

A Path to Excellence in Learning and in Life

140 Alala Road, Kailua, Hawaii 96734

Office Phone: 808-266-7844

Administrative Office Open for Parents:

School Year Hours: M-F, 7:30-4:30

Summer Hours & Breaks: M-F, 8:00-3:00

Welcome to our Parent Handbook. It answers your questions about what we do and what we expect and provides guidelines to help us work together and make each school day successful for you and your children.

***The Mission of Lanikai School
embodies three closely related goals:***

- ✓ *To prepare students to become active, productive, and contributing participants in a democratic society;*
- ✓ *To develop responsible, caring, and capable lifelong learners committed to continuous improvement in themselves and their expanding communities;*
- ✓ *To enable students to achieve our Expected Schoolwide Learning Results.*

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Lanikai School Student Calendar 2010-2011

*Early Dismissal on Wednesdays at 1:10 *Shaded Days are student holidays.

<p>July 27- First Day for Teachers</p> <p>July 30 – Meet & Greet for All 3:00-5:00 pm</p>	<table border="1"> <thead> <tr> <th colspan="7">JULY 2010</th> </tr> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td>1</td> <td>2</td> <td></td> </tr> <tr> <td></td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td></td> </tr> <tr> <td></td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td></td> </tr> <tr> <td></td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td></td> </tr> <tr> <td></td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td></td> </tr> </tbody> </table>	JULY 2010							S	M	T	W	Th	F	S					1	2			5	6	7	8	9			12	13	14	15	16			19	20	21	22	23			26	27	28	29	30		<table border="1"> <thead> <tr> <th colspan="7">AUGUST 2010</th> </tr> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td></td> </tr> <tr> <td></td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td></td> </tr> <tr> <td></td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td></td> </tr> <tr> <td></td> <td>23</td> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td></td> </tr> <tr> <td></td> <td>30</td> <td>31</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	AUGUST 2010							S	M	T	W	Th	F	S		2	3	4	5	6			9	10	11	12	13			16	17	18	19	20			23	24	25	26	27			30	31					<p>August 2 - First day for students</p> <p>August 17 Open House (JK - 2)</p> <p>August 20 Statehood Day Celebrated</p> <p>August 24 Open House (3 - 6)</p>
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On Being a Charter School

Charter schools in Hawaii are public schools that are funded by the state even though they are not part of the Department of Education (DOE). Our staff members are state employees, but work for Lanikai School, not for the DOE. Because Lanikai School, founded in 1964, was originally a DOE school, our 1996 decision to seek charter status put us in the "conversion charter" category along with just one other school at that time. Now there are five conversion charters in Hawaii, and the other twenty-six charter schools are "start-ups."

Lanikai, like the other conversions, is steward to a DOE campus and by law serves the students who live in the school's district. In the 80s, enrollment at the school was falling as more and more Lanikai families chose private schools for their children, but a Board of Education (BOE) decision to allow more geographic exceptions helped turn the tide. Today, about two-thirds of our students come from beyond the Lanikai District. In spite of a good deal of freedom from DOE and BOE policies, the school must adhere to certain federal and state regulations, particularly those concerning health, safety, and privacy.

In many ways our school is still very much like a DOE school, but we are governed by a board made up of the principal, one member elected by the support staff, one member elected by faculty, and two members elected by parents. The two remaining members come from the community-at-large and are appointed by the elected members. Our board makes broad policies to provide strategic direction for the school and ensure its financial and legal soundness. The board hands over school leadership and operational management to the principal. By law, a charter school can design its own curriculum and be organized around individual themes or purposes; in our case, however, the DOE Content and Performance Standards and national standards provide our academic foundation. Unlike most public schools, we provide art and music classes to all students.

For the past six years Lanikai School has received recognition as a Hawaii Distinguished School, the pool from which Hawaii's nominees for the national Blue Ribbon Schools awards are chosen, and has consistently met the national requirements for Adequate Yearly Progress. These achievements are a testament to the quality of our staff and our high expectations for students.

Board of Directors for 2010-2011
Louis Saint Cyr, Parent - Chair
Phil Whitesell, Community - Vice-Chair
Ann Pederson, Staff - Secretary
(TBA), Community
Jake Hinz, Parent - Treasurer
Vicky Villegas, Faculty
David Saucedo, Principal

Board policies, minutes, etc. available on school website at <http://www.lanikaielementary.com> >

SUGGESTION: Tear this page out of planner and post calendar on refrigerator.

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Expected Schoolwide Learning Results

∞

*By the time Lanikai School students graduate
from the sixth grade, they will be...*

Academic achievers who

- ✓ *strive to meet and even exceed their school's curriculum standards (as measured by academic progress and status reports).*
- ✓ *enjoy and take responsibility for their own learning.*
- ✓ *continue to broaden their knowledge and understanding of the world.*

Capable community citizens who

- ✓ *respect people from diverse cultures and their contributions.*
- ✓ *show consideration toward those who are different from themselves.*
- ✓ *exhibit confidence, cooperation, compassion, and a sense of duty.*
- ✓ *participate as resourceful community members.*
- ✓ *practice environmental stewardship with a growing understanding of local and global issues.*

Critical thinkers who

- ✓ *recognize and generate complex ideas and engage in problem solving.*
- ✓ *formulate questions, seek answers, and evaluate results and sources.*
- ✓ *discern truth in information and experiences they encounter.*

Quality producers who

- ✓ *recognize and respect quality in the performance and products of self and others.*
- ✓ *take pride in creativity and hard work.*
- ✓ *find satisfaction in doing the best they can do.*

Effective communicators who

- ✓ *listen in order to understand.*
- ✓ *know their audience and use effective and appropriate presentation strategies.*
- ✓ *speak and write with clarity and integrity.*

Ethical users of technology resources and tools who

- ✓ *use a variety of technologies to create a range of practical, artistic, and intellectual products.*
- ✓ *continue to refine their internet research skills.*
- ✓ *use caution and common sense in the use of technology.*
- ✓ *respect the intellectual property of others.*

**These six expectations are aligned with the six General Learner Outcomes (GLOs) adopted for Hawaii DOE schools.*

GENERAL INFORMATION

School switchboard: 808-266-7844

Principal: David Saucedo **Business Manager:** Lynelle Thompson
Registrar: Maria Gomes **Health Aide:** Rowena Aguiar **PCNC:** Ann Pederson

Daily Schedule

Students allowed on campus	7:30
School office opens	7:30
Warning bell	7:50
School starts / Assembly	7:55
Morning Recess	9:35-9:55
Lunch and Recess	11:30-12:15
All Grades Pick-up on Wednesday	1:10
All Grades Pick-up on M-T-Th-F	2:10
School office closes	3:30

Please Note

Students not in line at Assembly by 7:55 are tardy. Our Lanikai School JPO Team will ask all tardy students to report to the office for a tardy slip.

