



Kipapa Elementary School
Cougars

Parent Handbook

Kipapa Elementary School

95-076 Kipapa Drive
Mililani, Hawaii 96789
(808) 305-4200
www.KipapaElementary.org

School Colors: Brown and Gold
Mascot: Cougar
Alma Mater: Kipapa Ha'aheo

Telephone Directory

Office	305-4200
FAX	627-7326
A-Plus Program	445-4983
Attendance	305-4200
Health Room	627-7320
Library	627-7324
PCNC	627-7318
Student Services Coordinator (SSC)	305-4252

Kipapa means “Pathway to Enlightenment”

Kipapa’s Mascot, The Cougar
The cougar symbolizes strength, leadership and flexibility.
A cougar stands firm in its beliefs and convictions.
It has the ability to be fierce and powerful,
As well as gentle and nurturing.
This balance allows the cougar to be a strong leader.

ALMA MATER

Words by Student Council. Music by Greg Scelsa

KIPAPA HA’AHEO

Ke kula ‘o Kipapa,
Ke kula kamali’i,
Ke kula o na Kouka,
Maku’e me ke Kula,
Hanohano wale,
Kipapa ha’aeo.

E mau ke aloha
Ke alu like mai no.
Kipapa ha’aeo,
Ke kula nani e.

HAIL TO KIPAPA

Kipapa is our school,
That’s filled with many children
Kipapa Cougars, Brown and Gold,
You see them all around.
Hail to Kipapa,
Our Alma Mater true.

With our love and loyalty
We work in harmony.
Our school is beautiful
When we work in harmony.

A BRIEF HISTORY OF KIPAPA ELEMENTARY SCHOOL

Located on the plains of Central Oahu, Kipapa Elementary School, home of the proud Cougars, is the oldest school in the Mililani Complex. Established in 1932 to serve a pineapple plantation community, Kipapa School is rich in history and tradition. Today, our school serves a diverse population with students from the communities of Waikalani, Waipio Acres, and parts of Mililani Town. Kipapa Elementary School consists of approximately 650 students in grades pre-kindergarten through grade five.

Parent and Community engagement continues to be a valuable part of our school culture. We have many family activities, parent workshops, coffee hours and our annual Family Fun Fair! Working collaboratively and networking our resources within our school and community provide the support for all students to learn and thrive.

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VISION

Kipapa Elementary School is a dynamic community where we dream, strive, and achieve together.

MISSION

Positive and safe learning environment

Respectful, responsible citizens

Independent lifelong learners

Dedicated and caring community

Excellence for our future

PHILOSOPHY

At Kipapa, we believe in educating the “whole child” by supporting our students to learn and grow academically, physically, socially, and emotionally. We believe in helping students discover and develop their strengths and passions. Our goal is to develop students with strong character and high academic achievement.

THE SIX PILLARS OF CHARACTER ARE T.R.R.F.C.C.

The Mililani Complex has adopted the Six Pillars of Character from CHARACTER COUNTS! SM Coalition to develop good character in the students at all Mililani Complex schools. The Six Pillars of Character are taught and integrated into everything we do at Kipapa Elementary.

