

Pu`u Kukui Elementary Family Handbook - SY 2026-27

Important Information for Families and Students

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School Vision

At Pu`u Kukui we inspire a legacy of excellence by creating a safe, positive, and respectful learning `ohana where we BELIEVE, ACHIEVE, and LEAD.

The Leader in Me: The 7 Habits of Happy Kids + The 8th Habit

The Leader in Me is a whole-school transformation process aimed at creating a culture of student empowerment through the 8 Habits, our principles of personal and interpersonal effectiveness.

Habit 1	Be Proactive – “I am in charge of me”
Habit 2	Begin with the End in Mind – “I set goals and make a plan”
Habit 3	Put First Things First – “I spend time on what is most important”
Habit 4	Think Win-Win – “I look for solutions that benefit everyone”
Habit 5	Seek First to Understand – “I listen carefully to others before I share”
Habit 6	Synergize – “I work with others and learn from them”
Habit 7	Sharpen the Saw – “I balance work and play”
Habit 8	Find Your Voice and Inspire Others to Find Theirs - “I empower others by standing up and showcasing my strengths and talents”

Through the 8 Habits, Pu`u Kukui Elementary School seeks academic success for all students by developing the skills of critical thinking, goal setting, listening and speaking, self-directed learning, presenting and working in groups.

GLOs (General Learner Outcomes)

General Learner Outcomes are the observable behaviors or evidence that a student has achieved a standards-based education. They apply to all students in all grade levels and are fostered in daily classroom activities and in a student’s application of learning. Student progress on the General Learner Outcomes are reported on the standards-based report card.

1. Be a Self-Directed Learner - The ability to be responsible for one’s own learning.
2. Be a Community Contributor - The understanding that it is essential for human beings to work together.
3. Be a Complex Thinker - The ability to demonstrate critical thinking and problem-solving strategies.
4. Be a Quality Producer - The ability to recognize and produce quality performance and quality products.
5. Be an Effective Communicator - The ability to communicate effectively.
6. Be an Effective and Ethical User of Technology - The ability to use a variety of technologies effectively and ethically.

Student Code of Conduct Policy

The Student Code of Conduct Policy was adopted by the Hawaii Board of Education and applies to all public school students.

1. Regular Attendance - Students are expected to attend school regularly and to attend all classes.
2. Punctuality - Students are expected to be on time for school and classes.
3. Work Habits - Students are expected to be prepared for and to participate in each class to meet performance standards, to have the necessary class materials, to

complete class work and homework accurately and on time, and to prepare for quizzes, tests and examinations.

4. Respect for Self and Others - Students are expected to be honest, behave with dignity and treat others with respect and courtesy. Behavior of the individual should not interfere with the rights of others. This includes the use of appropriate language, actions and attire. Students are expected not to harass others verbally or physically. Students are expected to come to school free from the influence of tobacco products, alcohol or drugs. Students are expected not to use or possess such substances.

5. Respect for Authority - Students are expected to comply with all school rules and to obey all laws. Students are expected to respond in a respectful manner to all adults while under the jurisdiction of the school and while participating in school-sponsored activities.

6. Respect for Property - Students are expected to treat all property belonging to the school and to others with care.

7. Freedom from Fear - Students are expected to contribute to a safe school environment free from fear. Acts of violence, weapons and contraband are never acceptable.

Discipline Plan and Chapter 19

It is the responsibility of every student to demonstrate respectful, responsible, safe and ethical behaviors at school. It is the responsibility of the school to take appropriate disciplinary action to purposefully maintain a safe environment and teach behavior that supports the educational process. To support this, Pu`u Kukui Elementary School follows Chapter 19: Student Misconduct, Discipline, School Searches and Seizures, Reporting Offenses, Police Interviews and Arrests, and Restitution for Vandalism. Chapter 19 includes Class A, B, and C offenses. Class D offenses deal with school level rules and policies. Class A, B, C, and D offenses are outlined below. When students violate rules and policies, the school will intervene with consequences and discipline that focuses on correction and learning. Consequences progressively become more severe if problem behaviors continue or become worse. The consequences are not mutually exclusive and several could be administered concurrently.

Examples of Class A offenses include Assault, Dangerous Instruments, Fighting, Threatening, and Vandalism. Examples of Class B Offenses include Bullying, Harassment, Theft and Disorderly Conduct. Examples of Class C offenses include Abusive Language and Insubordination. Refer to Hawaii Department of Education Ch.19 for more information.

