow school rules may include but not limited to counseling, reprimand, loss of school privileges, detention, parent and student conference, time in office, restitution, and in-school or out-of-school suspension.

All students assigned detention by administration or an administrative designee, may be assigned detention at recess or after school.

New research suggests that play and down time may be as important to a child's academic experience as reading, science and math, and that regular recess or nature time can influence behavior, concentration and even grades ... kids need that break because the brain needs that break. (Parker-Pope, Tara. "The 3R's? A Fourth is Crucial, Too: Recess." The New York Times. 02/24/09).

After school detention is necessary because

- ✓ Students need recess because playtime and nature are important for learning.
- ✓ Students need the additional opportunities to visit the library and computer lab during recess.
- ✓ Administration needs to be available and visible on campus during recess.

Students serving school administered detention by administration:

- ✓ Notification will be sent home the day of the misbehavior.
- ✓ Detention may be assigned for the next school day so as to provide time for families to adjust schedule, transportation, be prepared for their child coming home later or reporting to A+ at a later time.
- ✓ The length of time for detention will depend on the nature and severity of the misbehavior, but will be no longer than one hour on any given day.

Failure to report for detention will be considered insubordination and further consequences may be applied.

In regards to fighting, it takes two people to fight. Each student has an obligation to walk away from a fight. If a student senses that a fight will happen, they should leave the situation and get help. If they choose to stay and fight, they may be considered just as guilty as the person who provoked the fight and may be subject to the same consequence. A student who provokes another student with obnoxious or obscene gestures or statements is just as guilty as if the student had hit the other student. Students should seek adult help when in an uncomfortable or dangerous situation.

Every classroom teacher also has established rules and procedures. Students should realize that failure to follow classroom rules will result in consequences.

### **Student Code of Conduct**

- A. **Students shall demonstrate self-control in the classroom and on the school campus.**  
A student's behavior must not interfere with the education of him/herself and others.  
Students should use classroom voices; keep hands and feet to themselves, listen and

follow the directions of the teacher; follow school and classroom behavior expectations and demonstrate our school 4Rs (Respect, Responsibility, Resourcefulness, Resilience).

**B. Students shall demonstrate proper behavior in assembly in the cafeteria and on the playground.**

Students will walk properly and safely wherever you are; refrain from rough play, teasing and unsafe actions; use good table manners; not play with their food and listen to adults in charge.

**C. Students will show courtesy and respect for all people of authority.**

Students will listen and follow directions of all teachers, staff, supervisors, and adult volunteers.

**D. Students shall show respect for themselves and others by refraining from verbal, gender, physical and psychological harassment.**

Students will speak to and treat others as they would like to be treated; use positive/proper language; always show respect and remember to keep their hands to themselves.

**E. Students shall not possess and/or use contraband on school property.**

Items which may cause bodily injury or otherwise disrupt normal school operation are considered contraband. The following are, but not limited to, contraband Mauka Lani Elementary School and should NOT be brought to school.

- ❖ **WEAPONS:** knives, spears, razors, darts, any sharp instrument, shooting device, guns and/or ammunition.
- ❖ **FLAMMABLES:** lighters, matches, caps, fireworks, any flammable liquid, spray cans, homemade bombs.
- ❖ **DRUGS:** prescription/over-the-counter medications, intoxicating compounds or liquids, any drug-related devices and paraphernalia.
- ❖ **TOBACCO OR SMOKING DEVICES:** cigarettes, cigars, electronic smoking devices and any tobacco items.
- ❖ **TOYS, ETC.:** Includes but not limited to the following: playing and trading cards, yo-yos, water guns, balloons, tops, marbles, laser pens and pointers, all types of balls, skate boards, Razors, shoes with wheels, roller blades, electronic devices - DSI's, DS's, PSP's, radios, iPODs, MP3 players, cell phones, pagers, inappropriate reading or visual material.

**Consequences of possession or use of contraband on campus:**

- ❖ First offense- immediate confiscation and parent notification; depending on the item, may be returned at the end of the day to student.
- ❖ Second offense- immediate confiscation and parent notification; return item to parent.
- ❖ Third offense - immediate confiscation and parent notification; item returned at the end of the year to parent.
- ❖ Certain items - guns/ammunition, certain knives and fireworks, homemade bombs, etc. shall be turned over to the police, parent notification, and possible police arrest. **Any**