The six pillars are

- * Trustworthiness
- * Respect

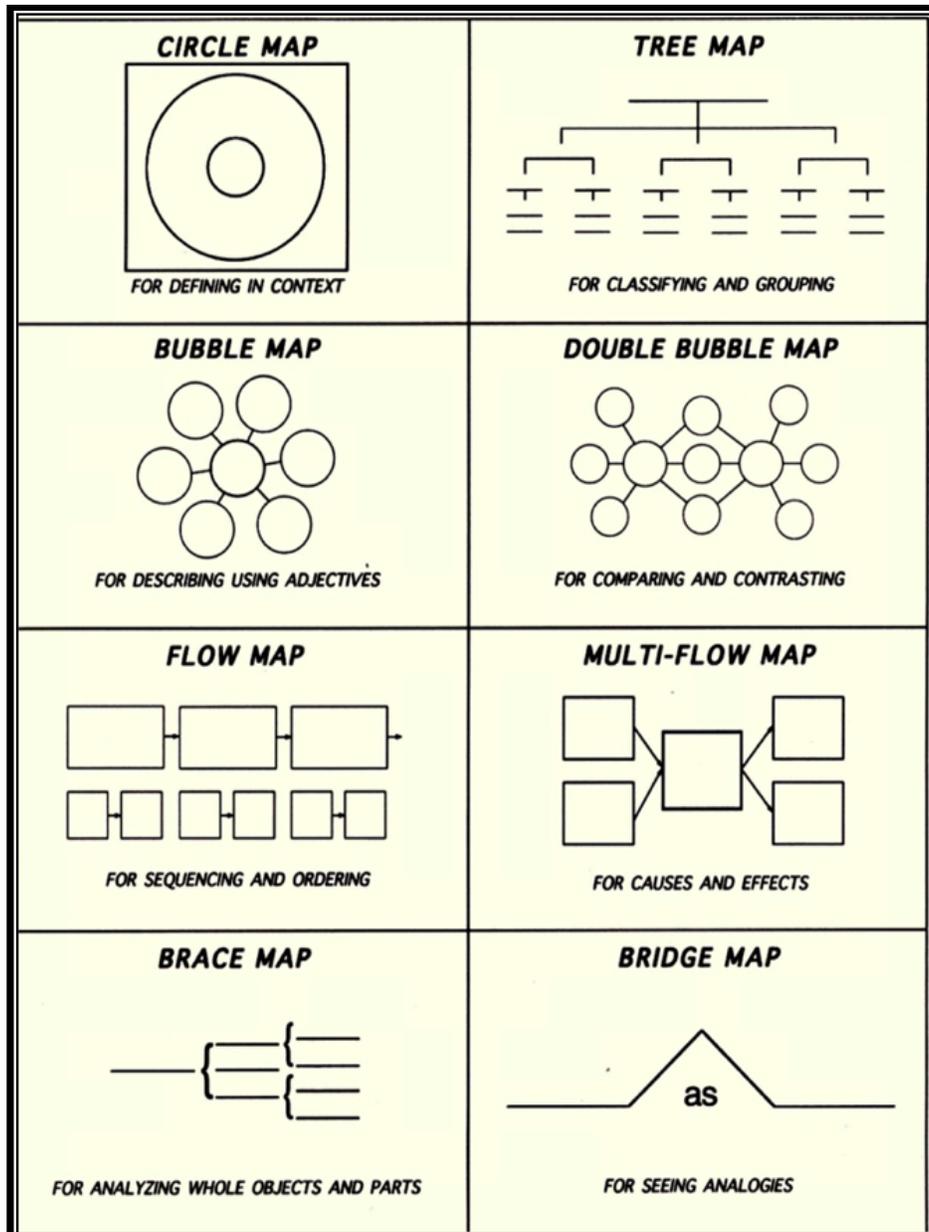
- * Responsibility
- * Fairness

- * Caring
- * Citizenship

THINKING MAPS

Thinking Maps, developed by Dr. David Hyerle, are visual teaching tools that foster and encourage lifelong learning. The Mililani Complex schools have all committed to the implementation of Thinking Maps as a set of instructional strategies to be implemented across all grade levels K-12, as well as all content areas. A foundational component of this program is to consistently engage our students in critical thinking.

The eight Thinking Map tools correspond with eight fundamental thinking processes.



KEY WORDS FOR THINKING

Thinking Map	Thought Process	Key Words
Circle	Defining in Context Brainstorming	Context, Context clues, List, Define, tell everything that you know, Brainstorm, Identify, Relate prior knowledge, Tell About, Explore the meaning, Discuss
Bubble	Describing	Describe, Use vivid language, Observe using the 5 senses, Describe feelings, Attributes, Characteristics, Properties, Adjectives, Qualities
Double Bubble	Comparing and Contrasting	Compare / Contrast, Discuss similarities / differences, Distinguish between, Differentiate
Tree	Classifying	Classify, Sort, Group, Categorize, Give sufficient and related details, Types of, Kinds of, List and Elaborate, Taxonomy
Brace	Part to Whole Relationships	Parts of, Take apart, Show structure, Physical components, Anatomy
Flow	Sequence	Sequence, Put in order, Order, Recount/Retell, What happens next, Cycles, Patterns, Processes, Change, Solve multi-step problems
Multi-Flow	Cause and Effect	Causes and effects, Discuss consequences, What would happen if, Predict, Change, Identify motives, Why, Results, Outcomes, Benefits
Bridge	Seeing Analogies	Identify the common relationship, Guess the rule, Interpret symbols, Simile, Metaphor, Allegory, Ratio

Kipapa Elementary's Student/Parent/School Compact
(Aligned with Title I Federal guidelines)

Purpose:

- To promote success in student learning.
- To promote the home and school as partners in education.
- To describe the responsibilities of students, parents and teachers.

Student Agreement: *It is important that I do my best to do the following:*

- Show responsibility for my own learning. Complete and return all assignments on time.
- Attend school daily and on time, with a positive attitude.
- Work cooperatively and show mutual respect. Follow the 6 Pillars.
- Obey all rules. (School, Classroom, Chapter 19, etc.)
- Ask questions and seek help when needed. I understand that mistakes are part of learning.
- Produce quality work to the best of my ability.
- Show I understand and use information by sharing my ideas in different ways.
- Be an ethical user of technology.

Parent/Guardian Agreement: *I want my child to achieve and I will encourage him/her by doing the following:*

- Ensure that my child attends school daily and on time.
- Ensure that homework is completed. Sign and return forms on time (planner, field trip, report card. etc.)
- Read with my child daily.
- Help my child to set and achieve goals to reach the grade level "I Can" statements (standards).
- Discuss proper school behavior with my child.
- Become actively involved in my child's education by participating in decisions related to the education of my child and attending: conferences and meetings, school activities, parent sessions that will help my child be a successful student, and volunteer at my child's school when appropriate.
- Encourage my child to think of new/creative ways to solve problems and to consistently produce quality work.
- Encourage and be aware of my child's learning by talking with my child about his/her school activities every day, and encourage positive use of time outside of school.
- Communicate regularly with my child's teacher. Provide school with updated contact information (phone number, email address, etc.)
- Ensure that my child is an ethical user of technology.

Teacher Agreement: *It is important that students achieve and I will do the following:*

- Believe that each student can learn.
- Show respect for each child and his/her family.
- Create a supportive and effective learning environment that provides the students the opportunity to meet state standards.
- Build a community of learners by fostering collaboration, shared decision making, and respect.
- Provide high quality curriculum and instruction through standards-based learning experiences that are aligned with the school's vision of academic success for all students.
- Help each child grow to his/her fullest potential.
- Provide quarterly reports to parents/guardians on their child's progress.
- Provide extra assistance to students or parents when needed.
- Ensure meaningful two way communication with students, and parents/guardians.
- Ensure that students are ethical users of technology.

Principal Agreement: *I support Kipapa School's Compact and I will do the following:*

- Provide leadership in school and instructional improvement that ensures teachers have high quality curriculum that meets the needs of all students.
- Provide a supportive environment that allows for communications between student, parent, and teacher.
- Promote a positive climate for learning and an atmosphere of caring and respect for all students and members of the school community.
- Provide a safe environment for everyone to work, learn and play.
- Provide a plan for schoolwide parent/teacher conferences.
- Ensure that parents/guardians have opportunities to volunteer and participate in student, parent and family activities.

COMPREHENSIVE STUDENT SUPPORT SYSTEM (CSSS)

The Comprehensive Student Support System (CSSS) provides an array of supports for students. This process allows students to achieve in school, be confident and caring, and become contributing citizens in their communities. The CSSS process involves families and the community as integral partners to create caring communities at each school.

GENERAL LEARNER OUTCOMES (GLO)

The Department of Education's Hawai'i Content and Performance Standards (HCPS II) includes six General Learner Outcomes (GLOs) whose mastery will enable learners to lead full and productive lives. They are essential overarching goals for all grade levels, from elementary through high school, and all academic disciplines, whether mathematics, career and life skills, health, or any of the seven content areas. Every content and performance standard of the HCPS II supports the learner's progress towards these outcomes.

