



## ***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, 7:30-3:30*

*Summer Hours & Breaks: M-F, 8:30-3:00*

*Welcome to our Parent Handbook. We hope that it will answer your questions about what we do and what we expect and will provide you with guidelines that help us work together and make each school day a successful one 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.*

## *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.*

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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 1980s, 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, the president of the Student Council, one member elected by 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 guide the school's work, 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, national standards and the DOE Content and Performance Standards provide our academic foundation. Unlike many public schools, we provide art and music classes to all students.

**For the past several years**, Lanikai has received recognition as a Hawaii Distinguished School and has consistently met the national No Child Left Behind requirements for Adequate Yearly Progress. In 2008 we were also selected for the pool from which Hawaii's nominees for the national NCLB/Blue Ribbon School award were chosen. These achievements are a testament to the quality of our staff and our high expectations for our students.

<b>Board of Directors for 2008-2009</b>	<b>Board of Directors for 2009-2010</b>
Louis Saint Cyr, Parent - Chair	Louis Saint-Cyr, Parent
Phil Whitesell, Community - Vice-Chair	Phil Whitesell, Community
Darraghlynn Lee, Faculty - Secretary	Vicky Villegas, Faculty
Paul Vierling, Community - Treasurer	Paul Vierling, Community
Ilan Noy, Parent	Erick Ahlgren, Parent
Roni Hudson-Willkie, Staff	Ann Pederson, Staff
David Saucedo, Principal	David Saucedo, Principal

Board policies and minutes are available on this website.

## GENERAL INFORMATION

**School switchboard: 808-266-7844**

**Principal:** David Saucedo    **Secretary:** Lisa Henley    **Registrar:** Lynelle Thompson

### **Daily Schedule**

Students allowed on campus	7:15
School office opens	7:30
Warning bell	7:50
<b>School starts / Assembly</b>	<b>7:55</b>
Morning Recess	9:35-9:55
Recess and Lunch	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**

- On school days, we provide supervision of students on Monday, Tuesday, Thursday, and Friday only between 7:15 a.m. and 2:10 p.m. and on Wednesday only between 7:15 a.m. and 1:10 p.m. Supervision is not provided after school for children who are not enrolled in either A+ or a school-sponsored program.
1. Parents are responsible for the safety and behavior of children who are on the campus when school is not in session.
  2. 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.
- Parents 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 **AND** for all students whenever there are changes in phone numbers, addresses, or names of emergency contacts or authorized representatives who may pick up children.

**NOTE:** Parents who share custody must provide the school office with the court order for dual custody. To expedite contacting parents in emergencies, the office staff will appreciate a schedule telling us which parent is responsible for the child on which days.

### **ID TAGS REQUIRED FOR ALL VISITORS**

All visitors to campus must stop at the school office to sign in and pick up a Visitor ID Tag. If you are going to a classroom to help out, stop at the front office first to sign in. You will be asked to write 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 enter the sign-out time.

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. This applies to all parents, and other guests who come on campus for any reason. 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**

**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 five or ten minutes 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 before the 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 to school and misses the arranged transportation.
- Students must wear closed-toe shoes on field trips unless teacher has advised 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. After office hours or 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.

## **ACCIDENT INSURANCE**

The school does not provide student accident or medical insurance. Parents/guardians are responsible for providing insurance through the state or private insurers.

## **LANIKAI SCHOOL TEE SHIRTS**

Several styles and colors of tee shirts are available from the PTA. Information will be posted in the *Lanikai School News*. In general, Lanikai School tee shirts are required for field trips, and students like to show school spirit by wearing a school tee every Monday.

## **YEARBOOKS**

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

## **Website: [www.lanikaielementary.com](http://www.lanikaielementary.com)**

Remember to check regularly for various information resources on the school's web site.

## **KEEPING UP: check backpacks, planners, newsletters**

- 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 can be an excellent information resource for parents of students in gr 2-6.
- Newsletters can be received via email or accessed via the school website.