By 8:30, parents of all children who are absent should have called the school office to report the absence.

SUPERVISION and LIABILITY

1. We provide supervision of students only between 7:30 in the morning and 2:30 (1:30 on Wednesdays) in the afternoon. Children who are not enrolled in either A+ or a school-sponsored program must be off campus by 2:30 (1:30 on Wednesday).
2. Parents are responsible for the safety and behavior of children who are on the campus before and after our hours of supervision and those who play on the campus grounds when school is not in session.
3. Ball playing by Lanikai School students is allowed only at recess when students are supervised or when they are playing as part of a community activity at a time that has been agreed upon through the school's Use-of-Facilities process.

CLASSROOM VISITS

Parents and visitors may not make uninvited or unexpected visits to classrooms.

- Parents who must speak to a child in the event of an emergency should call or come to the front office. Staff will locate the child.
- Parents who want to see or talk with a teacher during school hours must contact the office for assistance.
- Visitors who arrive uninvited in a classroom may be asked by the teacher to leave. Visitors who do not cooperate may be escorted from the campus.

ESSENTIAL: EMERGENCY CARDS

WHO? All families must file an Emergency Health Card for each child enrolled.

WHEN? This must be done for all new students before school starts, for returning students at the start of a new year, and for all students whenever there are changes contact information or names of emergency contacts or people who may pick up children.

CUSTODY CONCERNS

- **DUAL CUSTODY:** In order to expedite contacting parents in emergencies, the office staff will appreciate a schedule telling us which parent is responsible for children on which days.
- **SOLE CUSTODY:** In cases where one parent has sole custody and the other parent has no legal right of access to the children, the custodial parent must notify the office. If a temporary restraining order (TRO) that affects a student has been issued, the office must be notified immediately. Both custodial and non-custodial parents are eligible to see a child's school records unless a prohibitive court order is on file in the school office.

ID TAGS REQUIRED FOR ALL VISITORS

All volunteers and visitors to campus must stop at the school office to sign in and pick up a Visitor ID Tag. You will be asked for your name, ID tag number, destination, purpose, license number of car if parked on campus, and time at signing in. Upon leaving, return ID tag and sign out.

Any visitor on campus who is not wearing an ID tag will be asked to go the office immediately to pick one up and sign in. We hope visitors will not be offended and will understand that this security measure is both difficult to enforce and necessary.

TAKING A CHILD OFF CAMPUS DURING SCHOOL DAY

ONLY parents/guardians or persons who are listed on the emergency card on file at school are authorized to pick up a child during the school day.

All persons asking to take a child must provide photo ID.

- Taking a child out of class can be very disruptive to the learning process. Please make health and other appointments for your child after school or on weekends.
- Whenever you must take the child away from campus during the school day, please inform the child and the teacher of the time you will arrive.
- Come to the office to sign the child out and pick up a required off-campus pass. At that time the office staff will call the classroom to locate your child.
- You will meet your child in the office, not at the classroom.
- Allow time for your child to finish assignments, gather belongings, and come to the office.

FIELD TRIPS

- No student may participate in a field trip without prior informed consent of a parent or guardian. Permission slips and required fees must be turned in to teachers seven days prior to event. Non-compliance may mean the child must spend the day at school.
- The school will provide adequate on-campus supervision of students who do not have permission to participate in a field trip, unless parents prefer to keep the child at home.
- The school is not responsible for providing transportation for any child who is late.
- Students must wear closed-toe shoes on field trips unless the teacher says otherwise.
- Refunds are not available for students who are absent.

CALLING THE SCHOOL

During office hours, calls to 266-7844 will be answered in the office. If no one is available to answer the phone, calls will be routed to a voice mail system. **Please do not call a teacher in the classroom during the school day unless the teacher has given you the extension number and asked you to call at a specific time.** Otherwise, please leave a message with office staff.

BOUNCED CHECKS

The school assesses a \$25 service charge for each dishonored check.

LANIKAI SCHOOL TEE SHIRTS

Several styles and colors of tee shirts are available from the PSTA. Information will be posted in the *Lanikai School News*. Green Lanikai School tee shirts are required for field trips.

YEARBOOKS

Individual and class pictures are taken for the yearbook each year in the fall. The school newsletter will publish that schedule. Purchase of pictures and yearbooks is optional.

USE OF FACILITIES

Members of the Lanikai family or local community may apply to use the school grounds and facilities in non-school hours by filling out a Use-of-Facilities form available from the school office. Application forms are reviewed and approved by staff and returned to the applicant.

RECYCLING

We invite Lanikai parents and community members to take advantage of the large recycle container in the parking lot, a valuable fund-raising project for the school. Please do not stop at the recycle bin at student drop-off or pick-up hours.

FRONT GATE

To mitigate nighttime noise in the parking lot and at the large recycle container, the Alala Road gate is locked each evening at about 7:00 p.m. On weekends the gate is opened each morning so that neighbors may use the recycle container. Members of the community may request that the gates be left open later so that the parking lot can be used for campus or neighborhood evening events. Please take these requests to the office staff.

