

Tardies

Students who arrive at school after 7:50am must report to the office to get a tardy slip. We request that you make every effort to ensure that your child arrives at school on time.

Early Release for Students

Please contact the school office at 332-6801 to inform us if your child will be leaving early and who will be picking the child up. Only guardians, parents, or emergency contacts will be allowed to sign the child out. We appreciate advance notice, if possible, so that teachers can prepare any homework if the student will not be returning for the remainder of the school day. If possible, please refrain from scheduling appointments to the doctor or dentist during the school day.

Visits to Classrooms

You are invited to visit your child's classroom at any scheduled time. Please inform your child's teacher and the office at least a day in advance of the date and the time you wish to visit so that arrangements may be made. Formal classroom visitations are limited to sessions of twenty minutes. Visitor parking is located in the Polaris triangle. See parking map.

Bus Transportation

Bus applications are available at the school office. Please return the application to the main office. Bus drivers do not collect any payments or applications. All students riding the bus require a pre-paid bus pass in order to ride. Students are expected to follow appropriate rules and codes of conduct. Bus service is available in Kalaheo: Papalina, Waha Roads, Kalaheo Heights, Kakela Makai and Brydeswood Subdivision. Lawai: Lawai Hillside, Lawai Highlands, Lawai Post office, Lawai Valley Estates and Lauoho Road. Bus pick-up areas are best determined by calling Yamaguchi Bus Service at 212-1570. Bus pick-up and drop-off at school are at the designated bus shelter.

Health Services

Our School Health Assistant provides daily health services for children. She administers first aid and health guidance. She is also responsible for maintaining health records and participating in special school health and wellness programs for our students.

Bell Schedule (Simplified)

7:45am	First bell rings
7:50am	Classes begin
1:00pm	Students dismissed (Wed.)
2:00pm	Students dismissed (M, T, Th, F)

Junior Patrol Officers

These volunteer students assist our students and parents at the drop-off area. They are overseen by the Kauai Police Department, and a faculty advisor assists in leadership of the student officers. An adult crossing guard is present in the morning and afternoon daily.

Lost and Found

Please label all items that are sent to school, especially lunch bags, water bottles, backpacks, sweaters, and jackets. Lost-and-found items are located in the Kumu room across from the main office. Any items left after the school year ends will be donated to a charity or discarded.

Snack Policy

We encourage healthy snacks: fruits, vegetables, cheese/crackers, and dried fruit. Snacks not allowed include candy, seeds, gum, soda, chocolate-coated granola bars, sugar-filled drinks, and raw saimin. Students are allowed to bring enough for themselves. Sharing of snacks is not permitted for health reasons.

"Treat" Policy

All edible "treats" sent to school for birthdays or any occasion must be store bought and remain in the original packaging with all labels intact. This policy is in consideration of children with serious food allergies and diabetes. Please keep in mind that school supplies, such as pencils, erasers, crayons, and stickers are great "treats." If you have any questions, please contact your child's teacher or the office.

Breakfast and Lunch

*Breakfast	student \$1.10	adult \$2.40
*Lunch	student \$2.50	adult \$5.50
*Milk	\$.80	

**All prices are subject to change.*

Breakfast is served from 7:00 a.m. until 7:45 a.m. each school day. Cash or check payments are collected at the school office. Checks can be made out to Kalaheo Elementary School. A \$25 service charge will be collected for any dishonored checks. You may also register on www.EZSchoolPay.com. This online tool will allow you to review transactions, check balances, and receive low balance alerts. You may make deposits into your child's account by debit or credit card. There is a 1.99% transaction fee and \$0.13 convenience fee for online payments. Families may apply for subsidized Free and Reduced Lunch Program. Applications are available at the school office, or you may apply online at www.EZMealApp.com. This is an income-based eligibility. You must reapply each school year.

This institution is an equal opportunity provider.

Instructional Programs

McGraw Hill, Wonders Language Arts

Origo, Stepping Stones Math

IReady, Ready Reading and Math Curriculum

Assessment and Interventions

Students are assessed on their performance of the Common Core State Standards (CCSS). Ongoing formative assessments to support student learning and timely summative/evaluative assessments are used to demonstrate to the student, teacher, and parent what the child knows and is able to do. Data from common assessments are used to identify students who are not meeting standards and/or learning targets to provide them extra time and support.

Library

All children visit the library with their classes at least once every two weeks. During their scheduled instructional time, they are taught library skills, reference use, and different types of literature are shared. Our library is also open during morning and lunch recesses. Students will be held accountable and responsible for payment for lost or damaged books.

