Dear Parents and Guardians,

Welcome to Nānāikapono Elementary School! We are excited to partner with you to help our students grow academically, socially, emotionally, and physically. We believe that all students can and will learn. Thus, to optimize learning, we strive to ensure that:

- children are actively engaged in their learning;
- lessons are developmentally appropriate, differentiated, context-based, and purposeful;
- on-going classroom assessment informs instruction; and
- partnerships for learning include home, school, and community.

We ask your kokua in reviewing this handbook with your child(ren) as it contains helpful information important to you and your child(ren).

Student attendance and tardiness continues to be a focus for our school. As partners, we seek your assistance in ensuring that your child(ren) arrive to school on time each day.

In order to provide a safe environment for all of our students, please review the section on “Student Conduct and Discipline,” which explains Nānāikapono’s expectations and procedures regarding student discipline.

To maintain open lines of communication, we publish and send home weekly parent newsletters with your child(ren). Please take the time to read this newsletter, as it contains valuable information related to school events and your child(ren)'s education.

We look forward to another exciting school year filled with meaningful learning opportunities and student growth!

If there are any questions, please do not hesitate to call the school office at 305-7800.

Me kealoha pumehana,

Christine Udarbe
Proud Principal

School Compact:

Nānāikapono Elementary School will provide high quality curriculum and instruction within a safe, healthy, supportive, and effective learning environment. We will carry out the following responsibilities and objectives to support success for every student:

1. Treat every child with dignity and respect.
2. Provide instruction that addresses the individual needs of each student.
3. Implement high-quality, relevant, and rigorous curricula.
4. Communicate clear expectations for performance to both student and parents.
5. Communicate regularly with parents by providing:
   a. Weekly parent newsletters
   b. Annual Open House
   c. Annual Parent Teacher Conferences
   d. Quarterly reports of student progress (report cards)
   e. School Messenger (Robo Call for attendance)
   f. Twitter posts on special occasions
   g. School Website ([www.npono.nwcomplex.org](http://www.npono.nwcomplex.org))
   h. Student planners/Communication Log
6. Conduct workshops for parents to increase their understanding of academic standards and provide them with ideas and strategies they can use to support their child's achievement of the Common Core State Standards, Next Generation Science Standards, and the Hawaii Content and Performance Standards.
7. Provide opportunities for parents to participate in decision-making related to their child's education.
Parent Compact:
I/we realize the importance of working cooperatively with Nānāikapono Elementary School. I understand that participation in my child’s education will positively influence his/her attitude and achievement. I will carry out the following responsibilities and objectives to support success for my child(ren):

1. Be actively involved in my child’s education by attending meetings, conferences, school activities, parent workshops and volunteer to help my child(ren) be a successful student(s).
2. Communicate regularly with my child(ren)’s teacher.
3. Discuss proper behavior with my child(ren) in and out of school, particularly in extra-curricular time.
4. Encourage my child(ren) to think of new/creative ways to solve problems and to consistently produce quality work.
5. Ensure that my child(ren) attend school regularly and on time.
6. Establish a time for homework and see that homework is completed.
7. Help my child(ren) to set and achieve goals to reach the grade standards.
8. Read with my child(ren) daily.
9. Talk with my child(ren) about his/her school activities every day.

Student Compact:
My education is important. I understand that I contribute to my own positive attitude and achievement. I agree to carry out the following responsibilities and objectives to ensure my success:

1. I will attend school on time and maintain a positive attitude about learning in order to be a successful student.
2. I will be an effective communicator between school and family.
3. I will complete and return daily assignments and homework on time and to the best of my ability.
4. I will follow the school rules and regulations which include those in the student handbook, in the classroom, in the cafeteria, in any and all playground areas and the bus to exemplify the 3 B’s (Be Kind, Be Safe, Be Responsible) and the General Learner Outcomes (GLOs).

Academic Programs:
At Nānāikapono, we believe that all children can learn when activities are developmentally appropriate; children are actively engaged in their learning; lessons are context–based and purposeful; on-going classroom assessment informs instruction; and partnerships for learning include the home, school, and community. Our goal, as stated in the School-Wide Learner Outcomes, is for Nānāikapono graduates to be effective communicators, who speak, listen, read and write effectively, use technology to communicate ideas and create, and use alternate modes of expression.