## **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. Applications are reviewed by the staff and, if allowable, are approved by the principal 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. Full containers are exchanged with empty ones twice each week. 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 to the campus is locked each evening at about 7:00 p.m. On weekends the gate is opened again each morning so that neighbors may use the recycle container. Lanikai School parents or members of the Kailua community may, on occasion, request that the gates be left open so that the parking lot can be used for specific evening events. Please take these requests to the office staff.

## CELL PHONES AND OTHER ELECTRONIC DEVICES

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.**

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.

## 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. Clothes that call attention to themselves or to the developing bodies of older children, high fashion, and inappropriately casual or revealing clothing are out of place 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.

1. Dress appropriately for school in a manner not disruptive or immodest: for example, no bare midriffs for older children or adults, no underwear showing, and no excessive jewelry. While tasteful stud earrings are allowed, larger or dangling earrings are not appropriate for elementary students at school as they are both distracting and a safety concern.
2. Shoes must be worn 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 and adults.
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.

## **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.

### **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.

Applications for children who qualify 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.

### **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 commercial 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 in the after-lunch hours." These general nutrition guidelines refer to birthday celebrations, morning snacks, and home lunches.

### **BIRTHDAY CELEBRATIONS**

Children's birthdays are always acknowledged and honored in the classroom. Some parents like to share a birthday celebration for a few minutes with the whole class. Because student learning always comes first, parents must be sure to check with the teacher for permission well before planning any at-school event. The teacher's decision will depend upon class schedule and academic activities. Last-minute parties may not be accommodated. In response to comments and requests brought to the school by parents, and in accord with the new federal guidelines and the board's Health and Safety Policy, we recommend that parents do not bring high-sugar, high-fat ingredients and select healthier alternatives to traditional frosted cakes, candies, and ice cream. If in doubt, consult the teacher.

## SCHOOL LUNCH PROGRAM



### **Please note that:**

Lunches are delivered by an outside vendor that complies with all federal regulations. Lunch order forms must be filled out separately for each month and each child. The forms must be received in the office with cash or check by the 20<sup>th</sup> day of the preceding month. Order forms will be sent home within the first two weeks of each month. It is the parent's responsibility to check the backpack. If both order form and payment have not been received by the 20<sup>th</sup>, parents may have to send homemade lunch for the first three days of the following month.

## HOME LUNCHES

**Lost Lunch Bags:** Please mark every lunch container with your child's name. Unmarked containers left outside overnight may be donated to a charity.

**Swapping:** Many of the 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.

**In general:** When planning home lunches, please be attentive to several things:

- Remember that neither heating nor refrigeration is available.
- Pack only foods that your children like and will eat.
- Pack only a nutritionally balanced meal that adheres to FDA nutrition guidelines.
- Do not send sodas or other drinks fortified with extra sugar as the effect of high sugar content may make it harder for students to focus on their work.

## 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. 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.

## 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.**



# TARDIES AND ABSENCES

## **Our Legal Responsibility:**

Hawaii Revised Statutes place the responsibility for enforcing compulsory attendance on both public and private schools in accordance with the policies of the Department of Education. If a child persists in being absent from school, "the student, father or mother, guardian, or person having charge of the child may be referred and summoned to court."

Consistent 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 and 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.

### **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.

## **MORNING ARRIVAL TIME / TARDY SLIPS**

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Our tardy bell rings and morning assembly starts at 7:55. The traffic line on campus in the morning is long and slow when parents wait till the last minute to deliver students to school. Please make an effort to start early enough for your children to be out of the car and with their class group in the morning assembly area at least a few minutes before 7:55. **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.** Parents may not get the tardy slip for the child. Tardy slips are an important part of our required record-keeping system. Teachers are asked to begin the day by taking attendance and sending to the office the names of children who are not present at 7:55.

General  
Information

Junior K and kindergarten students will attend the morning assembly with their class. JK and kindergarten teachers will let parents know when and where to deliver those children. In any event, please do not leave JK and kindergarten children on campus unattended.

Junior K. and  
Kindergarten

Teachers will provide you with directions for the morning hours.

