

School Policies & Procedures

School begins at 8:00 a.m. and ends at 2:15 p.m. except on Wednesdays when school ends at 1:30 p.m. The first bell rings at 8:00 a.m. and the tardy bell rings at 8:05 a.m.

Teachers reporting time is 8:00 a.m. The period between 8:00 a.m. and 8:05 a.m. is designated "opening time." Proper supervision is not available before this time. Please make arrangements for supervision of your children during non-school hours.

Bell Schedule

8:00 a.m.	First bell rings - Start of School
8:05 a.m.	Tardy bell rings
9:45 a.m.	Morning recess begins
10:00 a.m.	Morning recess ends
11:00 a.m.	Grades K-2 lunch begins
11:45 a.m.	Grades K-2 lunch/recess ends; Grades 3-5 lunch begins
12:30 p.m.	Grades 3-5 lunch/recess ends
1:30 p.m.	Wednesday only – school day ends
2:15 p.m.	School day ends – M, T, Th, F
3:00 p.m.	Teacher's day ends. If teachers select early morning prep time 7:00–7:45 a.m., teacher's day ends at 2:15 p.m.

Attendance Policy

Students are expected to be in their classrooms at 8:00 a.m. each school day. If a student is absent from school, the child's parent or guardian is expected to call the school, and report the absence and reason for absence by 8:30 a.m. If not, parents may receive an automated phone call.

At Noelani, our classes have rich curriculum, where student participation is important. For any long period of absences, a written note to the teacher and office is required. Planned absences that students miss instructional days are discouraged. Teachers **are not required to provide work** for students during these planned absence periods. Students must make up the work when they return. Frequent absences could affect a student's grades and promotion.

If your child is absent five times during a quarter, the classroom teacher will send a notice home to the parents. The parents are to sign the notice and return it to school the next day. If your child is absent ten times during a quarter, the problem will be referred to the counselor who will call the parents and send home a second notice. If your child is absent 15 times during a quarter, the principal will follow up with a letter and phone call to schedule a conference with the parents. If the absences continue after the principal has spoken to the parents, our school will consult with the complex social worker to decide if the case will be referred to Family Court.

Tardy Policy

If a student arrives after 8:05 a.m., they need to get a tardy pass from the office before reporting to their classroom. When a classroom teacher notes 5 tardies, the teacher will notify the home. At 10 tardies, a written letter will be sent home to the parents regarding this issue and parental acknowledgement is required. After 15 tardies, the problem will be referred to the counselor. When a student has 20 or more tardies, a referral will be given to the principal.

Visitors Policy

As a security measure, all visitors must sign in at the school office. Visitor badges will be issued at the office. Parents are not allowed in the classroom during school hours to discuss concerns while class is in session. An appointment should be made with the teacher for this purpose. Students are not allowed to bring friends or relatives to visit in the classroom except in special circumstances that are pre-arranged and approved by the teacher and/or administrator. Visitors should park in the auxiliary parking lot next to the office.

School Meals Program

Noelani uses a computerized system for the school meal program. Each student will be set up with an account that will be used for purchasing school meals. Deposits will be accepted in the main office in the designated drop box. Breakfast is available for all students. Breakfast is served from 7:20–7:50 a.m. daily. Parents are welcome to join their child for breakfast.

The school lunch program provides a nourishing meal for students. Students bringing their own lunch from home are expected to eat with their classmates in the cafeteria. Lunchroom adult supervisors help to maintain control and create an atmosphere conducive to having an enjoyable lunch.

Applications are available for participation in the Federal School Lunch Program, which offers free or reduced costs for breakfast and lunch. Eligibility requirements are stated on the application.

Offer Vs. Serve Lunch Service

- Students in grades 3, 4 and 5 will be allowed to select a minimum of 3 food items from the serving line daily.
- Students may choose a double serving of fruits and vegetables **only**.
- The cost of lunch will remain the same.
- There will be an additional charge if students select a second serving of milk or the lunch entrée.
- The lunch procedures for students in grades K-2 will remain the same (i.e., 5 food items plated for the student).