Nānāikapono’s faculty and staff are committed to creating a safe, caring, and well-managed learning environment. Teachers are qualified for their assigned responsibilities and work cooperatively to achieve the School-Wide Learner Outcomes. The office staff is friendly and efficient. The cafeteria staff goes well beyond just serving meals. The custodial staff keeps our school looking new. All stakeholders are encouraged to provide input in the decision-making process.

Parents and community members team with the school in many ways to provide support for students. Representation on the School Community Council (SCC) is one important way to participate. The SCC membership consists of the principal, teachers, staff, students, parents, and community representatives. The SCC meets monthly to monitor student progress and provide input during the school's academic and financial planning processes.

Common Core State Standards:
Hawaii Common Core Standards are learning goals for each grade level so that every student can graduate college and career ready. The Common Core State Standards focus on developing the critical-thinking, problem-solving, and analytical skills students will need to be successful in a rapidly changing 21st century global economy. To learn more about the Hawaii Common Core Standards and assessments, we encourage you to visit the Hawaii DOE Family Resources webpage:

www.hawaiipublicschool.org/TeachingAndLearning/StudentLearning/CommonCoreStateStandards/Pages/parent-resources.aspx
Special Programs:
Besides their regular classroom work, students who qualify for special programs may be involved in the following:
- Gifted and Talented (STEAM)
- English Learner (EL)
- Special Education

The following programs are offered to enhance regular programs by providing rich learning experiences:
- Arts
- Character Education Program
- Engineering
- Hawaiian
- Health and Wellness
- Student Support Services

Tutorial Programs:
We offer a variety of afterschool enrichment programs at Nānāikapono Elementary School. Please contact the school and/or look for information in our Weekly Parent Bulletins.

Library:
Classes are scheduled to visit the library on a regular basis. The librarian shares stories and books, teaches and reinforces library skills, and helps students select books for recreational reading and research. Students may also visit the library at recess and as directed by the teacher. Please encourage your child to borrow books regularly and to return them promptly. Also, please teach your child to take proper care of their textbooks as well as library books. Students may be charged for books that are lost or damaged.

Technology:
Nānāikapono is very fortunate to have a wealth of technology/equipment available for student and teacher use including a 1:1 digital device to student ratio. We have digital devices such as laptop computers, iPads, desktop computers, and other equipment to support students in learning 21st century skills.

Parental Engagement:
Parents greatly influence a child's academic, emotional, and social development. Parental engagement is key to successfully educating our children. Through parental engagement, home-school relationships, and parent-teacher communications are developed. We urge all parents to engage in their child's education.

Ways to engage and support Your Child:
★ Attend parent workshops, open house, and parent-teacher conferences.
★ Become a representative on the School Community Council.
★ Communicate often with your child’s teacher; check for notes that may have been sent home; schedule a meeting if you have any questions or concerns.
★ Create a quiet place at home for your child to do homework.
★ Encourage your child to attend school regularly and arrive at school on time.
★ Gather the necessary school supplies, as listed in the Nānāikapono School supply lists, label each item, and send the supplies with your child on the first day of school.
★ Help your child develop good habits such as taking baths, wearing clean clothes, eating proper foods, and getting enough sleep.
★ Help your child to develop a positive self-concept and to feel good about him/herself.
★ Join and become an active member of the Nānāikapono PTA.
★ Read with your child or have your child read to you every night.
★ Teach your child to be honest and to respect the property of others.
★ Volunteer to support our students. All volunteers must attend a volunteer workshop annually. Please see the PCNC for additional information.
**Parent–Teacher Conferences:**
Parent–Teacher Conferences are conducted during the school year for teachers and parents to engage in meaningful dialogue regarding their child's progress in school, discuss any challenges or concerns, and develop a plan for the home and school to collaborate to successfully support student achievement. Parent–Teacher Conferences will be held in October. Scheduling details will be provided to parents several weeks in advance of the conferences.