CELL PHONES AND OTHER ELECTRONIC DEVICES

Electronic devices for entertainment should be left at home. If they are discovered at school, they will be confiscated and held for a parent to retrieve from the office. They will not be returned to the child.

We discourage parents from allowing children to bring cell phones to school. If you require your child to bring a cell phone to school, it **MUST** be turned off and kept in the backpack until the close of the school day. In an emergency, parents may contact their children by calling the office. If a student has an emergency, he or she may make a call from the office or, with the teacher's permission, from the classroom. If a child who brings a cell phone leaves it turned on or takes it out of the backpack before the close of school, the phone will be confiscated and sent to the school office where the parent must come to pick it up.

DRESS CODE

Attitudes in the classroom and students' overall behavior are affected by the attire of both adults and other children on campus. Please let safety and good taste rule. High fashion and inappropriately casual or revealing clothing that calls attention to the developing bodies of older children are out of place at school and are disruptive to the educational process. We ask parents to discuss the guidelines below with children who are eager to "make their statement." Good taste is our alternative to school uniforms. Failure to observe the dress code may result in a warning as described in the school's Discipline Guidelines.

1. Dress appropriately for school in a manner not disruptive or immodest: for example, no bare midriffs, no spaghetti straps, no underwear showing, and no excessive jewelry. While tasteful stud earrings are allowed, large or dangling earrings are not appropriate for elementary students at school as they are both distracting and unsafe.
2. Students must wear shoes outside the classroom **at all times**, and athletic shoes are required for P.E. No shoes with wheels are allowed. As a safety concern, high heels and high platforms are discouraged for students.
3. Hats may be worn outside but must be removed inside school buildings.
4. Clothing and personal items that suggest or portray sex, alcohol, drugs, tobacco, violence or illegal activity are not permitted. Pictures or words displayed on clothing and personal items may not imply any form of racial or sexual harassment.

AFTER-SCHOOL PROGRAMS

Many Lanikai parents want their children to be engaged in after-school activities that will provide enrichment, develop imagination and curiosity, infuse learning with fun, and strengthen the knowledge and skills that prepare them to be productive citizens of the classroom and the community. To that end, we provide an extended-day program that includes both academic and extra-curricular activities. The schedules for independent programs are announced in the school's website and newsletter and parents pay each vendor directly.

A+ PROGRAM

Kama'aina Kids provides the A+ after school child care and educational program for enrolled students whose parents are working or are students. Children with one parent at home are not eligible to attend. The program offers study time, special classes, and recreational activities. Application forms are available in the school office. Please address all questions to the A+ Program Coordinator at **266-7851**.

FOOD AND NUTRITION

● **ADMINISTRATION OF SCHOOL MEALS PROGRAMS**

School meals programs are administered at the federal level by the Food and Nutrition Service (FNS) of the U.S. Department of Agriculture (USDA). At the state level, the programs are administered by the agency designated in each state. The meal service used at Lanikai is in full compliance with national and local requirements.

● **ORDERING SCHOOL LUNCHES**

You may send lunches with your child or order lunches delivered by our outside vendor. Purchased meals comply with all federal regulations. You may order milk without lunch. Orders must be placed for each month and for each child. You may order by phone, but please stop by the office with your payment before 8:30 by the first school day of the month. (Checks are preferred.) Updated prices and menus are available in the office and on the school website (Parent Resources/Hot Lunch). Please call the office by 8:30 if your child is absent and will not need the meal that day.

● **NUTRITION GUIDELINES**

The Lanikai School Board, following federal requirements for action (*Child Nutrition and WIC Reauthorization Act of 2004*), has adopted Health and Safety Policy IV.4, *Nutrition and Wellness*. That policy calls for establishment of "... nutrition guidelines for all foods available on the campus during the school day." Compliance is assured by the DOE food vendor that provides school lunches.

In line with the act and policy, the board also encourages parents to: "...provide snacks and homemade lunches that include nutritious servings of fruits, vegetables, sandwiches, etc. that the child likes and will eat, but that will not contain candies, cookies, sodas, etc, with high sugar content that may negatively affect the child's capacity to learn or participate in school or classroom activities." Though the Friday after-school Snack Sales frequently feature high-sugar items, Room Parents should see that healthy alternatives are also available.

● **HOME LUNCHES**

When planning home lunches, please be attentive to the following things:

- Remember that neither heating nor refrigeration is available.
- Please mark every lunch container with your child's name. Unmarked containers left outside overnight will be added to the Lost & Found collection.
- Many students enjoy swapping items from the lunches they bring from home. We urge parents to talk with your children about trading and explain that you need to know what food they are eating. We will prevent swapping when we can.

● **FORGOT TO BRING LUNCH?**

Sometimes children forget and leave their lunch at home or in the car. Be sure your child knows how to notify you as soon as possible if that happens. They may call parents from the front office or sometimes from the classroom. Tell your children that if you ever have to bring a lunch to school, you will leave it in the office and they should pick it up there at lunchtime if it has not already been delivered to the classroom.

In an emergency, we will distribute leftover lunches, if there are any, to children who do not have their home lunch. This will be first-come-first-served. In the absence of extra lunches, we will purchase a lunch in Kailua town and bill parents with the receipt.

● **ELIGIBILITY FOR FREE & REDUCED-PRICE LUNCH**

Lanikai students who are eligible may be enrolled in the federal free-and-reduced-price-meals program. Applications must be submitted by parents/guardians every year. An application form is sent home to every family.

Completed applications should be returned to the school as soon as possible after registration so that children will be supplied with their lunch when school begins. Applications may be submitted at any time during the year.

Parents must send children to school with lunch until they are notified that the children have been approved for the free or reduced-price lunch and have been told the day on which free lunches will be provided.

● **SNACKS AT RECESS**

Children may eat snacks during the first recess. Please note that candy, chewing gum, sodas, and dry saimin are prohibited and will be confiscated.