Food Considerations

Due to the number of students with peanut/tree-nut allergies, we encourage parents to send home lunches and food products that are peanut-free or tree-nut free. Please also keep this in mind when sending food items to school for field trips, class parties, or birthdays. Products whose labels say “may contain peanuts” or “produced on equipment that also produces peanut or tree-nut products” are discouraged. We appreciate your consideration and support for our fellow students.

Snacks

If students bring a snack to eat during recess or A+, they should remain in their designated area and are responsible for cleaning up after themselves. We encourage students to bring healthy snacks and/or drinks. Bringing a filled water bottle daily is also encouraged.

Healthy Snack Guidelines

- Calories \leq 200 calories
- Total Fat \leq 8 grams
- Saturated Fat \leq 2 grams
- Trans Fat = zero
- Sodium \leq 200 milligrams
- Dietary Fiber \geq 2 grams
- Sugar \leq 8 grams

Noelani Before and After School Supervision

There is no supervision of students **before and after** school. Students should not play on school grounds or playground equipment. *Before School:* Students should wait at areas designated by teachers until the bell rings. Breakfast is served in the cafeteria beginning at 7:20 a.m. *After School:* Parents should make arrangements for students to wait at designated areas for pick-up. All students should be picked up within a reasonable time or enrolled in an appropriate after school care program.

After School Care Providers

The following is a list of some After-School Care providers available in our area:

- **Noelani A+ Program:** For information, registration, or payments, call 988-1851.
- **Manoa Valley Church:** After school care with pick-up service also available. Call 988-3271.
- **Richards Street YWCA:** After school care with pick-up service. Call 538-7061.
- **Manoa Japanese Language School:** Language instruction and after school care with pick-up service. Call 988-2602.

Homework Request Procedures

When a student is absent, homework should be requested before 9:30 a.m. so teachers have time to prepare the assignment. You may pick up the homework from the cafeteria between 2:30-5:30 p.m.

Telephone Calls

Phone messages for your child should be kept to a minimum and should be limited to emergencies or unexpected change of plans. Please try to make plans/arrangements with your child **BEFORE** the start of the school day.

Emergency Preparedness Drills

Fire drills will be conducted once a month. The emergency bell will sound and students and staff will evacuate the building in a safe and orderly manner. Other safety drills, such as earthquake, Lockdown, Shelter-In-Place, and Off-Campus evacuation, will be conducted by the end of the first semester.

Lost & Found

Articles that are found are taken to the cafeteria and placed in the lost and found cabinet. If something is lost, check the lost & found area right away. Wallets and money are given to the secretary for safekeeping. Please mark personal items clearly for easy identification.

School Rules and Expectations

Noelani School has adopted a Behavior Expectations Matrix that all students at the school are expected to practice daily. A copy of this matrix is provided in the back of this handbook. We believe that we can have positive behaviors at Noelani School if we focus on three key ideas: BE Safe, BE Responsible, and BE Respectful. The matrix is posted in all settings at school and should also be practiced at home.

General School Rules

Keep off upstairs balcony, upstairs bathrooms and stairways during recess, before, and after school. If classroom doors are closed after the bell rings, sit quietly on the lanai for the teacher. Students should not bring balls, toys, electronic games and/or ipods/MP3 players to school. If they are caught playing with it, items will be confiscated until parents pick it up. The school is not responsible for any lost/stolen or damaged items.

Dress Code

Students should come to school neat, clean and dressed appropriately. Bare shoulders, bare midriffs, very short skirts or very short shorts, and inappropriate language or graphics on clothing are not considered appropriate for classroom attire.

Cell Phones

Cell phones must be turned off during school hours and kept in backpacks. If a cell phone rings in class, it will be confiscated and parents must pick the phone up from the office.

Bicycles

Bicycles are to be walked on campus at all times and parked in the bike rack. Students are not allowed to play with or on bicycles during school hours and must remove bicycles at the end of the school day. The school is not responsible for any lost, stolen, or damaged bicycles. All bicycles should be licensed and locked to the bike rack.