**Counseling and Guidance Program:**
Nānāikapono's counseling staff partner with the students, teachers, and parents to support whole child development: academically, behaviourally/socially, emotionally, and physically. You are encouraged to visit the counselors or contact them by telephone at (808) 305-7800, between 7:45 AM and 2:45 PM.

**Student Council:**
Students in the 5th and 6th grade have the opportunity to be a classroom representative or they can run for an officer position (President, 1st Vice President, 2nd Vice President, Secretary, and Treasurer). This provides students an opportunity to develop and demonstrate leadership, public speaking, problem-solving, and decision-making skills as well as to influence positive school improvement. If your child is interested, please talk to your child's homeroom teacher or contact the grade level counselor.

**Breakfast & Lunch Program:**
Breakfast is served in the cafeteria from 7:00 - 7:40 AM daily. Lunch is served at different shifts by grade level from 10:30 AM to 12:20 PM. Students in grades 4-6 take turns to serve as cafeteria monitors helping to serve lunches and wipe tables. Consistent with state–wide policy effective July 1, 2010, children allergic to milk must submit a letter from their doctor to the school. Currently, qualified milk substitutes, such as lactose-free milk, are not available in single-serve, half-pint containers.

**Community Eligibility Provision (CEP) Program:**
Nānāikapono participates in the Community Eligibility Provision (CEP) Program. This is a pilot program that allows your child(ren) to receive one (1) free breakfast and one (1) free lunch daily. You will be sent home a form to complete called the “Family Household Survey” that will help the DOE collect critical information that helps with other programs dependent on the information previously collected in free/reduced lunch applications. These forms will be sent home by the school at the start of the school year for parent/guardians to complete. Your child will also receive free bus service if you meet the distance requirements. The CEP program is specific to participating schools. If your child transfers to a non–participating school, you will have to fill out the free/reduced lunch application.

Payment envelopes are available in the front office from 7:30 AM to 3:30 PM for pre–payment of student meals. Payment must be made the day before in order for it to be processed in time. This option is available for students who would like to purchase an additional breakfast, lunch or milk. Prices listed below are for additional items:

<table>
<thead>
<tr>
<th>Reduced/Full Cost for additional items:</th>
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<tbody>
<tr>
<td>Breakfast: $2.40</td>
</tr>
<tr>
<td>Lunch: $5.50</td>
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<tr>
<td>Milk: $0.60</td>
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In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250–9410 or call toll free (866)632–9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800)877–8339; or (800)845–6136 (Spanish). This institution is an Equal Opportunity Provider.

**School Lunch Loans:**
The Department of Education has revised its “lunch loan” practice, effective at the beginning of the School Year 2010–2011. Lunch accounts will be blocked for loans exceeding $10.00 and the school can no longer make unlimited “lunch loans” to students who do not have funds in their meal accounts. Payment reminders are sent home with students weekly.
If your child has a “lunch loan” balance outstanding at the end of previous school years (even if your child attended a different school), that lunch balance will carry forward to the new school year.

**Student Obligations:**
Obligations such as overdue library books, meal fees, and other school obligations should be cleared as soon as possible. If your child has any obligations, he or she may not be able to attend school activities such as field trips and other grade level activities.

**No Personal Checks will be accepted:**
Cash, Cashiers Check or Money Orders payable to “Nānākapono Elementary School” will be accepted in the front office. Front office will not provide any change.

**Bus Program:**
The State of Hawaii School Bus program services students on the Nanakuli/Waiʻanae Coast: 1) grades (K-5) and who live more than 1.0 miles from school, and 2) grade 6 students who live more than 1.5 miles from school. An application must be submitted if you want your child to take advantage of this program. Applications are distributed by the bus drivers and should be returned to the school’s front office. Application forms are also available in the front office. All bus riders will be issued an office bus pass. This bus pass must be presented each time they ride the bus. Students who ride the bus must be orderly and follow the bus driver’s directions. Our school wide rules, as well as guidelines stated in Chapter 19 of the Board of Education Hawaii Administrative Rules, remain in effect at our bus stops and on the school bus. Students who do not cooperate, and or endanger the safety of themselves, as well as others, may be suspended from bus riding privileges. Bus rider concerns and questions may be directed to Ground Transportation, Inc. bus company at (808) 833-4222.