● **BIRTHDAY CELEBRATIONS**

Because student learning always comes first, parents must be sure to check with the teacher for permission well before planning any at-school birthday event. Some teachers set aside one day a month for birthday celebrations. Teachers' decisions about individual events will depend upon class schedule and academic activities. Last-minute requests may not be accommodated. In response to comments brought to the school by parents, and in accord with federal guidelines and the board's Health and Safety Policies quoted above, we ask that parents do not bring products high in sugar or fat content and select healthier alternatives to traditional frosted cakes, candies, and ice cream. If in doubt, consult the teacher.



TARDIES AND ABSENCES

In compliance with the Hawaii Revised Statute on School Attendance, the school office staff must have a message from parents/guardians for every student absence. Students are expected to remain in school for the entire day. A truant student is one who is absent from school without authorization from the principal or his designee. Parents who frequently fail to notify the office will be asked to meet with the principal. **If a child is persistently absent from school, the student, father or mother, guardian, or person having charge of the child may be referred and summoned to court.**

Consistent and timely attendance is essential for school success. The tardy arrival of a child to the classroom is disruptive for all students and an embarrassment to the child who arrives late. At Lanikai, students are expected to arrive on time and report to their teacher in the assembly area no later than 7:55 a.m. each day.

Please Note:

- If a student accumulates absences or tardies that are not adequately explained, parents will be asked to meet with the principal to discuss the matter. In the case of a student enrolled at Lanikai on a Geographic Exception (GE), absences or tardies that are not adequately explained may be cause for revocation of the GE enrollment.
- We ask that parents stress the importance of school attendance and make every effort to avoid scheduling appointments or activities that conflict with school hours.
- Parents who anticipate chronic tardiness must seek remedies and should alert the office staff and discuss the situation with the principal or designee.

MORNING ARRIVAL TIME / TARDY SLIPS

Our JPO Team will send any student who arrives on campus after 7:55 to the office to pick up a tardy slip to take to the teacher. Please make an effort to see that your children are out of the car and with their class group in the morning assembly area at least a few minutes before 7:55. Parents may not get the tardy slip for the child. Tardy slips are an important part of our required record-keeping system. Teachers begin the day by taking attendance, noting the names of children who are present but were tardy, and sending that record to the office.

Note: Junior K. and Kindergarten

Junior K and kindergarten students attend the morning assembly with their class. JK and kindergarten teachers let parents know when and where to deliver those children. In any event, please do not leave JK and kindergarten children on campus unattended before 7:30. Designated staff members provide supervision in the assembly area beginning at 7:30,

Parents who walk their kindergartners to the classroom or into the schoolyard may park along Alala Road or in the 2nd row in visitor spaces marked with "V." (The 1st and 3rd parking rows nearest the school buildings are reserved for staff.)

CALLING TO REPORT ANY UNPLANNED ABSENCES

If a child is ill or will be absent for any unplanned reason, parents are expected to call the school attendance line by 8:30 in the morning on the day of the child's absence (266-7844). If office staff cannot answer the phone, parents may leave a voice mail message. Please give child's name, parent's name, teacher's name, and reason for absence (e.g.: child is ill, death in family, etc.)

EXCUSED and UNEXCUSED ABSENCES

- Any absence from school will be counted as an absence in all school records and when awards are given for perfect attendance.
- Absences that are not excused will contribute to a student's record of truancy.
- Teachers do not have the authority to excuse a student's absence from school.

Absences will be excused only for the following reasons:

1. Personal illness or enforced quarantine (Principal may require an explanatory note from the child's physician.)
2. Necessary emergency medical, dental, or optometric appointments that could not be made at a non-school hour
3. Serious family emergency, such as the death or funeral of an immediate family member
4. Observation of a holiday or ceremony of the family's religion
5. Other justifiable personal reasons when a written explanation for an unexpected absence is presented to the principal or designee during or immediately after the absence
6. In the case of a planned and extended absence, when the parent/guardian has followed all steps outlined below under "Planned Absences" and has received approval

PLANNED EXTENDED ABSENCES

Occasionally families plan vacations or other events during the school year that will take the child out of school for five or more days. These extended absences will not be excused without both advanced planning with the core teachers and advanced approval by the principal or designee. To avoid the child's absence being reported as a truancy, please take the following steps:

1. Secure a copy of the Planned-Absence form from the teacher or school office well in advance of the date the planned absence will begin.
2. Meet with the homeroom and other core subject teachers so that you understand the academic work that will be required during the absence.
3. Sign and date the form at that meeting and leave it with the homeroom teacher. Teachers will add comments about your plans to support the student's work before they submit the form to the office.
4. After the teacher adds comments, the principal or designee will review the form and approve the absence. If in a particular case the proposed absence seems unwise, the principal or designee will contact you for further discussion. If after the discussion the principal decides not to approve the absence, you will be notified and the absence may be recorded as a truancy.

HEALTH GUIDELINES

At Lanikai Elementary Public Charter School, the health and safety of our children is our first concern. Please note that the school may refuse to admit any student or continue the attendance of any student who poses a health or safety risk to self or others on our campus.

HEALTH AIDE HOURS

Our health aide is on campus from 7:30 until 1:15 on Wednesdays and until 2:15 on other school days. To reach the health aide, please call 266-7844, extension 223.

SICKNESS AND INJURIES

First and foremost, have a backup plan in place for emergency childcare at home.