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

## 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:

1. Personal illness or enforced quarantine (Principal may require an explanatory note from the child's physician. All absences of five or more days require a note from a physician saying the child is well enough to return to school.)
2. Necessary emergency medical, dental, or optometric appointments that could not be made at a non-school hour
  - Serious family emergency, such as the death or funeral of an immediate family member
  - Observation of a holiday or ceremony of his/her religion
  - 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; or
  - In the case of a planned and extended absence, when the parent/guardian has followed all steps outlined below under "Planned Absences."

#### **IT'S THE LAW.**

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.

Parents who frequently fail to notify the office will be asked to meet with the principal.

#### **CALLING TO REPORT 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.)

## PLANNED EXTENDED ABSENCES

Occasionally families plan vacations or other events during the school year. Extended absences for such events will not be excused without both advanced planning with the core teachers and advanced approval by the principal. A "planned extended absence" is defined as one that lasts for five or more days. To avoid the child's absence being reported as a truancy, please take the following steps:

**FIRST-** Secure a copy of the Planned-Absence form from the teacher or pick one up in the school office. Take this step well in advance of the date the planned absence will begin.

**SECOND-** Make an appointment to discuss the absence with the homeroom teacher and any other core subject teacher your child may have. This discussion is important in order to help you understand the academic work that will be required during the absence and how you can support your child's effort to complete it.

**THIRD-** Sign and date the form when you meet with the teachers and leave it with the homeroom teacher. The teachers will add comments about your plans to support the student's work before they submit the form to the principal.

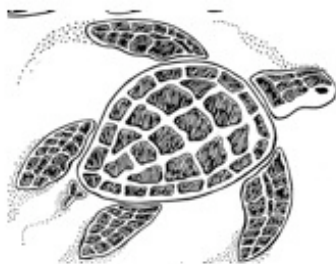
**NOTE:** After the teacher adds comments, the principal will review the form. In some cases, the principal or a designee may contact parents with information or suggestions before the principal approves your plans. If in a particular case the proposed absence seems unwise, the principal will not approve it and the absence may be recorded as a truancy.

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## NOTE FROM PHYSICIAN

Students who have been absent for five (5) or more consecutive days because of illness must bring their teacher a note from their physician clearing them to return to school or they may not be allowed to return to class.

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## **HEALTH AND SAFETY GUIDELINES**

At Lanikai Elementary Public Charter School, the health and safety of our children is our first concern. Please follow the simple guidelines and administrative procedures listed here and be sure your children understand those that apply to them. Also, 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**

Our health aide is on campus from 7:30 in the morning until 1:30 on Wednesdays and until 2:30 on other school days. To reach the Health Aide, please call 266-7844, the general office number.

### **SICKNESS AND INJURIES**

1. Parents should not send sick children to school. Children should be free of fever for at least 24 hours before returning to school.
2. Students absent for five or more consecutive days because of illness must bring their teacher a note from their physician or they may not be allowed to return to class.
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.
4. Parents must make every effort to come to school to get a sick or injured child if the school calls to request that the child be picked up.
5. In order to safeguard the health of all students and staff, parents must notify the health aide if their child has a contagious condition.
6. When a child is chronically ill so that learning is affected, parents may be asked to meet with the principal or counselor to discuss solutions.

### **EMERGENCY CARDS**

1. All families must file an emergency health card with the school office.
2. Parents are responsible for notifying the school office in writing of changes in phone numbers, addresses, or names of emergency contacts or authorized representatives.
3. Parents who share custody of children must provide a court order for dual custody. We will appreciate a schedule of their responsibilities in order to expedite contact for verifying absences or notifying families of emergencies.

### **MEDICATIONS**

1. Parents of children who require daily or short-term prescription medication should contact the school health aide who will provide forms to be filled out by the child's physician. Otherwise, all medication should be taken at home. No medications may be accepted or administered until the necessary forms are on file in the health office.
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 administered.
3. Children should not bring over-the-counter medications such as aspirin or cough drops to school.

## **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 at school.** 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 children are found to have ukus while at school, parents will be notified immediately and asked to come get them as soon as possible. Immediate treatment and removal of ukus and nits is essential 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.