**Health Services:**
The school provides basic first aid care for students who become ill or injured during school hours. Depending on the severity and nature of the illness or injury, it may be necessary to notify the parents. Serious cases will be sent home and we may recommend a doctor follow-up. If an emergency occurs, an ambulance may be needed to transport the child to an emergency unit or hospital. It is very important for us to have parents’ current contact information. Therefore, we ask that you complete a new emergency card each year, and update the information as needed throughout the year.

**Medications in School:**
A “Request for Medication in School” form must be completed for medication to be administered or stored in the health room. Please see the School Health Aide for more information.

**School Health Law:**
The Hawaii attendance law requires all students to meet certain health requirements before they may attend school in the State of Hawaii. By the first day of school, all new students, at any public or private school in the State of Hawaii, must have:

- Tuberculosis (TB) clearance
- Completed student health record (Form 14) including a physical examination and all required immunizations (diphtheria, tetanus, pertussis, polio, measles, rubella, mumps, Hep B, and varicella) or a signed statement or an appointment card from your child’s doctor.

*Students will not be permitted to enter school until all requirements are met.*

**Exceptions to the School Health Law:**
A student may receive exemption from the immunization requirements for medical or religious reasons provided the school receives a signed statement by an authorized person.

**Hawaii Keiki Services:**
Nānākapono is equipped with a school based health clinic (SBHC) serviced by an APRN (Advanced Practice Registered Nurse). The goal of the SBHC is to support your child’s health and education. The APRN can care for your child’s allergies, asthma, and other medical conditions, as well as administer medication and offer advice about health topics to you and your children. There is no cost to you for any services your child may receive. In order to receive these services, a Hawaii Keiki consent form must be completed.
Attendance Procedures:
Nānāikapono Elementary School, community, parents, and students need to join efforts and work to uphold a high and consistent school attendance that is conducive to academic and personal success. According to the Department of Education School Attendance Procedures (Dec. 2014), a student is absent when he/she is not physically present in school or in a scheduled class for more than half of the school day or class period, except if the student is attending an authorized school activity.

Excused Absences:
An example of an “excused” absence is when the student is absent from school because of illness or other reason that the school deems valid. Excused absences include family court hearings and hearings involving foster children; and medical or dental related reasons with a verifiable note provided by a doctor or dentist. Phone calls will not be a substitute for a parent/guardian letter. Excused absence letters must be submitted to the child’s homeroom or front office no later than two (2) days from the time the student returns to school from being absent. If the absence note is turned in later than two (2) days from returning, the absence may not be excused.

Unexcused Absences:
Babysitting siblings or other children, caring for elderly or family members, entertaining guests/visitors, family vacations/trips, parent request without explanation, personal business, sports competition events, and no available transportation are examples of what may be considered as unexcused.

The student’s note should include the following information:
- Date note was written
- Child’s first and last legal name
- Teacher name and room number
- Date of absence
- Reason for absence
- Phone number(s) where parent/guardian can be contacted
- Parent/guardian signature

The attendance count begins at the beginning of the academic school year.
- 5 total absences (excused/unexcused): Parent notified, Attendance Notice #1 mailed
- 10 total absences (excused/unexcused): Parent notified, Parent/Teacher/Counselor meeting, Attendance Notice #2 mailed
- 15 total absences (excused/unexcused): Parent notified, Parent/Teacher/Counselor/Social Worker, Administrator meeting held, Attendance Notice #3 mailed
- 16-18 total absences (excused/unexcused): Home visit with social worker prior to Attendance Notice #4 being mailed out
- 20 total absences (excused/unexcused): Parent notified, Family Court Petition

Perfect Attendance:
Students who have no absences and no tardies will be eligible to receive a Perfect Attendance Certificate at the end of the school year.