The six GLOs are

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

The following chart shows the relationship between the GLOs and Kipapa Elementary’s “I Can” statements.

General Learner Outcomes	Kipapa “I Can” Statements	Performance Descriptors
<p>Self-Directed Learner The ability to be responsible for one’s own learning.</p>	<p>I can be responsible for my own learning.</p>	<p>I can</p> <ul style="list-style-type: none"> * Be ready to learn. * Use my time wisely. * Set goals for myself. * Reflect and make progress.
<p>Community Contributor The understanding that it is essential for human beings to work together.</p>	<p>I can work well with others.</p>	<p>I can</p> <ul style="list-style-type: none"> * Respect others. * Listen attentively. * Follow rules. * Work together to solve problems and complete tasks.
<p>Complex Thinker The ability to perform complex thinking and solve problems.</p>	<p>I can do complex thinking and solve problems.</p>	<p>I can</p> <ul style="list-style-type: none"> * Use what I already know to help me learn. * Think of new and creative ways to solve problems. * Choose the best solution to a problem and make changes as needed.
<p>Quality Producer The ability to recognize and produce quality performance and quality products.</p>	<p>I can recognize and produce quality work.</p>	<p>I can</p> <ul style="list-style-type: none"> * Make a plan to complete my work. * Use feedback to make my work better. * Explain the important parts of my work.
<p>Effective Communicator The ability to communicate effectively.</p>	<p>I can communicate effectively.</p>	<p>I can</p> <ul style="list-style-type: none"> * Understand and use information. * Share ideas and information clearly in different ways.
<p>Effective and Ethical User of Technology The ability to use a variety of technologies effectively and ethically.</p>	<p>I can use a variety of technologies effectively and ethically.</p>	<p>I can</p> <ul style="list-style-type: none"> * Use different technologies to complete my work. * Use different technologies to gather, organize and present information. * Follow the rules and laws of using technology.

CURRICULUM AND INSTRUCTION

The Hawaii Department of Education's Common Core State Standards (CCSS) are a set of high-quality academic expectations in English-language arts (ELA) and mathematics that define both the knowledge and skills all students should master by the end of each grade level in order to be on track for success in college and career. The CCSS is the basis of Kipapa School's curriculum.

- The standards establish consistent learning goals for all students – regardless of where they live – so that children will know where they are on the path to college- and career-readiness even when moving to a different school or state.
- A clear roadmap of academic expectations allows students, parents and teachers to collaborate on shared goals.
- The standards are relevant to the real world: knowledge and skills students will need to succeed in life after high school, in both post-secondary education, and a globally competitive workforce.
- A diverse team developed the Common Core standards to be academically rigorous, attainable for students, and practical for teachers and districts.

LANGUAGE ARTS

The goal of this program is to provide opportunities for students to learn to use the English Language effectively. Reading, writing, listening, and speaking are integrated.

Reading experiences are broad and include textbooks, trade books, newspapers, and magazines, as well as reading student-authored books. Comprehension is expressed through different modalities such as oral discussion, or written responses that enhance comprehension.

The thrust of the writing program is to give students an appreciation of themselves as authors with meaningful ideas to share. Students are taught how to compose, revise, edit, and publish their work. Writing conventions such as spelling, grammar, and punctuation are taught. Students write in a variety of modes and styles.

MATHEMATICS

We use the *Stepping Stones* program for mathematics instruction. This program helps students develop fluency and proficiency in using and communicating mathematical knowledge and basic skills.

SOCIAL STUDIES

Appreciating cultural values and issues and history's effect in their development are part of the social studies curriculum. The culture of the United States and other countries are studied. Geography is also included in the social studies curriculum.

SCIENCE

The science curriculum uses the inquiry-centered and hands-on approaches. Students learn to use scientific language, knowledge, processes, and instruments to investigate issues and solve problems.

MUSIC

Students learn about music through improvisation, composing, listening, dancing, and analyzing music. Students are exposed to note reading and performance skills by singing and playing instruments such as the tonette, recorder and ukulele.

ART

Students learn about aesthetic and expressive characteristics by studying art in the three domains: Productive (visual forms), Critical (sensitivity of art in the environment), and Historical (how art affects human affairs).

PHYSICAL EDUCATION

Students participate in a variety of physical education activities such as walking, running, jumping, and hopping. In doing these activities students learn about safety, the role of practice and participation in producing success, rules and courtesies, physical fitness, cooperation, teamwork, and team spirit.

HEALTH

The health curriculum develops the understanding of human development, good health and sound safety practices. Key issues of health are addressed, such as wellness and a healthy life style.

TECHNOLOGY

Students participate in integrated lessons covering the basic operations and concepts of computer hardware and software, social, ethical and human issues relating to technology usage, and how technology can be a tool for productivity, communication, research, problem solving and decision-making.

HOMEWORK POLICY

Homework is an integral extension of the formal instruction a student receives in school. Homework usually emphasizes practice in the skills taught in class. It may also take the form of make-up work following absences, remedial activities, or enrichment activities.

Students should do their homework independently and with minimum assistance from parents and siblings. To be most effective, time should be set aside daily for working on homework.

PARENT'S ROLE REGARDING HOMEWORK

The following are suggestions on how parents can support the objectives of homework.

- Become familiar with the teacher's homework policy and discuss it with your child.
- Provide assistance when necessary and foster a positive, supportive attitude about the importance of completing the assigned work and doing it on time.
- Set aside a quiet, private, properly equipped and lighted area that your child can identify as a place for study.
- Provide an appropriate time and environment for study, a time that minimizes conflicts with favorite television shows, playing with friends, etc.
- Minimize parental involvement in the child's homework effort.
- Communicate with the teacher any homework-related concerns or questions.

KIPAPA ELEMENTARY SCHOOL'S PARENT/FAMILY INVOLVEMENT POLICY

Kipapa Elementary School involves parents in open, two-way meaningful communication to promote and support responsible parenting. Parents play an integral role in their child's learning and are encouraged to participate as partners in homework, school workshops, events and in the decision-making process that affect their child(ren) and their families. Kipapa School collaborates with community resources and partnerships to provide additional opportunities for parents to raise student achievement and strengthen family practices.