1. Do not send sick children to school. Children must be free of fever **without** the effect of fever-reducing medication for at least 24 hours before returning to school. Because fever tends to be lowest in the morning, check it in the afternoon and evening when no fever reducers have been used.
2. Do not send a child with a contagious condition to school. In order to safeguard the health of all students and staff, please notify the health aide of the child's condition so she can be on the lookout for other cases. (conjunctivitis, impetigo, flu, common cold, ukus, etc.) Do not assume that the teacher will tell the health aide.
3. The school health aide takes care of injuries and illnesses that occur during the school day. First aid is administered and parents are notified when necessary. Unless arrangements have been made with the principal and health aide, the aide is not responsible for taking care of any condition that originated before the child came to school.
4. Students who have fever or diarrhea, who are vomiting, or who have been injured will be sent home. Students who do not feel well but do not exhibit these symptoms may rest in the health room for a short time before going back to class.
5. Parents must arrange for someone listed on the emergency card to pick up a sick or injured child if the school calls to request that the child be picked up.
6. If the child is seriously ill or has had significant medical procedures, please notify the health aide.
7. If a child is chronically ill or severely injured so that learning is affected, parents may be asked to meet with the principal, counselor, or teacher to discuss positive solutions.
8. During this 2010-2011 academic year the school will not require a physician's note from students returning to school after five or more consecutive days because of illness, as has been required previously. In lieu of the note from the physician, the child must stop in the health room to pick up a pass from the health aide **BEFORE** going to class or assembly. However, if at any time during the year it appears that this change in procedure is not working, the original requirement for a physician's note will be reinstated.

MEDICATIONS AT SCHOOL

1. Children may not bring over-the-counter medications such as aspirin or cough drops to school. Parents of children who require daily or short-term prescription medication must contact the health aide for forms to be filled out by the physician. No medications may be accepted or administered until these forms are on file.

2. Only authorized prescription medications may be stored in the health room. Liquid medications must be provided in pre-measured single-doses in covered containers labeled with the child's name, the name of the medication, and the day and time to be taken.

UKUS (Head Lice)

1. Ukus are unwelcome but commonplace in Hawaii. Children may pick up ukus almost everywhere they go. **Be sure your children understand that they must not tease or harass other children who may have ukus. Such bullying behavior will not be tolerated.** So that we can better control the spread of ukus on campus, the health aide may conduct an uku check of all students in a classroom if teachers suspect any of them may be infected. Parents should check weekly.
2. An excellent website for learning more about head lice may be found at <http://www.mayoclinic.com/health/head-lice/DS00953/DSECTION>
3. Do not send a child to school if ukus or nits (eggs) may be present. If a child is found to have ukus or nits while at school, parents will be notified immediately and asked to arrange an immediate pickup. Treatment and removal of ukus and nits is essential before the child may return to school in order to avoid further infestation.
4. When they return to school, children who have been absent with ukus must report to the health aide for a follow-up check BEFORE going to class.
5. Ukus are stubborn creatures and many over-the-counter products do not work with all children. Viable nits are hard to remove. Be persistent and patient.

SAFETY GUIDELINES: ARRIVAL and DISMISSAL

GENERAL GUIDELINES

- At no time may automobiles entering the campus veer left to drive from the gate down the exit lane along the rock wall and embankment. Every vehicle except fire or emergency vehicles and garbage or recycle trucks must keep to the right and follow the arrows when entering the campus.
- Observe a 10 MPH speed limit on campus.
- Drivers/passengers must wear seat belts while driving/riding on campus. Children between/including ages four and seven must use a child restraint seat. (Act 175, HI Session Laws, 2006)
- Do not use a cell phone while driving on campus. Staff members or JPOs may remind you.
- All students, staff, parents, and visitors must use crosswalks and follow traffic rules.
- Reminder: The school is not responsible for the safety of children on campus before 7:30 or after 2:30 (1:30 on Wednesdays) unless they are enrolled in a school-sponsored after-school program.

VISITOR PARKING

The first and third rows in the parking lot are reserved for staff and assigned volunteers so they can be in their classrooms on time. Parents and other visitors should first look for space in the second row and park facing the school. Each visitor space is marked with "V." When major events bring many visitors to campus, visitors' cars should keep to the right until past the cafeteria, then turn right and drive along the fire lane to the back field to park.

ARRIVING AT SCHOOL

- ⇒ As a precaution, a crossing guard is on duty at the main gate before and after school to direct cars and help children cross the street safely. Please follow the guard's directions.
- ⇒ It is best to drop off children in the morning between 7:30 and 7:45. Students arriving before 7:30 must wait by the cafeteria as there is no supervision until 7:30.
- ⇒ Children may exit their cars from the right and along the sidewalks in front of the office-to-cafeteria area and along the hillside by the plumeria trees.
- ⇒ Please pull cars up as far as possible and follow JPO directions.
- ⇒ JPOs can help younger children and escort them into the schoolyard where they can make their own way to their class assembly area.
- ⇒ Students in grades 4, 5, and 6 may be dropped off near the school's back gate at the far end of Alala Road. Younger children may NOT be dropped off there as there are no crossing guards or JPOs at that entrance in the morning.
- ⇒ All students are responsible for reporting to assembly by 7:55.

AFTERNOON PICK-UP

1. School is dismissed at 2:10 (Wednesdays at 1:10). All children not enrolled in after-school activities must be picked up by 2:30 (1:30 on Wednesday). Parents or designees who cannot collect a child by that time should notify the office. Those children may be asked to wait in the office. The school will contact parents who frequently do not comply.
2. Students in 4th, 5th, and 6th grades who have NO SIBLINGS in grades JK through 3rd may be picked up by the back gate on Alala Road. A staff member is assigned to the back gate to assist students in grades 4, 5, and 6.
3. A crossing guard is on duty at the front gate after school to direct cars and help children cross Alala Road safely.

PICK-UP FOR YOUNGER CHILDREN WITH OLDER SIBLINGS

Parents of Junior K or kindergarten students who have an older sibling in the school should designate an older brother or sister to meet the younger one at the close of the school day. Those children may then go to the pick-up spot where they have agreed to meet parents—but not at the back gate.

ADDITIONAL SAFETY TIPS

BIKES, SKATEBOARDS, SKATES

1. Helmets are required for children who ride bikes, skateboards, or skates.
2. All riders must walk on campus once they enter at the Alala Road gate. They must walk along the *mauka* (mountain side) sidewalk from Alala Road. The previous bike lane along the *makai* (ocean side) side of the driveway is not safe.
3. All bikes must be secured at the bike racks during the school day.
4. Students must carry their skateboards and skates when on campus.