## ***AUTOMOBILE SAFETY for ARRIVAL, and DISMISSAL***

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### **GENERAL GUIDELINES**

- Please observe a 10 MPH speed limit on campus.
- Wear seat belts while driving on campus.
- Children between four and seven years old must ride in appropriate child restraint seats. (Act 175, HI Session Laws, 2006)
- Do not use a cell phone while driving on campus. Staff members or JPOs may remind drivers.
- All students, staff, parents, and visitors must use crosswalks and follow traffic rules.
- The school is not responsible for the safety of children left on campus before 7:15 in the morning or after 2:30 (1:30 on Wednesdays) unless they are enrolled in an after-school program. To ensure their safety, students should not be brought to school before 7:15.

### **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 yellow "V." When student productions or ceremonies bring many visitors to campus, they may drive along the fire lane to the back field to park.

### **ARRIVING AT SCHOOL**

As a precaution, a crossing guard is on duty 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 where it is easy for them to be seen and supervised. After 7:30, they may wait in the assembly area or on the covered walkways.
- ⇒ Please pull cars up as far as possible and follow JPO directions.
- ⇒ Children may exit their cars from the right and only along the sidewalks in front of the office-to-cafeteria area or along the hillside under the plumeria trees.
- ⇒ JPOs can help younger children and escort them into the schoolyard where they can make their own way to their class assembly area.
- ⇒ *Note:* 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 may be no crossing guards or JPOs at that entrance.
- ⇒ All students are responsible for reporting to assembly on time. The tardy bell rings at 7:55.

### **AFTERNOON PICK-UP**

1. School is dismissed at 2:10 except on Wednesday, when it is dismissed at 1:10.
2. Parents may be asked to fill out a form specifying how and with whom children will leave school at the end of the day: walk, bike, go to A+ or after-school class, or be picked up. (During the school day, students will be released only to an adult whose name is listed on the emergency form. Photo ID may be required.)
3. Students in 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> grades who have NO SIBLINGS in grades JK through 3<sup>rd</sup> may be picked up by the back gate on Alala Road. Children who walk home up Paumakua must cross Alala Road in the crosswalk.
4. Parents or designees who cannot arrive on time to collect a child should notify the office at 266-7844. Those children may be asked to wait in the office.
5. All students who are not attending a scheduled after-school activity should be off the campus as soon as classes end as the school will not provide supervision after that time. Parents who come late to pick up their child must accept responsibility for the child's safety and behavior.
6. A crossing guard is on duty at the front gate to direct cars and help children cross Alala Road safely. A school staff member is assigned to the back gate to assist students in grades 4, 5, and 6.

### **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. Please include this information on the dismissal form you will be asked to fill out.

## **ADDITIONAL SAFETY TIPS**

### **BIKES, SKATEBOARDS, SKATES**

1. Helmets are required for children who ride bikes, skateboards, or skates to and from school.
2. All riders must walk on campus once they enter at the Alala Road gate. They must walk along the *mauka* sidewalk from Alala Road. The previous bike lane along the *makai* 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 skateboards and skates must be carried when on campus.

### **SHOES**

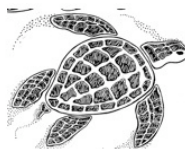
1. Children must wear footwear outside the classrooms at all times.
2. **Athletic shoes with closed toes are the safest and are required for PE.** Students who do not have shoes with closed toes will not be allowed to participate in the PE class.
3. **Shoes with closed toes are required for field trips.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

### **ANIMALS ON CAMPUS**

1. The presence of dogs on campus is discouraged before, during, or after school when groups of children are present.
2. Visits from dogs or other pets should be planned with a staff member in conjunction with a scheduled program or lesson.
3. Lanikai School Board policy complies with the Honolulu City & County ordinance that does not allow unconstrained dogs on campus. Dogs on campus must be caged, on a leash no longer than six feet, or hand carried.
4. The school reserves the right to refuse entry to any animal at any time.