(Developed with Principal, School Community Council, Faculty and Title I Coordinator in SY 2014-2015)

STUDENT DISCIPLINE

GOAL:

Appropriate student behavior is an expectation at Kipapa. Our goal is to provide a wholesome school environment where each student develops self-discipline and a caring attitude toward all human beings.

GUIDELINES FOR STUDENTS

- * Behave according to the Six Pillars of Character: be trustworthy, be respectful, be responsible, be fair, be caring, and exercise good citizenship.
- * Behave safely.
 - * Use crosswalks when crossing the street.
 - * Walk on the right side of walkways and stairwell steps.
 - * Use stairs appropriately. Do not slide down railings, jump down stairs, run or play in the stairwells or on the sidewalks.
 - * Run and play only on the playground.
 - * Always obtain your teacher's permission before leaving the classroom.
 - * Do not loiter. Stay in assigned areas during recess.
 - * Do not bring contraband items to school.

POSITIVE BEHAVIORS AND ATTITUDES

Students who display positive behaviors and attitudes will be recognized. Students could be recognized at assemblies, through a special banner, by receiving special treats and/or by being featured in a showcase program.

CONSEQUENCES FOR UNDESIRABLE BEHAVIOR OR ATTITUDE

Students who exhibit undesirable behavior or attitudes will be given a natural consequence. These could include such activities as campus beautification, reflecting on one's behavior and how to do better, time in the office, loss of privileges, in-school suspension, or out-of-school suspension.

CHAPTER 19

Chapter 19 of the Hawaii Administrative Rules is the governing document upon which disciplinary actions are based and also serves as a proactive systems approach to schoolwide discipline. All students will receive a Chapter 19 booklet at the start of the year. The following is a list of prohibited behaviors that students should avoid and are defined in the Chapter 19 booklet.

Parents: Please review the following with your child (ren)

Kipapa is a Weapon-Free School Zone

Bringing dangerous items like a gun, BB gun, air gun, or paintball gun to school is prohibited. Students in violation will be dismissed from school and will not be able to attend any Hawaii DOE school for at least one year.

Kipapa is a Tobacco-Free School

The possession and/or use of tobacco or electronic cigarettes (e-cigarettes) are prohibited on campus at all times.

Class A Offenses

These include unlawful conduct, assault; burglary; possession or use of dangerous arms substances or instruments, possession, use or sale of drug paraphernalia and/or drugs; extortion; possession or use of firearms; murder; property damage; robbery; sexual offenses; and terroristic threatening.

Class B Offenses

These include disorderly conduct, rendering false alarm; gambling; harassment; theft; and trespassing.

Class C Offenses

These are conduct prohibited by the Hawaii Department of Education and include class cutting; insubordination; leaving campus without consent; smoking, the use of tobacco substance; and truancy.

Class D Offenses

These are conduct prohibited by Kipapa Elementary and include bringing contraband items to school, reporting late to class, inappropriate behavior, which includes but is not limited to running on grass or lanais, loitering in off-limits areas, rough housing, littering, playing with food, food fights, cutting in line, yelling, spitting, abusive language, displaying pornography, and forgery of signatures or grades.

Contraband items are items that in the past have created a disruptive situation at Kipapa when they were brought to school. They include but are not limited to: collector's cards, pocket knives, home-made weapons, toys, lighters, matches, tobacco products, martial arts paraphernalia, iPads, tablets, smart watches, CD players/boom boxes, pagers/beepers, cellular telephones, water guns, water balloons, smelly sprays, darts, skateboards, scooters, rollerblades, and Heelies.

Parents and students need to also be aware of the following:

- Students are NOT allowed to conduct any personal business transactions (buying or selling any item) during school hours on school property.
- Students are NOT to lend or borrow money from each other during school.
- Students are NOT to bring large amounts of money, valuable jewelry or any other valuable items to school.

STUDENT DRESS CODE

Education includes learning to behave and dress appropriately. Parents and children are responsible for children practicing good hygiene/grooming and dressing in clean, appropriate clothing for school each day. In addition, teaching our students to dress appropriately prepares them for their eventual transition to middle school and ultimately for college or their career.

1. Inappropriate dress includes clothing that promotes gangs, drugs, alcohol, tobacco, violence and/or indecent language or pictures.
2. Inappropriate dress also includes clothing that exposes the student's chest, back or midriff, buttocks/backside, such as spaghetti-strap tops or tube tops, shorts that are shorter than the fist when arms are hanging at the side.
3. Use of make-up is inappropriate for school.
4. Hats, caps, beanies and hoods may not be worn indoors (cafeteria, classroom, office, library)
5. Wearing of shoes is recommended for school and physical education class/activities. Covered shoes are **required** for working in the cafeteria and attending a field trip.
6. Clothing should be safe for children to wear. (i.e. students should avoid dangling jewelry, body piercings/jewelry, platform or high heel shoes and garments that restrict movement or present a tripping hazard.)

Enforcement of Dress Code:

1. Student will wait in the office until appropriately dressed.
2. Parents will be called to provide a change of clothing for the student.

GENERAL INFORMATION

CHANGE IN EMERGENCY DATA

Parents should immediately notify the school office when changes occur to their child's emergency data. These include changes in address, telephone numbers (home, work, and cellular phone), emergency contact persons and their telephone numbers, and persons authorized to pick up the children in place of the parents. Keeping this information current is especially important when an emergency occurs and we must contact responsible parties.

CLASSROOM VISITS

In accordance with maintaining the privacy, safety and security for all students and staff, please report to the School Office during the school day. Parents and visitors are prohibited from visiting the classroom during the school day.

If you need to visit your child during the school day, please report to the office and present a picture ID. The office will call the classroom to have the student report to the office to meet you. If you wish to get a message or an item to your child please have the office deliver it in order to minimize classroom distractions.