Early Release Procedure:
Please sign out your child(ren) at the front office. We will issue a student pass which you will show to the classroom teacher. Teachers will not release a child without seeing the pass. Please make sure that the adult (person 18 and over) has a picture ID at the time of pickup and is on the emergency contact list. We will not release a child if these requirements are not met. If a student leaves school before 11am or comes to school after 11am, the student will be marked absent for the day.

Student Messages:
Please make prior arrangements with your child about how they will be going home after school and where they will be going. We do not have office monitors and have no way of ensuring that your message will get to your child. Phone calls will not be transferred to the classroom as it disrupts instructional time. Office staff will help you by emailing the teachers your messages if necessary. However, there is no guarantee that the teachers will receive our emails in time. After 1:00pm, the office will not be taking any phone messages for students.
Getting to and from school safely:
At Nanaikapono, it is everyone’s responsibility to maintain a safe learning environment. To assist us in this effort, we developed safety practices and procedures. Throughout the school year, teachers discuss these procedures with their students. You can assist us with your child by:

- Discussing the proper safety practices while walking to and from school
- Discussing and practicing with your child the use of crosswalks and adherence to traffic signals
- Explaining the proper conduct for riding the school bus, especially remaining seated while the bus is moving
- Dropping your child off after 7:00 AM and picking him/her up promptly after school – we DO NOT have campus supervisors prior to 7:00 AM or after 2:20 PM

Dress Code:
Please send students to school with appropriate clothing and footwear each day. School community members representing students, teachers, staff, parents, administrators, and community developed Nānāikapono's dress code. The dress code was created to ensure proper attire is worn to school. Please follow these guidelines:

- All students should wear appropriate footwear, e.g., shoes, slippers, sandals, at all times to prevent foot injuries; high heels or platform shoes are discouraged to prevent ankle injuries.
- Pants should be worn no lower than the waistline
- The hemline of shorts should be no shorter than the wearer’s thumb tip with the person's arms hanging at his/her sides
- Dresses and skirts should be appropriate for the school setting, and hemlines no shorter than 3 inches above the knees
- Garments such as halter tops, bare midriffs, tube tops, see-through tops, tank tops, spaghetti straps, and plunging necklines are not allowed
- Underwear should not be exposed
- No exposed skin between top and bottom wear
- No messages and/or depictions of drugs, violence, nudity, or inappropriate language

Although uniforms are not mandatory at Nānāikapono, we do have school t-shirts for sale that can be worn as a uniform or on field trips. Pre-order forms are sent home at the beginning of the school year and a limited amount are sold in the front office.

ID Cards/Lanyards:
All students will be issued an identification card and lanyard which they must wear each school day. This ID card will be used to purchase lunch and borrow books. If an ID card is lost or destroyed, students must replace the ID and/or lanyard.

Replacement Fees:
- ID Card Replacement: $2.00
- Lanyard Replacement: $2.00

Homework Policy:
All homework assignments are extensions of the classroom instruction. They reinforce, review, extend, or enrich lessons taught. The teacher teaches the concepts and provides independent work to reinforce the learning. This independent practice may begin in class and/or assigned as homework. In addition to individual assignments, recreational reading and projects may be assigned as homework. Please support your child by providing a quiet space and the supplies necessary to complete his/her homework. When requesting homework assignments for an absent student, please give the classroom teacher a minimum of 24 hours to deliver make-up work to the front office.

Student Behavior:
Nānāikapono has adopted behavior standards for our students called the 3 Bs: Be Kind, Be Safe, and Be Responsible. Please review the behavior expectations listed in the table at the end of the handbook and explain to your child that it is important to maintain these standards.

Student Misconduct and Discipline:
When a student’s behavior violates established rules of the department, state or local criminal laws, or the student willfully disobeys legitimate directives of department personnel, the department may take appropriate disciplinary action. The 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 of which are self-destructive, self-defeating or anti-social; and
- Maintain proper student conduct to ensure that educational activities and responsibilities remain uninterrupted.