### **SAFETY FOR PE**

1. Students are required to bring a bottle of water to PE class. Please see that bottles are marked with the child's name.
2. We recommend that students wear SPF 30 or higher sun protection on PE days.
3. 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.
4. As indicated above, appropriate closed-toe athletic shoes are required for all PE classes. Students will not be allowed to participate in the class unless their shoes are appropriate for the planned activities.



## **STAYING IN TOUCH**

**Parent/Community Network Coordinator (P.C.N.C.)** - The PCNC, our Parent/Community Network Coordinator, is the primary link between parents and school. She is the parents' go-to person for information about school activities and opportunities to participate. The PCNC, will be available three days each week to handle such responsibilities as providing campus tours, assisting prospective parents with the geographic-exception process, assisting the room parents in a variety of ways, and—most important—producing the *Lanikai School News*.

**Lanikai School News** - Our newsletter is posted on the school website every week or two, depending upon how much is going on at school that parents and guardians need to know about. Parents may also subscribe to an emailed newsletter. If they do not have access to the Internet and need a hard copy of the newsletter, they must notify the office or the PCNC, who will print a hard copy and send it home with a child.

The newsletter is our primary way of communicating with parents and guardians. It is the responsibility of the parents to check announcements in the newsletter.

**Parent Forums** - For the last few years, the school has held a series of Parent Forums. Our goals are to share information, engage parent support, and listen to parents as we 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 when they are needed. To meet with a teacher, send a note directly to the classroom. We urge parents to respect the teachers' scheduled prep time and class time and not call teachers directly in the classroom unless teachers have requested them to do so and expect your 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 him a short note with the office staff. They will check schedule availability and get back to you.

**Lanikai School's PTA** - These members are the school's primary fund-raising arm and the planning and muscle in many outstanding school events. Scheduled activities run the gamut from the Wine Tasting/Silent Auction to Spaghetti Dinners and Family Movie Nights to the Halloween weekend Fun Fair with its popular Haunted House. At \$20 for the year, PTA 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 included in the newsletter for the first few weeks of school and after that are available in the front office. You may turn membership forms and checks in at the school office in envelopes clearly marked "PTA Membership."

## **SUPPORT FOR YOUR CHILDREN**

### **COMPREHENSIVE STUDENT SUPPORT SERVICES**

The Comprehensive Student Support Services (CSSS) 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. The goal of CSSS 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 Shirley Marks. Her phone is an outside line not accessible through the campus exchange. You can reach her office at 263-1466.

### **SPED (Special Education)**

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 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).

### **SPED REFERRAL PROCESS**

1. 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.
2. Upon receiving such a request, the SSC will convene an informal Core Team discussion. 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. At this point, the teacher can describe what special modifications or interventions have been made in the classroom to assist the student. The SSC or Core Team may recommend first simply trying further interventions in the classroom, referral to the counselor, or requesting permission from the parent to test the child for possible Special Education status.
3. If testing for SPED status is recommended in the informal Core Team meeting, the SSC will convene a Student Support Team (SST) to review the case with the parent and gain the parent's consent for testing.
4. Once the parent's consent for testing is given, the SSC has 60 days to
  - schedule testing,
  - gather the subsequent data,
  - assemble an Eligibility Team to review data and to write and implement either
    - an Individual Education Plan (IEP) or
    - a 504 Plan. (504 status provides additional support for students who may have a disability but do not quite meet criteria for SPED services.)

## **SPEECH PATHOLOGY**

Lanikai enjoys the support of a speech pathologist licensed by the State of Hawaii who provides support to students with communication disorders documented in an IEP / Modification Plan.

## **COUNSELOR**

The primary goal of the school's full-time counselor is to help students learn to make decisions and accept responsibility for them. She helps students develop positive attitudes, values, and work habits through our Character Education Program, and helps them cope with and solve their own problems. She offers both individual and group/social skills counseling, and invites children to participate in small groups like Banana Splits (for children coping with divorce) and Circle of Friends to work through situations they face in common. Parents can reach the counselor through the main switchboard, 266-7844.