SHOES

1. Children must wear footwear outside the classrooms at all times.
2. Athletic shoes with closed toes are the safest and are required for PE and field trips. Students who do not have shoes with closed toes will not be allowed to participate in the PE class or field trip. (Some students keep an extra pair of sneakers at school.)

ANIMALS ON CAMPUS

1. Do not bring dogs on campus before, during, or immediately after school when groups of children are present unless the visit is planned with a teacher in conjunction with a scheduled program or lesson. Service dogs may be on campus with their masters.
2. Any dogs brought on campus for approved purposes must be caged, on a leash no longer than six feet, or hand carried. (This administrative policy complies with the Honolulu City & County ordinance that does not allow unconstrained dogs on campuses.)
3. The school reserves the right to refuse entry to any animal at any time.

SAFETY FOR PE

1. In addition to wearing closed-toe shoes, students are required to bring a bottle of water to PE class. Please see that bottles are marked with the child's name.
2. Helmets are required for students using the climbing wall or riding TRIKKEs.
3. We recommend that students wear SPF 30 or higher sun protection on PE days.
4. If a child must be excused from PE class or restricted in activity, parents should send a signed and dated note to the classroom teacher, who will see that the information is given to the PE teacher.

STAYING IN TOUCH

Automated Phone System - The principal or designee uses the automatic dialing system to notify all families of emergency situations. You may also receive an occasional message alerting you to an impending important deadline or urgent meeting.

Email with Constant Contact - We ask all Lanikai School families to sign up on our website homepage for email delivery of the newsletter as this service, provided through Constant Contact, is also used as a backup system for emergency communication.

Lanikai School Website - As much as possible, we have "Gone Green." In an effort to improve communication with parents, we redesigned our school website and use it as information central. We expect all parents to access the site regularly. The "Hot Topics" section on the homepage is parents' most important source for upcoming deadlines and other essential information. Three other major sections for more permanent information give you access to:

- Board Information: agendas, minutes, policies, budgets, committees, and more;
- Useful Resources: annual and day-to-day calendars, newsletters, library connections, classroom news, the art gallery, after-school programs, lunch menus, and much more
- Administrative Procedures: emergencies, enrollment, behavior/discipline, and more.

Parent/Community Network Coordinator (P.C.N.C.) - The PCNC is the primary link between parents and school. She is the parents' go-to person for information about activities and opportunities to participate. The PCNC is available three days each week to provide campus tours, produce the *Lanikai School News*, and listen to parents' concerns and suggestions.

Lanikai School News - It is the responsibility of all parents to check the newsletter for important announcements. Our preference is that parents receive the newsletter via email by subscribing on the website homepage; however, the newsletter is also posted on the school website every two weeks. The email distribution method is also used for occasional time-sensitive notices. If parents do not have access to the Internet and need a hard copy of the newsletter, they must notify the PCNC, who will print a hard copy and send it home with a child.

Backpack Express - Because important school notices may be sent home at any time, we urge parents to make a habit of checking their children's backpacks daily.

Daily Planners - Each student in grades 2 through 6 has a planner with space for assignments and for notes from both teachers and parents. Parents should check the planners at least every few days to keep up with subject assignments, test dates, etc. This entire Parent Handbook is printed at the front of the planner.

Parent Forums - For the last few years, the school has held a series of Parent Forums. Our goals are to share information, engage parents in discussions of school budget as related to needs, and identify areas of strength and opportunities for improvement.

Parent / Teacher Conferences - These meetings are scheduled by teachers soon after the first quarter for all children and after the third quarter as needed. Both parents and teachers are encouraged to initiate other personal conferences throughout the year. To meet with a teacher, send a note directly to the classroom. However, we urge parents to respect the teachers' scheduled preparation and class time and not phone teachers directly in the classroom unless teachers have requested them to do so and expect a call.

Meeting With The Principal - Parents who want to talk with the principal should call the school office (266-7844) and ask for an appointment or leave a short note with the office staff, who will check schedule availability and get back to you.

Lanikai School's PTSA - The PTSA is an important fund-raising arm for the school and the planning and muscle in many outstanding school events. Scheduled activities run the gamut from Spaghetti Dinner & Family Movie Nights to the Halloween weekend Fun Fair with its popular Haunted House. At \$20 for the year, PTSA membership is a bargain for parents and a boost for the children. Information about membership meetings appears in the *Lanikai School News*. Membership forms are available in the front office. You may leave membership forms and checks at the school office in envelopes clearly marked "PTSA Membership."

SUPPORT FOR YOUR CHILDREN

COUNSELOR

The primary goal of the school's full-time counselor is to help students learn to make decisions and accept responsibility for them. The counselor helps students develop positive attitudes, values, and work habits through individual and small group counseling, and helps them cope with and solve their own problems. Students might be invited to participate in small groups like the Circle of Friends or Lunch Bunch. The primary focus of these groups is to work through situations they face in common, such as making friends and learning to build positive peer relationships.

Lanikai has introduced a Bullying Prevention class for Junior Kindergarten through 6th grade. Lessons are taught by the principal and the counselor in the classrooms or in the library and cover such topics as "Tattling or Asking for Help" and "What is Bullying?" This year, in order to enhance good citizenship and positive values within the school-wide community, we are also implementing a broad-based character education program.

Parents can reach the counselor through the main switchboard at 266-7844, x255.

COMPREHENSIVE STUDENT SUPPORT SERVICES

The Student Support Services program at Lanikai provides a coordinating umbrella for a variety of services that support all children at the school and are responsible for making every child successful. Our goal is to respond to the broad range of student needs by providing comprehensive, coordinated, integrated, and customized services that are accessible, timely, and strength-based. The point of entry for any student is a recommendation from a teacher or parent to the Student Services Coordinator (SSC), who will put the referral process in motion.

Our SSC is Chere Tetzloff. To reach her office call 263-1466 or the school office at 266-7844, ext. 261.

SPECIAL EDUCATION (SPED)

Special needs may range from mild learning disabilities to severe multiple handicapping conditions. We provide services either in the classroom in an inclusion model or by scheduled "pull-out" to a resource room for individual or small group instruction or remediation. For each child identified with special needs, we develop an Individual Educational Plan (IEP) or an 504 Action Plan.