Pu`u Kukui is a Bullying-Free School and there is zero tolerance for bullying as described in Ch.19. Suspected incidents should be communicated to teachers or Administration immediately.

Pu`u Kukui School Rules (Ch.19 Class D Offenses)

Examples of Class D Offenses:

1. Contraband; possession or use of; 2. Minor problem behaviors; or (i) Defiance /disrespect/non-compliance; (ii) Disruptions; (iii) Dress-code violation; (iv) Inappropriate

language; (v) Physical contact; (vi) Property misuse; (vii) Tardiness; (viii) Other prohibited behaviors listed below as School Rules.

Off-Limit Areas:

1. All parking lots; 2. Fish playground equipment (exception- Preschool and Kindergarten students under the supervision of their teacher); 3. Bldg E Courtyard grass; 4. Plant and grass areas behind buildings; 5. Cafeteria kitchen, Cafeteria hallway, and garbage area; 6. Elevators; 7. Areas without adult supervision

School Rules for Student Campus Conduct and Prohibited Behaviors:

1. Play fighting; 2. Inappropriate language; 3. Loitering/playing in bathrooms; 4. Littering; 5. Bicycle, skateboard riding or similar; 6. Bouncing balls on walkways or walls; 7. Running (exception- on the field, in the Playcourt); 8. Playing on hills; 9. Climbing fences, walls, railings, planters or buildings; 10. Entering buildings/classrooms/off-limit areas without permission; 11. Playing on steps; 12. Playing barefoot; 13. Cell phone use (see cell phone policy); 14. Teasing and Put-Downs; 15. Rough play (blocking, wrestling) 16. Eating in a non-designated eating area (Eating is permitted only in the Cafeteria, while seated on the concrete benches of the field, or while seated on the sidewalk outside of the classroom. Eating is also permitted in classrooms at the discretion of the teacher. Exceptions to this rule require Administrator approval.) 17. Selling items (including, but not limited to food, drinks, candy, and/or toys)

Attendance Policy

Pu`u Kukui Elementary uses the following definitions of “Absent”, “Tardy”, and “Chronic Absentee”. “Absent” means that the student is not physically present in school for at least half of the school day except if the student is on an authorized school activity. “Tardy” means that the student reports to class after 7:50 a.m. A “Chronic Absentee” is a student that has been Absent for 15 or more days in one school year, regardless of whether or not the absence is considered “Excused”. For an absence to be “Excused”, parents must provide the Main Office with doctor notes or court documents. Otherwise, all absences will be considered “Unexcused”.

If a student is present in school for less than half a day (less than 3 hours on Mondays, Tuesdays, Thursdays and Fridays) [11:00a.m.] and less than 2 hours on Wednesdays [10:15 a.m.]), that student is marked as “Absent.” If a student arrives late to school, that student is marked as “Tardy.”

Pu`u Kukui Elementary considers what is in the best interest of a child and its obligation to meet the provisions of the compulsory school attendance law. Hawaii Revised Statutes (HRS) 302A-1131 requires a child who is five (5) years of age and not yet eighteen (18) on or before July 31 of any school year to attend either a public or private school unless properly excused from school. HRS 302A-1135 provides that a parent or guardian who does not enforce the child’s regular attendance may be guilty of a petty misdemeanor. The penalty for a petty misdemeanor is a fine up to \$1,000.00 (HRS 706-640) or jail time for up to thirty(30) days (HRS 706-663).

HRS 302A-1136 places the responsibility for enforcing compulsory attendance with the Department of Education (DOE). Agreements have been developed with all police

departments within the state regarding truant students. The DOE may refer students who are chronic absentees to Family Court.

We are more than willing to extend any assistance needed to quickly resolve any school attendance concerns. If inconsistent attendance becomes chronic, we will follow the procedures described under our school's attendance policy to assist your child. Contact the Office if you plan a vacation or extended absence from school longer than 2 weeks.

Child Health and Temporary Exclusion From School

Although we want all students to come to school every day and on time, please keep your child home if she/he is ill.

According to the DOE COVID-19 Health and Safety Guidance, "People who do not feel well or have any symptoms of illness should stay home. If someone comes to school with symptoms of illness or develops symptoms of illness at school, they will be sent home or to a healthcare facility depending on symptom severity. Individuals who test positive for COVID-19 or have symptoms of COVID-19 should follow the DOH Isolation and Exposure Guidance for K-12 Schools."