## **AFTER-SCHOOL PROGRAM**

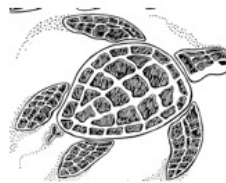
Many Lanikai parents have told us that the school day is too short; they want their children to be engaged in after-school activities that will provide enrichment, develop imagination and curiosity, infuse learning with fun, and strengthen the knowledge and skills that prepare them to be productive citizens 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 newsletter and parents pay each vendor directly.

## **A+ PROGRAM**

Kama'aina Kids provides the A+ after school child care and educational program on the Lanikai campus. The program is available 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, but full registration packets are issued only after acceptance.

Please address all questions to the A+ Program Coordinator at **266-7851**. Please do not call the school office with questions. Lanikai School does not have jurisdiction over this program.

Also, please call the A+ Coordinator if your child will be absent. Though the school does share our list of absences with the A+ staff each day, ultimately parents are responsible for notifying A+ if their child will not be attending.



## **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.

## ***PREPARING FOR EMERGENCIES and NATURAL DISASTERS***

It is critical that we have accurate emergency contact information for parents so that we may contact you, a relative, or a family friend in the event of an accident, illness, or campus emergency. **If your home or work phone number, doctor, or emergency contact information changes, you must provide an update to the school office.**

1. **School Closed?** Weather conditions can cause changes in school start or dismissal times or the cancellation of school altogether. If parents feel the weather is questionable, the best thing to do is to listen to local radio and television stations for Windward District information. School closings will be announced.
2. **Dismissal?** If we experience a severe storm or emergency, we will keep all students at school until parents can arrange a pick-up. If parents are directed to do so by Civil Defense or a school-closing announcement, please be sure the person coming to school is listed on your emergency card and brings picture ID. Park as best you can and go directly to the child's classroom where you will check the child out with the teacher.
3. **Tsunami?** In the event of a warning for an imminent tsunami, all students and staff will evacuate our low-lying campus to a much higher rally area up the hillside across Alala Road. We will return to the campus when it is deemed safe by the authorities. If it becomes necessary for you to pick up your children before they return to campus, directions will be announced on the emergency radio and TV stations. Office staff will not remain at school to answer phones. Teachers will, however, have a list of your emergency numbers and if it becomes necessary for the school to contact you, we will attempt to do so by cell phone. Be absolutely sure we have the latest, best numbers to call.
4. **Earthquake?** In the event of an earthquake severe enough to threaten damage to campus structures, staff and students will gather in the on-campus rally area until authorities have assured us that buildings are safe. If it becomes necessary for you to pick up your children, directions will be announced on the emergency radio and TV stations. If possible, we will contact you by phone.
5. **Bridge Out?** In the very unlikely event that the bridge across the canal is closed to automobile traffic and we are ordered by Civil Defense to evacuate the campus, we will walk all children (or all who do not live in the Lanikai district, as requested by Civil Defense) across the Mid Pacific golf course to Paokano Loop just off Iana Street in the Enchanted Lake area. There children will gather by grade levels of the youngest child in each family and wait to be picked up. In such a situation, school staff and parents will follow the lead of CD officials

## **Emergencies and Natural Disasters** **Parent Update**

### **In the event of a natural disaster:**

#### BEFORE SCHOOL:

- **If at any time and 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.

#### BEFORE SCHOOL AND DURING THE SCHOOL DAY:

- **In the event of a major natural disaster**, the best and possibly the earliest way for parents to discover if the school is closed is from radio station KSSK (AM-590 and FM-92.3) and the local television stations: KHON (channel 2), KITV (channel 4), KHNL (Channel 8), KGMB (channel 9). Other radio stations may also be notified.

As soon as the decision is made to close the school, the principal or Lanikai School office staff will immediately call the Hawaii Charter School Administrative Office, which in turn will notify the Department of Education central office for emergency. That office notifies the broadcasters.