Attendance... Every Day Counts

Regular attendance is essential. Taking children out of school when school is in session sends a negative message to the child about the importance of being in school. Most class work is difficult to make-up because class discussions and introduction of new concepts cannot be duplicated, and student interaction cannot be repeated. Educational research shows that productive time on task by a student leads to greater academic achievement. Success in the elementary years is directly related to good attendance. Kalaheo School strongly discourages absences for reasons other than illness or emergency situations.

Absences

Parents/Guardians must inform the school office when a student is absent. The office is open from 7:00 am to 4:30 pm. Call 332-6801 each morning of an absence. Upon returning to school, a doctor's note for day(s) absent will be considered an excused absence(s) for your child.

Kalaheo School strongly discourages vacation trips during school days. The Department of Education Attendance policy states that students must be physically present in school for at least half of the school day to be marked present. Any student who leaves school before or arrives after 11:00 AM will be marked absent. This policy applies to students who leave school early as well as those who are released from the health room due to an illness.

PROCEDURES:

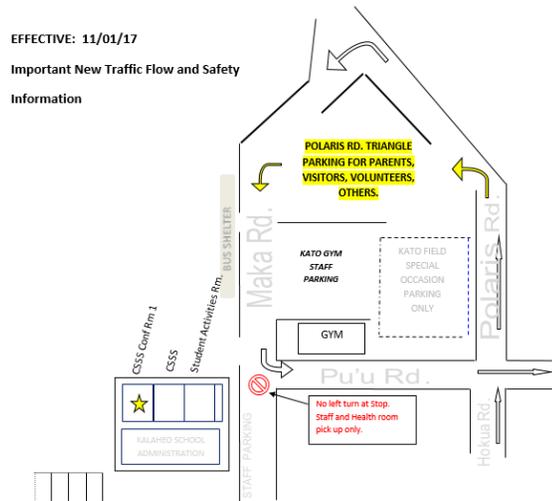
1. School Counselor is notified of a student's continued irregular school attendance – total of 10 days of absences and/or tardies.
 2. School contacts parents by phone/letter to schedule a meeting with the school administration.
 3. After 10 or more occurrences of combined tardies and absence without a doctor's note, parents will be asked to meet with the administration.
- Should you have any questions, please call the school office.

Homework

May be requested 24 hours in advance for the teacher to prepare any work assignments. Please call the front office to confirm that homework is ready for pick up. Your child's teacher is not obligated to provide work prior to your child's absence. Upon return, teachers will not be required to give make-up tests or tutoring. Please help us send a positive message to your child about the importance of being in school.

School Improvement Process

Kalaheo School systematically moves towards its vision of excellence in education through needs assessment and collaborative value clarification involving the parents, students, staff, and community. A document defining this process, The Kalaheo School Strategic Plan and Academic and Financial Plan, is available from the principal for review and input throughout the year.



Student Drop off and Pick up

It is very important to us at Kalaheo Elementary School that our Keiki and our Ohana arrive and leave our school safely each day.

The designated Student Drop-off and Pick-up area is located under the covered bus shelter. To ease the traffic congestion, it is best to drop your child off before 7:30am and pick up after 2:15pm.

For safety reasons, once in line do not drive around the car in front of you. Follow the flow of traffic and move as they move along.

Always use the crosswalks when crossing the street.

Buses leave at 2:10

Parent and visitor parking is located in the parking triangle at the top of Polaris Road. Making a left turn from Pu'u to Maka Road is prohibited. Traffic is open to **Faculty, Staff, and Apartment residents only.**

No one is allowed to drive on campus between 7:00am – 2:45pm Monday through Friday, except if picking up a student from the Health room. Please use the marked visitors' stalls.

Kalaheo School Homework and Evaluation Standards

One of our "Kalaheo Expectations" is that "Homework is assigned that students can successfully complete (sometimes with a little parental assistance). Homework is checked promptly, and students are given feedback, which is shared regularly with their parents." Please see your child's classroom teacher for that grade level's homework policy. General guidelines by grade levels have been developed to indicate what type of homework parents can expect to see coming home. Please remind your children to share their homework assignments (and grades) with you regularly.

Report Cards

Report cards are distributed quarterly during the week following the end of each quarter. Please sign the envelope and return it to the school on the following school day.

Parent Teacher Conferences

Parent Teacher conferences are scheduled twice per year. Students are released early for the fall conferences, and parents are scheduled for 15 minutes of conferences with their child's teacher. Parents should feel free to discuss with their child's teacher(s) any and all concerns they have regarding their child's progress. Conferences may be scheduled throughout the school year as need arises.