**student found to be in possession of a firearm shall be dismissed from school for not less than a one-year period.**

## **Chapter 19**

### **Class A - Unlawful conduct:**

Assault, Burglary, Dangerous Instrument or Substance (possession or use of), Dangerous Weapons (possession or use of), Drug Paraphernalia (possession or use of), Extortion, Fighting (includes "physically supporting a fight by one's presence or encouragement), Firearms (possession or use of), Homicide, Illicit Drugs (possession, use or sale of), Intoxicating Substances (possession, use, or sale of), Property Damage or Vandalism, Robbery, Sexual Offenses, Terroristic Threatening (includes "lookalike gun or weapon)

### **Class B - Unlawful conduct**

Bullying, Cyber Bullying, Disorderly Conduct (includes inappropriate physical contact including but is not limited to consensual sex or consensual touching of body parts), False Alarms, Forgery, Gambling, Harassment (Verbal, Physical, Racial, Sexual, Sexual Orientation, Physically Harming, Physically Restraining, Threatening, or Stalking or Combination), Hazing, Inappropriate or questionable uses, or both of internet materials or equipment or both, Theft, Trespassing

### **Class C - Department of Education Prohibited Conduct**

Abusive Language, Class Cutting, Insubordination, Laser Pen/laser pointer (possession or use of), Leaving Campus Without Permission, Smoking or use of Tobacco Substances, Truancy

### **Class D - School Level Prohibited Conduct**

Contraband (possession or use of items which are unlawful to possess or disrupts the educational function or the learning process), Minor Problem Behaviors or Defiance/disrespect/noncompliance, Disruption (student engages in low-intensity, inappropriate disruption), Dress Code Violation, Inappropriate Language, Physical Contact, Property Misuse (engages in low-intensity misuse of property), Tardy, Other School Rules

## **POSSIBLE CONSEQUENCES (but not limited to)**

- ❖ **Correction and Conference with Student**
- ❖ **Loss of Privileges**
- ❖ **Time In Office**
- ❖ **Detention**
- ❖ **Parent Conference**
- ❖ **Individualized Instruction related to student's problem behaviors (behavioral contract, Behavior Support Plan, social skills training, etc.)**
- ❖ **Suspension**
- ❖ **Crisis Removal**
- ❖ **Interim alternate educational setting**
- ❖ **Disciplinary transfer**
- ❖ **Referral to alternative educational programs**

- ❖ **Dismissal**
- ❖ **Restitution**

## **SCHOOL DRESS GUIDELINES**

**Dress Code Policy** -Adopted by School Community Council (SSC), formerly SCBM Revised and approved by the SCC on 2/25/14.

The following dress apparel are NOT ALLOWED:

- ❖ Altered school-uniform clothing, oversized and baggy clothes
- ❖ Hip hugger jeans
- ❖ Any clothing, including printed t-shirts, with inappropriate messages or advertising
- ❖ Backless and bare-midriff apparel, see-through clothing
- ❖ Halter, spaghetti strap, and tube tops unless a shirt or cover is worn over or under top
- ❖ Halter, spaghetti strap, and tube dresses unless a shirt or cover is worn over or under dress
- ❖ Shorts, skirts, skorts, and dresses shorter than fingertip length and/or with slits higher than fingertip length
- ❖ Underwear showing to include bra straps, white ribbed undershirt (tank top) worn on the outside
- ❖ Bandanna, head coverings, shades, waist chains, oversized belts or belt buckles
- ❖ All footwear exceeding two (2) inches in height and spike heels

### **Parent & Visitors**

We are ALL examples for our students whether we realize it or not. We expect ALL parents and visitors to dress appropriately when attending school functions and/or field trips.

### **Uniform Policy**

Students are required to wear the school uniform daily, except on Wednesdays. Uniforms will be required and enforced: **Monday, Tuesday, Thursday, Friday**

- ❖ Mauka Lani uniform shirt with pants, jeans, shorts, skirts, skorts that conforms to school dress code
- ❖ Covered shoes are preferred for safety. Covered shoes are required during Physical Education classes.

### **Wednesday**

- ❖ Clothing and apparel that conforms to the above Mauka Lani Dress Policy
- ❖ Covered shoes are preferred for safety. Covered shoes are required during Physical Education classes.

If your child does not wear a school uniform on required days, a note will be sent home to their parents.

### **Uniform Subsidy**

The Mauka Lani Elementary School Ohana sponsors a uniform assistance program to provide free uniforms to those that qualify for assistance. Please see the school office for an appointment with the school administrators. Qualification is based on income verification.

### **Uniform Waiver**

A Uniform Waiver can be obtained in the school office if parents choose to be exempt from the mandatory uniform policy due to health/medical reasons. Parents must appear in person to request an administrative exemption. Approval by administration will be done on a case-by-case basis. The uniform waiver is good only for the current school year and must be renewed yearly. The Uniform Waiver exempts student from the wearing of the Mauka Lani uniform shirt, but does NOT exempt students from adhering to the school Dress Code Policy.