CONFERENCES

Parent-teacher conferences are encouraged at Kipapa School. It is an integral part of the reporting system and by far, the best means of communication between teacher and parents. If there are any questions or concerns about your child, please arrange for a conference in advance so the teacher can make adequate preparation for the conference. Teachers may also request a conference on matters concerning your child.

COUNSELORS

The Counseling Department of Kipapa School offers many exciting and innovative programs. The two counselors in the department see students on an individual or group basis. They are trained to help students with a variety of issues including grief, loss, divorce, self-esteem, anger management, peer relations, social skills, and a myriad of other concerns. The counselors are available to students, parents and community members during school hours, 7:50 a.m. – 2:50 p.m.

DOGS ON CAMPUS

Our custodial staff occasionally finds dog feces on the campus. This can be tracked into the classroom where it can disrupt the classroom. Obviously, dog feces on the campus are a health concern. The DOE recognizes the problems posed by dog feces and has a "NO DOGS ALLOWED ON SCHOOL CAMPUS" policy. For the benefit of our students please do not bring your dog on the school campus.

EMERGENCY SCHOOL CLOSURE

In the event of a Civil Defense emergency (hurricane, flood, etc.), parents should tune in to the Emergency Broadcast System for information. Please do NOT call the school for information as this will tie up the phone lines. If the school is to be closed, an announcement will be made over the radio. If this occurs please go directly to your child's classroom and sign out the child there. If no one is in the classroom, please go to the office. When parking your car please do not block the driveway of the school or another person's car.

ENGLISH LANGUAGE LEARNERS PROGRAM (ELL)

ELL is a language program designed to teach English to students whose native language is not English. Identification of these students is done through the student enrollment form or by teacher referral. The primary goals of the program are to help students gain a level of English proficiency that will give them the opportunity to succeed in the regular education classroom, to develop pride in their culture, and to develop an appreciation of other cultures.

FAMILY-SCHOOL-COMMUNITY PARTNERSHIPS

The following is a list of resources specifically designed to provide ways for Kipapa to support students and families.

- * ELL Home School Assistant Program
- * Headstart Preschool Program
- * Mililani Complex Character Counts Celebration
- * Parent Community Networking Center (PCNC)
- * Mililani Sunrise Rotary Club
- * Mililani Presbyterian Church
- * Inspire Church
- * Mililani YMCA Partnership
- * Parent Teacher Group (PTG)
- * School Community Council (SCC)
- * Mililani Lion's Club
- * Hope Central Church
- * Mililani Missionary Church
- * St. John's Church

FEDERAL IMPACT AID SURVEY

The Hawaii Department of Education (DOE) participates in the Federal Impact Aid Program which provide financial assistance to Hawaii based on the number of federally connected students who are enrolled in Hawaii public schools. To obtain the necessary data all students will bring home a Federal Impact Aid form in September. We ask parents to follow all survey instructions and have it returned to the school the following day.

FIELD TRIPS

Field trips are an extension of the regular curriculum. They always have educational significance and all students are expected to participate in them.

The success of a field trip depends greatly on parents who volunteer as chaperones. Any parent who is willing to assist as a chaperone is requested to inform his/her child's teacher.

Payments for field trips must be cash only and are made to the teacher.

FINANCIAL OBLIGATIONS

Parents must take care of financial obligations incurred for lost or damaged books, meal loans, theft, etc. Failure to do so shall prohibit a student from participating in school activities. All obligations must be paid in cash.

GIFTED AND TALENTED ENRICHMENT PROGRAM

The Gifted and Talented Enrichment Program (G/T) at Kipapa serves grades K-5. Teachers and/or parents may nominate students for the program. Nominees will go through a screening process and a selection committee will make the final selection.

JUNIOR POLICE OFFICER PROGRAM (JPO)

The JPO helps students cross Kipapa Drive safely when walking to school and when walking home. They also help to maintain order on campus before school and immediately after school, and march in the Mililani High School Homecoming Parade. Fifth graders are selected for the program based on teacher recommendation and parent approval.

LOST AND FOUND

Parents, please label your child's school supplies, lunch containers, water bottles, wallets, clothing, etc., so that if lost the item may be quickly returned. Lost, unlabeled items are sent to the cafeteria, where they may be claimed. Unclaimed items are donated to a charitable organization in January, March or April, and June each year.

NON-DISCRIMINATION STATEMENT

The Department of Education (DOE) is committed to providing equal opportunity in education to all of Hawaii's students. Discrimination because of a student's race, color, national origin (including persons with limited English proficiency), disability, sex, age, and/or religion in any educational program, service, or activity conducted by the DOE is prohibited. In addition, Board of Education policy strictly prohibits any form of harassment and/or bullying because of gender identity and expression, socio-economic status, physical appearance and characteristic, and sexual orientation.

More information can be found at the DOE's website at <http://doe.k12.hi.us/>, by contacting the school's principal, or by contacting the DOE's Civil Rights Compliance Office at (808) 586-3322.

OFFICE HOURS

The school office is open from 7:30 a.m. through 4:00 p.m. during school days, intersessions, and the winter and summer breaks. It is closed on all State holidays.

PARENT BULLETIN

A parent bulletin is posted once a month on our school's website to inform families of important school announcements and activities. Please give it your careful attention, as it is a regular means of communicating general information to parents.

PARENT COMMUNITY NETWORKING CENTER (PCNC)

The PCNC is a gathering place for parents, teachers, volunteers and professionals to foster learning, sharing, and caring and to generate programs and activities responsive to expressed needs and concerns. The Center is a focal point for networking students and their families with the resources and services of mother agencies. The PCNC Facilitator is Valerie Broussard. She can be reached by calling 627-7318.

PARENT-TEACHER GROUP, INC. (PTG)

The purpose of the PTG is to promote the welfare of the students and staff of Kipapa School. All parents/guardians and teachers are members of the PTG and your active participation in the meetings, fundraisers, and other activities is encouraged. Meetings are held monthly in the school library.

PRIMARY SCHOOL ADJUSTMENT PROGRAM (PSAP)

This is an early intervention service for students experiencing difficulty adjusting to the school setting. The purpose of the PSAP is to help students adjust to the demands of school and thereby improve their chances of being successful in school.