A Note about Discipline

Kalaheo School's staff strives to educate, not punish children under our care. Kalaheo School views discipline as an inward process that involves making good choices and respecting oneself and others. We trust that our positive approach to discipline reflects our love and concern for our children. Through our anti-violence curriculum, Second Step, children learn to communicate their feelings with an "I" message followed by applying positive, constructive problem solving skills to resolve the concern. Second Step lessons are taught weekly in every homeroom. There is homework, so parents are aware of the skills our children are taught and can reinforce them at home. This helps us in the classroom and during unstructured times to work with our students as they become more self disciplined. Students are usually not sent to the office unless there is a serious infraction. Before sending a student to the office for a low-level offense, the student will be given several warnings, classroom discipline will be applied, and attempts shall be made to contact parents by phone or a note. A parent-teacher team approach is necessary for discipline to exist.

Student Dress Code

Kalaheo School is an earth friendly, drug free school that instills school-to-work values. Our students are expected to dress responsibly and appropriately in a way that is conducive to their learning. Clothing worn at school should be clean, neat, and reflect the values of the school as well as promote health and safety.

- Appropriate footwear must be worn at all times
- Footwear soles should not be higher than an inch.
- Clothing and headgear advertising alcohol, tobacco products, banned harmful substances, or anything that displays inappropriate messages/images of men and women are not allowed.
- Shorts or skirts should meet your fingertips if your arms are placed on your sides.
- Shorts or pants should be worn high enough to cover your underwear.
- Tops, blouses, and shirts should cover your back, shoulders, chest, and midriff.
- Boys' t-shirts must have sleeves
- Straps of girls' tops should be at least an inch wide.
- Hats are not allowed at school
- Hoods are not to be worn over the head indoors

Violation of the student dress code will be handled as a disciplinary infraction. Students will meet with the principal, and parents will be called.

Cell Phone 1 - 2 - 3

We do not encourage or incentivise elementary students to have, use, or bring cellphones to school. If you have any questions, run it through the 1-2-3. If there are still questions, then you may contact the administration for assistance.

1. Students may bring cellphones to school. (There is no way to stop this, and there are many reasons parents/guardians want their children to have them).
2. Students are not allowed to access or use their phones at any time for any reason while on campus or during the school day. This includes after school.
3. Once a student is off campus, at the end of the school day, it's up to the parent/guardian to establish use of the cell phone for the child.

We Believe

1. Students are able to meet the Common Core State Standards (CCSS). Differentiated learning strategies will be implemented to accommodate individual needs and learning styles.
2. Learning occurs in a creative, stimulating, and safe learning environment.
3. Challenges are opportunities for growth and are viewed as stepping stones to success.
4. True effort leads to success
5. We are continually learning to increase our effectiveness.
6. We lead by example.
7. In effective partnerships among students, parents, teachers, administrators, community, and staff.
8. Our enthusiastic team efforts result in a learning community we can all be proud of.

Instructional Programs

McGraw/Hill Wonders Language Arts
Origo Stepping Stones Math
Ready

Student Entering School Requirements

When entering school for the first time in Hawaii, a student must have the following:

1. TB clearance obtained from a physician or Department of Health within 1 year of entry.
2. Students must comply with the physical exam and immunization requirements by the first day of school.
3. Provisional entry up to 90 days will be given to a student who has a doctor's note indicating that the child has a doctor's appointment for physical exam and immunization.
4. Dental exam before school entry is recommended.

You may contact our School Health Nurse at 332-6802 or the Department of Health at 241-3495.

Geographical Exceptions

Parents of students residing outside of the Kalaheo School boundaries may request a Geographical Exception to attend our school.



Logo Symbolism

Sunrise: The sunrise signals a new day. Just as a new day gives everyone the opportunity to make the most out of it, our children are in the sunrise of life and have their hopes, dreams, and opportunities ahead of them.

Mt. Haupū: The green represents learning and growth, and the mountain symbolizes our unchanging foundation/purpose to ensure learning for all students.

Red Children: The children are our passion. They motivate us to be the best we can be. They are the heartbeat of our school. Holding hands reminds us that working and learning together are the best ways to achieve our goals.

Purple Band: Purple is the Kalaheo School color.