## **SCHOOL SAFETY INFORMATION**

### **Parking Lot Safety**

The safety of our students is a top priority. Please respect our need to enforce safe traffic rules in our school parking lot and adjoining areas in order to keep children safe. It only takes one moment of inattention to create a dangerous situation. For the safety of our children (including yours), please be respectful to the adults that are charged with monitoring and controlling the flow of traffic in the parking lot during the peak periods before and after school. If you are asked to circle around or obey the loading and unloading rules, please be sure to cooperate. You are an example to your child whether you realize it or not. Children need to see that even adults need to obey rules and procedures for the greater good of all.

If you have a concern or suggestion, please do NOT attempt to engage in a conversation with our supervisors in the parking lot. This only distracts them from what they need to do. Please call the school office and ask for an administrator to address your concern. We will be glad to attend to your needs in a safe and appropriate manner.

**NO PARKING AREAS:** Please park on the street in legally designated parking areas.

- ❖ Pick up and Drop Off lane
- ❖ Bus Loading Zone
- ❖ Staff parking stalls
- ❖ Double parking behind the staff parking stalls
- ❖ No Parking Zone (in front of school and at entrance and exit driveways)

**PICK-UP AND DROP-OFF PROCEDURES: See map.**

- ❖ To avoid being stuck in traffic, it is recommended to leave your home at 2:00 pm to pick up your child.
- ❖ Be courteous to traffic safety supervisors and community members that reside in the area.
- ❖ Obey all directives of traffic safety supervisors in the parking lot.
- ❖ Use the lane next to the curb designated for pick-up/drop-off.
- ❖ Do NOT attempt to pick-up/drop-off in the other lanes as this creates a dangerous situation for your child and other drivers.

- ❖ Pull forward to the foremost curb area so that more cars can be loading and unloading at one time.
- ❖ Have your child ready to disembark when you come to a complete stop next to the curb.
- ❖ Pay attention to everything!
- ❖ Avoid using your cell phone and other distracting activities when driving in the school parking lot. Children are unpredictable and they may not be where they should be at all times.
- ❖ Be alert when pulling away from the curb. There are other vehicles that may be moving at the same time.
- ❖ Children should be picked up by 2:30 pm on Monday, Tuesday, Thursday and Friday and 12:45 pm on Wednesday as no supervision is available.

### **Emergency Drills**

Emergency drills are conducted periodically according to state regulations. Teachers review emergency safety procedures with students each quarter. Emergency evacuation routes and procedures are posted in each room.

### **No Smoking Rule**

Effective September 1, 1993, in accordance with Chapter 31, Tobacco Free School System, smoking and use of other tobacco products including e-cig is prohibited at all times including the following:

- ❖ on public school campuses
- ❖ in school vehicles
- ❖ off campus sites under the operational control of the principal or designee

Your cooperation and support on this matter will greatly assist the Department in providing our students and staff with a safe learning and working environment. As a courtesy to the students, faculty, and staff, please refrain from emptying ashtrays in our parking lot and disposing of cigarette butts on campus.

## **SCHOOL INVOLVEMENT INFORMATION**

### **Parent Teacher Ohana**

General Parent Teacher Ohana meetings are held several times a year. The Parent Teacher Ohana is an active organization of parents, teachers, administrators that work to support the efforts of the school in reaching the goals of the school's action plans. Members of the Parent Teacher Ohana elect the Parent Teacher Ohana Board. They work closely with school administration to plan and organize Parent Teacher Ohana sponsored school activities.

### **School Community Council (SCC)**

Our council is made up of representatives from the administration, staff, teachers, students, parents, and community. Meetings are held once per quarter and we discuss school concerns. We encourage membership and participation in our SCC council.

### **Parent Volunteers**

Mauka Lani welcomes adult volunteers in our school. All volunteers must go through the volunteer training program coordinated by our Parent Community Network Coordinator (PCNC) in order to volunteer on our campus. Volunteers tutor in classrooms, read to students, duplicate materials, and help in the library and in other school events.

### **Parent Communication Envelope**

A Parent Communication Envelope is sent home with each child every Wednesday. This envelope may contain flyers of upcoming school or community events, lunch menu, parent newsletter, etc. Please give it your careful attention, as this is an important means of communicating general school information to parents (e.g. activities, holidays, etc.). There may be instances when these notices may be given to the oldest child of each family. Please remove contents and return the envelope to your child's teacher the next day.

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