RETURNED CHECKS

Checks returned by the bank due to insufficient funds will be assessed a \$25.00 service charge. The repayment of the returned check and the service charge must be made by cash, cashier's check or money order.

ROOM PARENTS

Parents are encouraged to help their child's teacher in the classroom. Any parent who wants to volunteer is gladly welcomed and appreciated. Please contact your child's teacher or Kipapa's Parent Facilitator to volunteer.

SCHOOL COMMUNITY COUNCIL (SCC)

The SCC plays a vital role in the education system in Hawaii. They provide a forum through which teachers, administrators, parents and members of the community can pool their talents to increase the level of achievement for Kipapa students. The SCC is where Kipapa stakeholders can discuss educational issues, share information and ideas, raise questions and obtain answers – all for the purpose of making Kipapa School better for students.

SCHOOL HOURS & ACCESS TO KIPAPA SCHOOL CAMPUS

The security and safety of students and staff are a priority.

The school day for students begins at 8:00 a.m. and ends at 2:15 p.m., except Wednesdays when school ends at 12:30 p.m. Please have your children arrive at school after 7:30 a.m. due to minimal campus supervision before this time.

The stairway gate on Kuahelani Ave. is for staff use only and will remain locked throughout the day. It is not a drop off location for students. Students and families may enter Kipapa from Kuahelani Ave. through the 2 gates adjacent to Kipapa park and near the marked crosswalk.

Students are to leave campus for home immediately after school ends because of minimal campus supervision after school ends. Exceptions are students who are enrolled in the A-Plus program or whose parents have made arrangements with his/her teacher (to receive tutoring services, for example).

SCHOOL SERVICE

It is the policy of the DOE to provide students with the opportunity to work as aides in the library, office and cafeteria. This provides students with opportunities to learn and develop courtesy, responsibility, neatness, and dependability, and to contribute to their school community.

SPECIAL EDUCATION

The primary goal of special education is to help each child attain his/her potential to the fullest extent within the least restrictive learning environment. The special education staff will work with regular education teachers and parents to provide appropriate educational experiences for each child to achieve this goal.

STUDENT ACTIVITIES

The following is a list of the common activities for students at Kipapa Elementary.

- A-Plus After School Program
- Assemblies
- Book Fair
- Brown Bag Activities
- Field Trips
- Hawaii Food Bank Canned Food Drive
- “I Can” Literacy Program
- Kipapa Festival and Curriculum Fair
- Jump Rope for Heart
- Junior Police Officer Program (JPO)
- Mililani Complex Character Counts Celebration
- Mililani Complex Cross-Country and Track Meets
- Mililani Complex Music Festival
- PCNC Family Activities
- Primary School Adjustment Program (PSAP)
- Student Council
- Talent Show

STUDENT RECOGNITION

The following are some of the ways we recognize outstanding effort and achievement of our students.

- City Council of Honolulu Award
- Class Attendance Awards
- Community Awards
- Good Citizen Awards Assembly
- Graduation (Grade 5)
- JPO Drill Competition
- Mililani Lions Club
- Presidential Academic Excellence Award
- Rotary Club Award
- State House of Representative Awards
- State Senate Award
- Summer Reading Celebration

ATTENDANCE

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The school day for students begins at 8:00 a.m. and ends at 2:15 p.m. except on Wednesdays when school ends at 12:30 p.m.

Our breakfast program in the cafeteria runs from 7:15-7:45 each morning. If students are not going to eat breakfast in the cafeteria, parents are asked to have their child arrive at school no earlier than 7:30 a.m. as there is minimal campus supervision before that time.

Students are to leave campus for home immediately after school ends because of limited campus supervision after that time. Exceptions are those students who are enrolled in the A-Plus or other after-school programs and whose parents have made arrangements with a teacher (to receive tutoring services, for example). These students are to report directly to the respective locations when school ends.

ABSENCES

If a student is going to be absent his/her parent/guardian should inform the school by either sending a note to the student's teacher or by calling the attendance line anytime before 9:00 a.m. of the day the student is going to be absent. The note should state the reason for the absence. Call the office at 305-4200, follow the prompts and make the selection to report an absence.

Homework for the absent student may be requested when calling the attendance line. If the request is made before 9:00 a.m. the homework may be picked up after school on the same day.

TARDIES

If a student arrives at school after 8:00 a.m., the student is considered tardy and must report to the school office for a Tardy Slip. Do not go directly to the classroom.

CHRONIC OR UNEXPLAINED ABSENCES AND TARDIES

The Hawaii State Department of Education (DOE) evaluates the attendance of every school and monitors the attendance rate and absentee rate very closely. Chronic absenteeism is defined as a student who is absent for 15 or more days in a year.

*Please note that the DOE does not distinguish between excused and unexcused absences.

A teacher will send Letter A to the parents/guardians of a student who is absent 4 days and/or tardy 3 times per quarter. After 6 absences and/or 5 tardies the teacher will call the parent/guardian. If the attendance does not improve, a referral will be made to the counselor and a parent conference will be scheduled.

If absences and/or tardies continue, Letters B and C will be sent to parents/guardians by the counselor and administration, respectively, informing them of a possible referral to Family Court.

EARLY DISMISSAL

If a parent/guardian wants to pick up a student during the school day, ONLY parents/guardians can authorize an early release. He/She should write a note stating the reason for the request and pick up time. The note should be sent to the office in the morning. When picking up the student, ONLY adults listed on the emergency card can pick up students for early release. The authorized adult must sign the student out in the office and produce a current picture ID. For the student's safety, these conditions must be met before a student will be allowed to leave school on an early release. *Please note that a student must be in school for at least half of the day to be counted as "present" for that school day.

HOME INSTRUCTION

If your child will be hospitalized or incapacitated for two or more weeks please notify the child's counselor. The school may be able to provide three (3) hours of home instruction per week. A doctor's written note is required.