**Playground Rules and Safety Guidelines:**
Teachers will periodically review the guidelines regarding playground safety with their students. Parents should also review these with your child to ensure that they understand what they can and cannot do on the playground:
- Play only in your grade level playground/designated area
- Follow the directions of the playground supervisor
- Do not play contact games such as football, chicken fight, etc.
- Keep the playground clean
- Snacks, including drinks are only allowed in designated areas
- Playgrounds are off-limits before and after school due to lack of supervision.
- No toys should be brought to school

**Contraband Items:**
In the interest of protecting the health, safety, and educational opportunity of all students, the following items are prohibited from school without prior written permission from the school’s administration:
- Cell phones, radios, CD/DVD players, cameras, and any other electronic item that could be a distraction
- Gambling devices; dice, playing cards, etc.
- Drugs, alcoholic beverages, narcotics, cigarettes, inhalants, cigarette lighters, matches, tobacco products and look-a-likes
- Explosive devices including firecrackers, fireballs, cherry bombs, stink bombs, etc.
- Any type of weapon (real or fake) such as knives, guns, tools, etc.
- Gang identification paraphernalia such as beepers, rags/bandannas, etc.
- Spray cans, perfume, etc.
- Animals, pets, etc.
- Medications or pills of any kind

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### Nanaikapono Behavior Standards

<table>
<thead>
<tr>
<th>SETTINGs</th>
<th>All Settings</th>
<th>Classroom</th>
<th>Playground</th>
<th>Cafeteria</th>
<th>Library and Computer Lab</th>
<th>Assembly</th>
<th>Walkways</th>
<th>Bathrooms</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EXPECTATIONS</strong></td>
<td><strong>Be Kind</strong></td>
<td>* Greet Others *</td>
<td>* Listen *</td>
<td>* Take turns *</td>
<td>* Keep voices low *</td>
<td>* Whisper *</td>
<td>* Listen *</td>
<td>* Keep to the right side *</td>
</tr>
<tr>
<td></td>
<td><strong>Help Others</strong></td>
<td>* Use classroom voices *</td>
<td>* Show good sportsmanship *</td>
<td>* Practice good table manners *</td>
<td>* Help each other *</td>
<td>* Learn *</td>
<td>* Keep normal voices *</td>
<td>* Use normal voices *</td>
</tr>
<tr>
<td></td>
<td><strong>Share</strong></td>
<td>* Share and help others *</td>
<td>* Share equipment *</td>
<td>* Share equipment *</td>
<td>* Take your turn *</td>
<td>* Applaud appropriately *</td>
<td>* Share equipment *</td>
<td>* Flow smoothly *</td>
</tr>
<tr>
<td></td>
<td><strong>Be Prepared</strong></td>
<td>* Follow directions *</td>
<td>* Have all supplies *</td>
<td>* Follow directions *</td>
<td>* Follow directions *</td>
<td>* Give your attention to speaker or performance *</td>
<td>* Pick up litter *</td>
<td>* Keep area clean and sanitary *</td>
</tr>
<tr>
<td></td>
<td><strong>Do your best</strong></td>
<td>* Take care of books and property *</td>
<td>* Leave books when finished *</td>
<td>* Eat your own food *</td>
<td>* Take care of books and equipment *</td>
<td>* Respect others *</td>
<td>* Stay on walkway *</td>
<td>* Respect self and others *</td>
</tr>
<tr>
<td></td>
<td><strong>Be on time</strong></td>
<td>* Be on time *</td>
<td>* Keep areas clean *</td>
<td>* Stand in line *</td>
<td>* Return books on time *</td>
<td>* Respect others *</td>
<td>* Wash hands *</td>
<td>* Wash hands *</td>
</tr>
</tbody>
</table>

| **EXPECTATIONS** | **Be Responsible** | * Respect Authority * | * Look * | * Use equipment properly * | * Look * | * Respect Authority * | * Use properly * |
| | **Be on task** | * Know rules * | * Push in chairs * | * Report dangerous situations * | * Push in chairs * | * Sit as assigned * | * Use properly * |
| | **Be Safe** | * Walk in and out of lunchroom * | * Stay seated until excused * | * Stay in line * | * Enter and leave in orderly manner * | * Look * | * Use as needed * |