Our Staff

(808) 332-6801

Brian Godsill, Principal

Kristie Serizawa, School Administrative Services Assistant

Kathy Carveiro, Student Services Coordinator

Rosabel Fontaine and Cherisse Medeiros, Office Assistants

Jodi Nitta-Goo and Erika Davidson, Counselors

Tami Riley, School Health Aide

Leah H.B Toledo, Head Custodian

Donovan Williams, School Food Service Manager

Alison Matsuo, PCNC

Davin Yamase, Family Support Social Worker SBBH

Christina Uemura and Maria Parreno, School Psychologist

Michelle Nudd, A+ Coordinator 332-6807

Chapter 19

The State Department of Education has adopted a rule document entitled *Chapter 19*, which outlines the rules and procedures relating to student discipline. The purpose of *Chapter 19* is as follows:

1. To promote and maintain a safe and secure educational environment.
2. To teach and acknowledge proper behavior.
3. To deter students from acts which interfere with the purpose of education or which are self-destructive, self-defeating, or anti-social.
4. To maintain proper student conduct to ensure that educational activities and responsibilities remain uninterrupted; and
5. To stop any discrimination, harassment, or bullying against a student based on a protected class.

Chapter 19 Offenses:

Class A: assault, dangerous instrument/weapon, fighting, possession or sale of drugs, property damage, etc.

Class B: bullying, cyberbullying, false alarm, harassment, theft, etc.

Class C: abusive language, class cutting, insubordination, smoking or vaping, truancy, etc.

Class D: possession of contraband, disruption, dress code, profanity, and other school wide rules.

Disciplinary Actions

Class A and B Offenses:

Administrators may notify police if this seems to be legally or otherwise required. If a law is determined to have been broken by a student, the principal may impose disciplinary action, including detention, suspension, etc.

Class C and D Offenses:

Police are not notified. However, the principal may impose disciplinary actions, including reprimand and those listed in Class A and B offenses above.

School Community Council

Kalaheo School's School Community Council (SCC) promotes ownership, responsibility, and commitment to educational innovation by shifting a significant degree of decision-making authority and flexibility to schools. Based upon a belief, which empowers people, it allows a school's community (defined as its principal, teachers, staff, parents, students, and other interested citizens) to take an active role in shaping the quality of education offered to its students. The SCC collaborates with the school staff and administration to create the annual Academic Plan for the school. Elections are held every May for new SCC members.

Non-discrimination Policy

The Hawaii State Department of Education (HIDOE) and its schools do not discriminate on the basis of race, sex, age, color, national origin, religion or disability in its programs and activities. Please direct inquiries regarding HIDOE nondiscrimination policies as follows: ADA/Section 504 inquiries: Krysti Sukita, ADA/504 Specialist or Beth Schimmelfennig, Director, Civil Rights Compliance Office, Hawaii State Department of Education, PO Box 2360, Honolulu, Hawaii, (808) 586-3322 or email at info@crco.k12.hi.us. (3/16/18 CRCO).

At Kalaheo School our focus is children. We strive to provide educational opportunities which meet the needs of our children. We are students, teachers, staff, parents, administrators and a community. If you have any questions or want to get involved, please contact Mr. Brian Godsill at 332-6801. For additional resources and current updated info visit our website at: www.kalaheoschool.com

Kalaheo School Handbook

This handbook will give you an overview and answer a few questions about our school. If you have others, please call us at 332-6801. You are always invited to visit our school to meet with Brian Godsill, our principal, faculty, and staff. If you wish to visit classes, please check with our office. Formal classroom visitations are limited to sessions of twenty minutes or less.

Kalaheo School is located on the western edge of the highlands of the Garden Isle of Kaua'i. The school serves children in kindergarten through fifth grade from Kalaheo, Lawai Valley Estates, Lawai, Brydeswood, and the Kukuilono area.

Our Mission . . . Our Purpose

We support all Kalaheo School children to dream of their future, believe in themselves, and set their goals. With fully developed academic skills and the PRIDE global competencies, all students can believe that with fortitude and perseverance they can achieve any goal or dream they have for themselves. We will accomplish this together.

Our Vision

**Together, We
Dream, Believe, Achieve
Kalaheo PRIDE**

- K**
- A** Positive Problem Solver
- L** Respects Self, Others, and Property
- A** Independent Learner
- H** Does Quality Work
- E** Effective Communicator and User of Technology
- O**

Kalaheo School Song

It's a place of joy and learning.
It's a place of growth and full promise.
It's a place where rainbows arch and embrace.
Together we will strive.
Kalaheo School, we care.
Kalaheo School, we share.
Kalaheo School we love for our glorious paths tomorrow.

Words by Mrs. Sachiko Grollman sung to the tune of "It's a Small World"

KALAHEO ELEMENTARY SCHOOL
4400 Maka Road
Kalaheo, Hawaii 96741
(808) 332-6801



Parent Handbook
Revised July 20, 2021