REGISTRATION, ENROLLMENT AND WITHDRAWAL

KINDERGARTEN AND NEW REGISTRATION

The Hawaii School Attendance Law requires parents/guardians who are registering a child for the first time in a Hawaii public school to provide the following to the school:

- A copy of the birth certificate, baptismal certificate, or passport that will verify the student's birth date, name and parents' name.
- A current utility bill (electricity, water, gas or land line phone), a cable service bill or a rental/purchase agreement. These must show a parent's/guardian's name and the service address must match the student's residence address.
- A TB tuberculin (Mantoux) clearance document from a primary health care provider, Department of Health Tuberculosis Branch, or Public Health Nursing offices. The test must be done within one year **before initial entry into Kipapa Elementary**.
- A completed health record (DOE Form 14) including a physical examination and all required immunizations **OR** a signed statement or appointment card (with the date/time of next visit) from your child's doctor.

ONLY PARENTS OR LEGAL GUARDIANS ARE PERMITTED BY LAW TO PROVIDE BACKGROUND INFORMATION ON THE CHILD AND SIGN REGISTRATION AND OTHER REQUIRED SCHOOL FORMS,

TRANSFERS IN

Pupils transferring to Kipapa from a public school in Hawaii must present to our office the release form (Form 211) that was issued by the releasing school. Pupils transferring from a non-public school should present a release form, the child's birth certificate, a negative tuberculin clearance, a Student Health Record (DOE Form 14), a report card, and any other information that would facilitate registration and placement and provide information about the child's medical condition. Address verification is required for all transfers.

TRANSFERS OUT

If you are anticipating a move, please come into the office at least five (5) days prior to the child's last day and complete a Notice of Withdrawal Form. This will enable the office staff to obtain the necessary information and prepare an official release for your child. The Release Form will be ready for pick up at the office on the last day of attendance.

HEALTH SERVICES

If a student becomes ill or injured at school, immediate first aid will be administered and the school will notify the student's parent/guardian by telephone. If the parent/guardian is unable to come in person, he/she should inform the school about who will come in his/her place. This is to ensure the safety of the student. Please note that students are not allowed to walk home by themselves.

The Health Aide can be reached at 627-7320.

Please keep your child's emergency card up-to-date. Please visit office if there is a change in phone numbers or emergency contact persons. Keeping this information current is vital to the safety and welfare of your child.

WELLNESS POLICY

Kipapa School Community has adopted a healthy snack policy to promote lifelong healthy eating practices. The policy is based on principles and guidelines from both the Department of Education (DOE) and the Department of Health (DOH). Our goal is to promote a healthy lifestyle by encouraging good nutrition at school and at home.

DOE Wellness Principles:

- Healthy students are better able to learn.
- Eating habits and active lifestyles that are developed in childhood affect health throughout life.
- All children deserve nutritious and safely prepared food.
- Standards based Health Education, including a focus on skills and knowledge relating to nutrition.

BREAKFAST AND LUNCH PROGRAMS

This institution is an equal opportunity provider.

BREAKFAST HOURS

The cafeteria will serve breakfast from 7:15 a.m. to 7:45 a.m. To ensure that students have enough time to eat and get to class on time the doors will close at 7:45 a.m.

FEDERAL MEALS PROGRAM

The DOE participates in a federally subsidized meals program in which students may be eligible for reduced-price or free meals. Parents may enroll their child in the program by completing an application form, or by visiting the online application website at ezmealapp.com. An income criterion is used to determine eligibility.

The meal subsidy must be renewed each school year. Parents may renew the subsidy by completing the application form. If a student attended a Hawaii public school last year and qualified for the subsidy, he/she will continue to receive the same subsidy in the new school year for a limited time. Parents/guardians are expected to re-apply for the subsidy during this period.

Application forms for the Federal Meals Program will be distributed to all students on the first day of school. Only one application per household and one for each foster child is necessary. The completed form should be turned in to the school office.

HOME LUNCH

If your child will be having home lunch, please have your child bring it with him/her at the start of the school day.

MENUS

Monthly menus for breakfast and lunch will be posted on the school website and sent home for those who request a copy.

PREPAYMENT SYSTEM

Kipapa has an automated system, which creates a meal account for each student enrolled at Kipapa. The system allows you to prepay your child's meal purchases and works like a debit checking account.

By utilizing www.EZSchoolPay.com, you can now check your child's school meal account balance online, as well as make payments with your Visa, MasterCard, Discover, or American Express credit card or debit card. A nominal fee will be assessed for **payments** made online.

Deposits can also be made at the school office between 7:30 a.m. and 4:00 p.m. Please fill in a deposit envelope, place the payment in the envelope and deposit the envelope in the black locked box. Payments will be credited to the student's account within 24 hours after the payment is received.

PRICES

	<u>Regular Price</u>	<u>Reduced Price</u>
Breakfast	\$ 1.10	\$0.30
Second breakfast	\$2.40	\$2.40
Regular lunch	\$ 2.50	\$ 0.40
Second entrée	\$2.00	\$2.00
Second lunch	\$5.50	\$5.50

STUDENT LUNCH LOANS

Kipapa School will provide a loan to a student who does not have enough in his/her account to pay for a lunch. But this loan is for emergencies only and prompt repayment is expected. If your child's account is in a loan situation please provide the child with a home lunch until the loan is paid and there is enough money in the account to pay for his/her meals.

A low balance notice is sent home through the student when his/her account balance reaches the value of five meals. Parents/guardians please actively monitor your child's account balance and ensure there are sufficient funds to feed your child.

STUDENTS ONLY

Student meals are subsidized by the U.S. Department of Agriculture and the State of Hawaii and parents are not permitted to consume any portion of their child's meals. Due to sanitation concerns no one is allowed to take food out of the cafeteria. Exceptions will be handled on a case-by-case basis.

SCHOOL BUS

ELIGIBILITY

Students residing 1 mile or more from Kipapa are eligible to ride the school bus. The application form (ST-70) may be obtained at the school office. Students who qualify for free meals and living 1 mile or more from Kipapa qualify for free bus service.

A student on free status at the end of the last school year has a grace period at the beginning of the new school year. During the grace period the student's parents must submit a new application form for free/reduced price meals so that the student's status can be re-evaluated. If no application form is submitted the student will automatically be charged the full price when the grace period expires.