SPEECH PATHOLOGY

Lanikai enjoys the support of a State-licensed speech pathologist who provides support to students with communication disorders that are documented in an IEP or Modification Plan.

▪ SPED REFERRAL PROCESS

Step 1 - Request for Assistance:

Any teacher or parent may submit a *Request for Assistance* form to the Student Services Coordinator asking to explore the needs of a particular student.

Step 2 - Core Team Meeting:

Upon receiving such a Request for Assistance, the SSC will convene a Core Team meeting. The Core Team may include such people as the teacher, the parent, the counselor, and/or principal. The Core Team discusses any academic, behavioral, or social-emotional concerns. The Core Team will then determine interventions to be practiced in the classroom in areas of concern. All referrals are taken on a case-by-case basis, and in some instances the situation may require that we move directly to Step 5, a Student Support Team meeting.

Step 3 - Interventions and Follow-up Evaluation:

The recommended classroom interventions are put into place and after a time frame determined by the Core Team, a follow-up meeting will take place where student progress and response to interventions is determined and adjustments are made as needed.

Step 4 - Determination for Special Education Testing:

If at this follow-up meeting the Core Team discovers that the child's problems persist or no progress has been made, Team members will determine if still more interventions are need or if testing for Special Education or 504 services is needed. (504 status provides additional support for students who may have a disability but do not quite meet criteria for SPED services.)

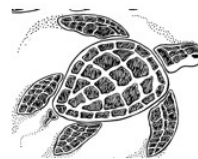
Step 5 - Parental Consent and Determining Special Education or 504 Eligibility:

If the Core Team recommends testing for Special Education status, the SSC will convene a Student Support Team (SST) to review the case with the parent and gain the parent's consent for testing. This team must include the parent, SSC, teacher, and administrator.

Once the parent's consent for testing is given, the Student Support Team has 60 days to schedule and conduct testing; to gather subsequent testing, assessment, and observation data; and to assemble an Eligibility Team that will review data and write a recommendation for either Special Education status or for 504 services.

Step 6 - I.E.P. or Student Action Plan

If the student is found eligible for either Special Education or 504 services, another Team meeting is held to design the appropriate plan for the student. If the student is eligible for Special Education services, an Individual Education Plan (IEP) is designed and implemented. If the student is not eligible for Special Education services, a 504 Action Plan may be created with general education teachers and the Student Support Team.



HOMWORK GUIDELINES

Developing a homework routine during students' early years in school will improve their success throughout their education. Homework gives children the chance to practice what they have learned in school and to take responsibility for their own learning. Parents should never do their children's homework, but instead help them practice what they are learning in school.

Each teacher has different homework expectations depending on the grade level, goals of the lessons, and the developmental skills of each child. It is the responsibility of each teacher to provide parents with homework expectations so that they can appropriately help their children complete assignments. Keep in touch with the child's teacher regarding quality of work and completed assignments.

The guidelines below can help parents help their children successfully complete homework assignments and at the same time model and reinforce practices the children will need in their educational, professional, and personal lives.

1. Make it clear that homework is very important.
2. Establish a specific location for homework supplies and keep it fully stocked (pens, pencils, paper, rulers, dictionary & other reference materials).
3. Ensure that the child has a quiet place to work without distractions.
4. Establish a specific time for the child to do homework every night.
5. Check the child's planner for homework assignments daily and expect the child to discuss the homework with a responsible adult each night.
6. Set aside time on a regular basis to review the child's daily work and to assist the child with homework as needed.
7. Make sure that the child understands and completes the assignments. Assist and provide helpful suggestions but do not do the work for the child.
8. Give encouragement and praise when the child's homework is completed and try to make homework and study a positive experience, never stressful or unpleasant.
9. When the child has difficulty with assignments, encourage him/her to take responsibility for getting the necessary information. Then follow up to make sure that this has been done and the assignment has been completed.

Administrative Policy and Procedures for Responding to Parental Concerns About Curriculum Content or Instructional Practices

Primary responsibility for classroom curriculum and instruction resides with the classroom teacher. In developing and implementing curriculum and teaching practice, the teacher collaborates with other teachers and the Curriculum and Instructional Support Specialist (CISS) and engages in school-wide curricular programs based on educational research. The teacher is responsive to parental concerns and suggestions.

If a parent/guardian is concerned with curriculum content or instruction, the following steps will be initiated:

1. The parent/guardian sends the teacher a written note specifying the concerns, questions, objections, or suggestions and asking for a meeting. The teacher contacts the parent to schedule a conference. The teacher may consult with or include his/her grade level teaching partner at this conference. The meeting is held and, if possible, the concern is resolved at this level.
2. If the issue is not resolved in step one, the teacher and/or the parent may refer the matter to the Curriculum and Instructional Support Specialist (CISS). The CISS may consult with both the teacher and parent/guardian individually or together and may convene an ad hoc committee of appropriate staff members to resolve the issue.
3. If the issue is not resolved in step 2, the CISS and/or the teacher and/or the parent/guardian may refer the matter to the principal. The principal consults with the involved parties either separately or together. The principal seeks a solution agreeable to all parties.
4. If agreement is not reached in step 3, the principal proposes an independent solution and submits it in writing to the involved parties and invites them in writing to meet together to discuss the proposed solution.
5. If agreement is reached in step 4, the principal or the CISS describes the agreement in writing to all involved parties.
6. If no agreement is reached in step 5, the principal makes an independent and binding decision, which is communicated in writing to all involved parties.
7. The final agreement or decision is implemented and is communicated to all school staff for whom this agreement may represent new information or a change in practice.
8. The parent/guardian may appeal the principal's final decision to the Board of Directors.