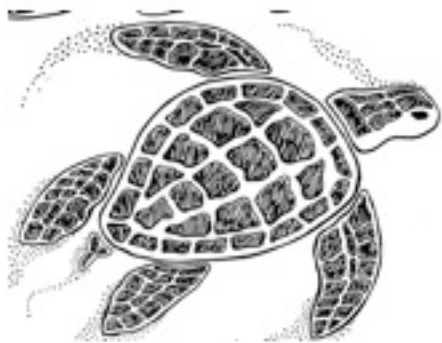
In most situations, Lanikai School will follow the lead of the DOE Windward District Office. If Kailua Elementary School and Kailua Intermediate School are closed or closing, Lanikai Elementary will close as well. If you hear that either of those schools is closed because of weather or other natural disaster, assume that Lanikai is closed, as well.

Please do not call the school office as we may need the lines to call out.

- **In the event of a minor emergency**, such as a power failure at school or water main break, or a fire or other event that does not affect other schools, Lanikai School staff will use your email and/or emergency phone numbers to give you information about school closure and instructions about picking up your children. At the same time and depending upon the situation, we may contact each room parent or alternate and request that the parent telephone tree be activated.
- **In the event of a school closure emergency during the school day**, if you are to pick up your child on campus, please 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 listed on the school's emergency card. Everyone who takes a child must have picture ID and must sign out the child in the classroom.**

- **If we must evacuate the campus**, we have three options:
  1. If there is danger of an imminent tsunami, we will all walk to the top of the hill across Alala Road. Parents will not be allowed to drive up the hill to collect children. If school is to be closed, the process described in the above paragraph will be activated when we are allowed to return to the campus.
  2. If we need to take children into Kailua, we will all walk to Kailua Intermediate School (KIS) on Kainalu Drive, where parents or designees with ID can pick them up. Directions will be given to parents as they arrive at that school.
  3. If, however, we cannot return to the campus from the hill or cannot safely walk across the Kawainui Canal bridge and to KIS, children will instead walk across the Mid Pacific golf course to Iana Street, and then to Paokano Loop, which begins and ends on Iana near the Enchanted Lake shopping area. Please check out an on-line or Oahu map to be sure you are familiar with that neighborhood. (You can check the map on-line by searching for Paokano Loop, Kailua, Hawaii.)

You will turn from Keolu Drive onto Iana, then right onto Paokano Loop. Children will be assembled by classrooms along the sidewalk with 6<sup>th</sup> graders first. After you pick up your children, you will turn left onto Iana Street again and drive out to Keolu. Our Student Council has participated in this drill and found that it worked well. We hope we never need to use this alternative, but it is extremely important to be prepared.



# Discipline Guidelines

## Grades 1 through 3

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

*The most important guideline is always common sense about what is best in a particular situation. Each child is different and our goal is always to help each one grow in understanding of how to live in harmony. Children who threaten the safety or disrupt the educational process of others will be removed from the classroom or playground until they can participate with positive and cooperative behavior. In all cases, these are guidelines only, and disciplinary actions will be tailored to respond to individual situations.*

# Discipline Guidelines

## Grades 4 through 6

Behavior	1 <sup>st</sup> time	2 <sup>nd</sup> time	3 <sup>rd</sup> time
<b>Physical Abuse</b> Pushing Shoving Grabbing Punching Kicking	<b>Call home</b>  <b>No Recess</b>  <b>Meet with Counselor</b>	<b>Call home</b>  <b>Meet with Principal or Counselor</b>  <b>May be put on in-school suspension</b>	<b>Meet with Principal or Counselor or both</b>  <b>Will be put on in-school or out-of-school suspension.</b>  <b>Parents/guardians will be asked to meet with Principal, Counselor, or both</b>
<b>Verbal Abuse</b> Name calling Teasing Rude language			
<b>Bullying or harassing in other ways</b>			
<b>Taking, damaging property that is not yours</b>			
<b>Breaking rules, Disobeying teachers</b>			
<b>Disrupting learning for other people</b>			

*The most important guideline is always common sense about what is best in a particular situation. Each child is different and our goal is always to help each one grow in understanding of how to live in harmony. Children who threaten the safety or disrupt the educational process of others will be removed from the classroom or playground until they can participate with positive and cooperative behavior. In all cases, these are guidelines only, and disciplinary actions will be tailored to respond to individual situations.*