If parents want a student to ride the school bus but the student lives less than 1 mile from the school, parents must submit the student transportation application (ST-70) and a space available application (CS-101). Students who are approved for space available bus service will be charged the full price.

PAYMENTS

When the application is approved the school office will notify the parents/guardians and request payment. All payments must be made before a student will be allowed to use the bus service. The bus driver will not accept money.

The school bus fee is based on \$1.25 per ride. Parents may pay for the bus service in any of the following ways.

Roundtrip	\$270.00 per year	or	\$72.00 per quarter
One Way	\$135.00 per year	or	\$36.00 per quarter
Coupons	\$12.50 per sheet of 10 coupons (payable in CASH ONLY)		

LOST BUS PASS

A fee of \$5.00 will be charged to replace a lost bus pass. This fee is payable in CASH ONLY. While the replacement bus pass is being made a temporary pass will be issued. The temporary pass is valid for 20 school days.

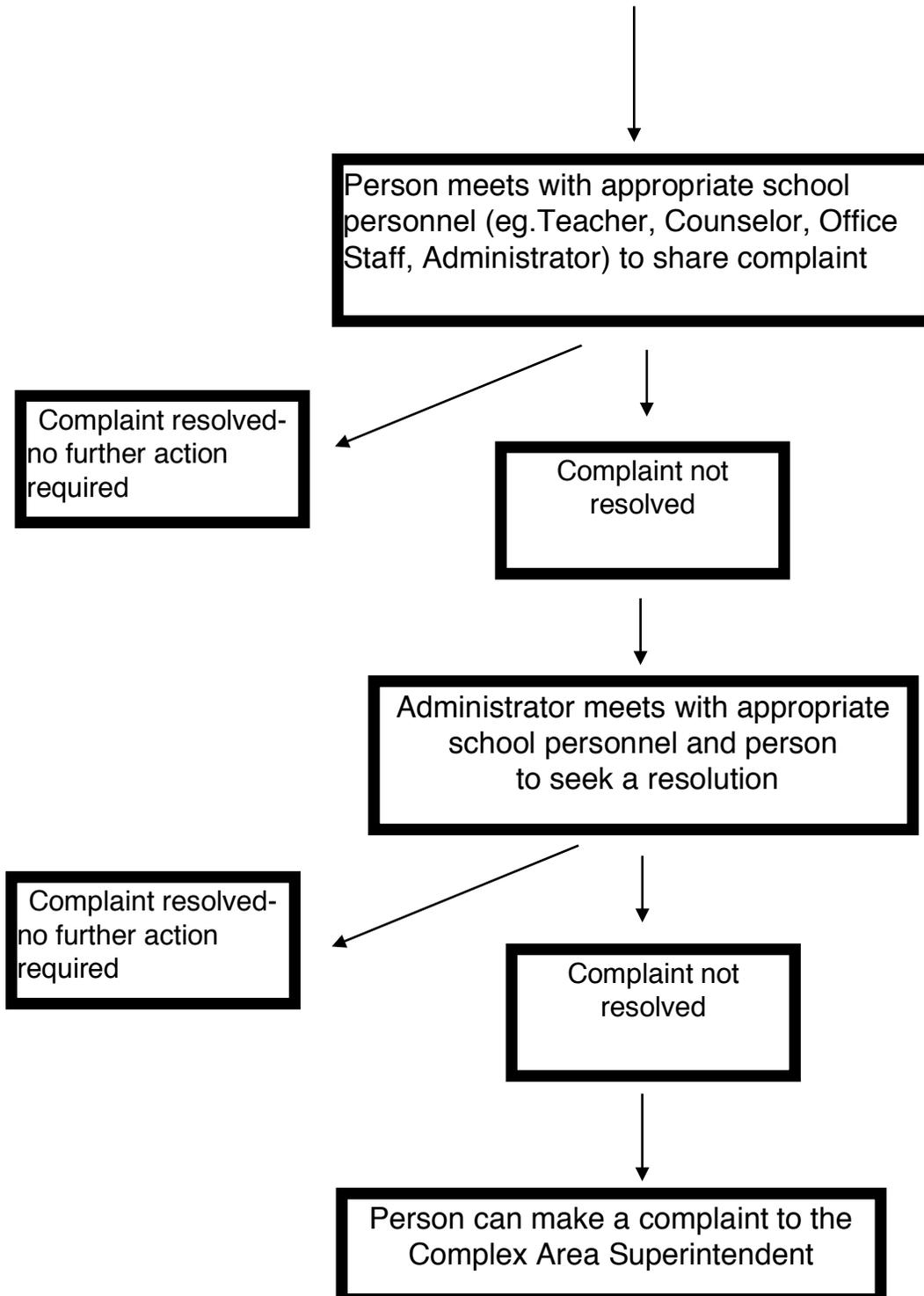
NO REFUND POLICY

All bus pass and coupon payments are non-refundable. Examples where refunds will NOT be given include, but are not limited to, the following:

- * A student on paying status becomes qualified for free status.
- * The student is suspended or expelled from school.
- * The family encounters a sudden, unexpected change in transportation need.
- * Military deployment.
- * Moving within qualifying distance of the school.

Because of the No-Refund Policy, parents who are uncertain of their transportation plans are *discouraged* from purchasing a bus pass and *encouraged* to purchase coupons instead.

Kipapa Elementary School Procedures for Dealing with Complaints



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

Please direct inquiries regarding HIDOE nondiscrimination policies to:

Section ADA/504 inquiries
Krysti Sukita, ADA/504 Specialist Civil Rights
Compliance Office Hawaii State Department of
Education P.O. Box 2360
Honolulu, Hawaii 96804
(808) 586-3322 or relay crco@notes.k12.hi.us

Title VI, Title IX, and other inquiries Anne
Marie Puglisi, Director
Civil Rights Compliance Office Hawaii State
Department of Education
P.O. Box 2360
Honolulu, Hawaii 96804
(808) 586-3322 or relay crco@notes.k12.hi.us

Inquiries concerning discrimination and/or harassment may also be referred to the Office for Civil Rights, United States Department of Education.