Approved 2/17/09 Amended 4/19/2010

Discipline Guidelines

Grades 1 through 3

These are guidelines only. The most important guideline is always common sense about what is best in a particular situation. We will remember that each child is different and that our goal is to help each one grow in understanding of how to live in harmony. In all cases, disciplinary actions will be tailored to respond to individual situations. For example, children who threaten the safety of others or disrupt the educational process will be removed from the classroom or playground until they can participate positively and cooperatively, but severe behavior may lead to immediate off-campus suspension.

Behavior	1st time	2nd time	3rd time
Physical Abuse Pushing Shoving Grabbing Punching Kicking	Warning from teacher or aide	Meet with Counselor Call home No Recess	Meet with Principal or Counselor Call home May be put on in-school suspension
Verbal Abuse Name calling Teasing Rude language			
Bullying or harassing in other ways			
Taking or damaging property that is not yours			
Breaking rules, Disobeying teachers			
Disrupting learning for other people			

Discipline Guidelines

Grades 4 through 6

These are guidelines only. The most important guideline is always common sense about what is best in a particular situation. We will remember that each child is different and that our goal is to help each one grow in understanding of how to live in harmony. In all cases, disciplinary actions will be tailored to respond to individual situations. For example, children who threaten the safety of others or disrupt the educational process will be removed from the classroom or playground until they can participate positively and cooperatively, but severe behavior may lead to immediate off-campus suspension.

Behavior	1 st time	2 nd time	3 rd time
Physical Abuse Pushing Shoving Grabbing Punching Kicking	Call home No Recess Meet with Counselor	Call home Meet with Principal or Counselor May be put on in-school suspension	Meet with Principal or Counselor or both Will be put on in-school or out-of-school suspension. Parents/guardians will be asked to meet with Principal, Counselor, or both
Verbal Abuse Name calling Teasing Rude language			
Bullying or harassing in other ways			
Taking/damaging another's property			
Breaking rules, Disobeying, Ignoring dress code			
Disrupting learning for other people			

IN THE EVENT OF EMERGENCIES or NATURAL DISASTERS

We will use our automated phone system and the email address you have registered with Constant Contact to notify you of all emergency situations. Calls and email messages will be activated as soon as we have pertinent information.

EMERGENCIES BEFORE SCHOOL

- **USE YOUR OWN JUDGEMENT:** If at any time or for any reason you are concerned for the safety of your child because of an imminent or occurring natural disaster, please keep your child at home whether or not you have heard that school is closed for the day.
- **GETTING INFORMATION:** Please do not call the school office as we may need the lines to call out. As soon as the decision is made to close the school, the principal or designee will immediately send an emergency email and telephone blast to parents.

In the event of a major natural disaster, another way for parents to discover if the school is closed is from the local television stations: KHON-2 (ch. 3 on Oceanic), KITV-4 (ch. 4 on Oceanic), KHNL-8 (ch. 8 on Oceanic), KGMB-9 (ch. 7 on Oceanic). Radio station KSSK (AM-590 and FM-92.3) is a fast and reliable source. Other radio stations may also be notified.

In most situations, Lanikai School will follow the lead of the DOE Windward District Office. If you have received no phone or email message but you hear that Kailua Elementary and Kailua Intermediate Schools are closed or closing, you may assume that Lanikai Elementary will also close.

EMERGENCIES DURING THE SCHOOL DAY

- **NOTIFYING PARENTS OF EMERGENCY DISMISSAL:** Lanikai School staff will use our automated phone system and your email address to give you information about any school closure and instructions about picking up your children.

- **PICKING UP STUDENTS ON CAMPUS FOR EMERGENCY DISMISSAL:** In most cases, if school must be closed during the school day because of a severe storm or emergency such as a power failure, we will keep all students at school until parents can arrange a pick-up. Be sure that the person coming to school is listed on the emergency card and brings picture ID.

Park in the first space you can find and walk directly to your child's homeroom without stopping for a visitor ID tag. When you arrive at the classroom, you must identify yourself to the teacher or assistant. If you send someone else to pick up the child, it must be a person with picture ID who is listed on the school's emergency card. If you want your child to go home with someone who is not listed, you must call the school office with that information.

- **EARTHQUAKE:** In the event of an earthquake severe enough to threaten damage to structures, staff and students will gather in the on-campus rally area in the back field until authorities have assured us that buildings are safe. If a school closing is announced and it becomes necessary for you to pick up your children, please follow directions given above.
- **TSUNAMI:** In the event of a warning for an imminent tsunami, students and staff will immediately evacuate the campus and walk to the top of the hill across Alala Road and up Paumakua. The health aide will drive children who are unable to walk easily and quickly. Parents will not be allowed to drive up the hill to collect children. We will return to the campus when it is deemed safe by the authorities. If buildings are not safe, children will wait in the back field and parents will park in the parking lot and follow directions from staff members.

If we cannot return to the campus, we have two options. Directions for picking up children will be announced on radio & TV stations and/or sent via telephone and email blast.

Option One - Walking to Kailua Intermediate School (KIS): If the canal bridge is intact and there is no immediate danger from a tsunami, students will walk to KIS on Kainalu Drive where parents or designees with ID may pick them up. Directions will be given to parents as they arrive at that school. Again, the health aide will drive children who need assistance.

Option Two - Crossing the Mid Pacific Golf Course:

This action has never been necessary and is unlikely;

however, if we cannot safely walk across the canal bridge, children will instead walk across the Mid-Pacific Country Club golf course to Paokano Loop where parents or designees will pick them up. See directions below and **PLEASE** mark a map of Kailua and keep it in your car. A golf cart will be used for students who need that support.

Directions for picking up children on Paokano Loop:

1. Take your picture ID and drive to Keolu Drive in Enchanted Lakes.
2. Look for the traffic light at Iana Street between Wanaao Road and the Enchanted Lakes shopping center. Turn into Iana on the ocean/golf-course side of Keolu. (Iana is not a cross-street.)
3. Take the second right turn. That is Paokano Loop. (The first right turn is just a small cul-de-sac.) Students will wait in grade-level groups along the Loop sidewalk.
4. After you show your ID and pick up your children, turn left onto Iana and drive back to the Keolu Drive intersection.