Chapter 19

Disciplinary Actions

Disciplinary action shall be taken for Class A through Class D offenses in grades kindergarten through five in accordance with procedures established under the Department of Education's Chapter 19 and within the following disciplinary action options:

- Correction and conference
- Detention
- Crisis removal
- Individualized instruction related to student's problem behaviors
- In-school suspension
- Interim alternate education setting
- Loss of privileges
- Parent conferences
- Time in office
- Suspension
- Disciplinary transfer

- Referral to alternative education programs
- Dismissal
- Restitution

Students shall be counseled in addition to any disciplinary action taken. For class A & B offenses, police may be notified under the rules of Chapter 19 on student discipline.

Class A Offenses: Unlawful Conduct

Assault, burglary, possession and use of dangerous weapons, substances or instruments, possession, use or sale of drug paraphernalia, extortion, fighting, possession or use of firearms, possession, use or sale of illicit substances, homicide, property damage, robbery, sexual offenses and terroristic threatening, possession, use, or sale of intoxicating substances

Class B Offenses: Unlawful Conduct

Bullying, cyberbullying, disorderly conduct, rendering of false alarms, forgery, gambling, harassment--verbal, physical, racial, sexual orientation, theft, trespassing, hazing, inappropriate or questionable uses or both of internet materials or equipment or both

Class C Offenses: Prohibited by DOE

Abusive language, Class cutting, insubordination, laser pen or pointer use, leaving campus without permission, smoking/tobacco substance use, truancy

Class D Offenses: Prohibited by School

Possession or use of contraband, minor problem behaviors: defiance/disrespect/noncompliance, disruption, dress code violation, inappropriate language, lying & cheating, physical contact, property misuse, and other violations of school rules.

Student Services

Student Council

Noelani's Student Council is made up of officers and classroom representatives. The classroom representatives are elected during the current school year from each Grade 3-5 class. Officers are elected from grades 4 and 5 in May for the following year.

The Student Council's purpose is to promote leadership skills through district conferences, and school and community activities. Some of these projects include: Grandparent's Luncheon, Service projects, Food Drive for Needy, and Spirit Week.

Junior Police Officers (JPOs)

Every morning and afternoon on school days, Grade 5 volunteers assist an adult crossing guard in directing our students across the street. They also assist students in and out of cars in the drop-off/pick-up lane. JPOs scheduled for duty are to check in with their advisor, rain or shine.

Peer Mediators

Every morning recess, Grade 4 and 5 volunteers help their lower elementary school mates play responsibly and respectfully on the playground. The counselor trains the upper elementary students in mediation skills to assist the younger students in resolving any minor incidences.

Cafeteria Monitors

Lunch monitors from Grades 3, 4 & 5 are assigned to the cafeteria to assist with serving lunches. Lunches are free to those monitors for the day.

Dress rules for Cafeteria Duty

In order to assure safety and sanitary conditions, the following dress code is required of students on duty: shorts should not be any shorter than just above the knee, no sleeveless or tank top shirts, covered shoes only, hair must be worn back or up, and students with sniffles, coughs or open cuts, sores, skin rashes on face, hands, or arms are not permitted to serve duty on those days.

Library Hours

The library is open:

- 7:45 a.m. – 2:30 p.m. Monday – Friday
- 7:45 a.m. – 1:45 p.m. Wednesday

Students may visit the library before school, during recesses and after school.

Borrowing period: (2 week period)

- Grade K may borrow 1 book
- Grades 1, 2, 3 may borrow 2 books
- Grades 4, 5 may borrow 3 books

Students with overdue or lost/damaged books may not borrow until they have taken care of this obligation.

Lost/Damaged Books

Students are responsible for any lost or damaged books. According to Hawaii Revised Statutes (302A-1130) “any pupil found to be responsible for the loss, destruction, breakage, or damage of school books, which shall include library and textbooks...shall make restitution to the school.” Obligations for these items shall be based on the replacement cost of the item.