Students may be excluded from school due to disease or infection. The following illnesses may require your child remain at home until cleared by the School Health Aide and/or a doctor:

Chickenpox, Conjunctivitis (Pinkeye), Influenza (Flu), Measles, Mumps, Rubella (German Measles), Scabies, Streptococcus (strep throat), Tuberculosis, Impetigo, Hand, Foot & Mouth, or other contagious illnesses.

Although ukus (head lice) is not a disease, students may be excluded from school temporarily. If your child has lice, she/he may need to be checked and cleared by the School Health Aide before she/he is able to return to class.

Emergency Contact Information

Please keep the school Office informed of your current address, telephone number(s), and any individuals to be contacted and their telephone numbers. This is the only information that we have to contact you in the event of an emergency. Therefore, it is important that parents complete an Emergency Card (see Office) for each of their children and keep the office updated as to any changes.

School Uniform Policy

Background:

In Spring of 2014, Pu'u Kukui Elementary chose to adopt a School Uniforms Policy with input from all stakeholders: The School Community Council (SCC), parents, students, staff and community members. The contents of this policy reflect the majority view of these members. We will continue to collect relevant data and discuss the School Uniform Policy annually through the SCC and other school committees. Our existing policy is consistent with the State of Hawaii Board of Education Policy 4410: Dress Code and School Uniforms. The four tenets of the DOE's policy are (1) decisions on uniforms represent the majority view of school community members; (2) the uniform policy may

not place an undue financial burden on families; (3) the students' Constitutional rights are maintained; and (4) parents have a means to request waivers.

Requirements:

Students in grades K through 5 are required to wear the School Uniform while on school property on Tuesdays, Wednesdays, Thursdays, and Fridays and during field trips. This includes all instructional days of the Student Work Year as indicated by the State of Hawaii Department of Education Official Calendar. Exceptions include the first two full weeks of school, nighttime and weekend activities on campus, school Spirit Week Dress-Up Days (to be announced in advance), and free-dress "Mo'olelo Mondays." The intention with Mo'olelo Mondays is to wear something which represents your story and who you are. It could be attire which represents your culture, something received over the weekend, etc. The Standard Dress Code remains in effect at all times.

Consequences for Non-Compliance

Parents may be called to bring clothing or the school may loan the student a uniform for the day. Loaners must be returned promptly. Non-compliance with the Uniform Policy or Standard Dress Code may result in students receiving school-level discipline in accordance with Ch.19. Unreturned loaner uniforms will result in a financial obligation to the student.

School Uniform Guidelines:

Top: A clean and properly fitting blue or gray *School Uniform shirt with the Pu'u Kukui Pueo logo. School Uniform tops may not be altered by cutting, tying, drawing, or otherwise. Long-sleeve or non-School Uniform short-sleeve shirts may be worn underneath the School Uniform shirt. Sweaters or jackets that adhere to the Standard Dress Code may be worn over the School Uniform shirt.

Bottom: Any pants, shorts or skirts that adhere to the Standard Dress Code.

Footwear: Any shoes or other footwear that adhere to the Standard Dress Code.

Purchasing School Uniforms:

*School Uniform shirts may be purchased directly from our vendor:

Royal Hawaiian Shirtworks - 1733 Wili Pa Loop (Wailuku Millyard)
(808) 242-5888
Store hours: 8:00a-4:00p, Mondays-Fridays

Uniforms will also be made available for purchase at select school events such as Kindergarten Play Date and Proactive Pueo Day. A limited supply of uniforms are available for purchase at the Office.

Requesting Donated Uniforms:

A limited number of donated uniforms are available to students of families that are unable to pay. To receive free uniforms, parents and students must complete the "Free-of Cost Uniforms Application" and be selected. Selection of families to receive these donated shirts is based on relative need. Applications are available in the Office

and must be submitted between the first day of school and the end of the second week of school. New students may submit the request within 2 weeks of enrolling.

Uniform Waivers:

Waivers may be requested. Waivers must be submitted between the first day of school and the end of the second week of school. New students may submit the waiver within 2 weeks of enrolling. Parents that wish to exempt their students from the School Uniform Policy may “opt-out” by requesting the “Application for Exemption” form at the Office. Acceptable reasons for waiving the Uniform Policy include religious or health reasons only. Parents will (1) return the completed form to the Office between July 1 and August 15; (2) meet with Principal or Vice Principal to discuss the nature of the objection; and (3) review/comply with the Standard Dress Code. Exemptions are only valid for the current school year and must be renewed annually.

Standard Dress Code

Pu`u Kukui Elementary promotes cleanliness and appropriate dress and grooming. On days which students do not need to wear the School Uniform (the first two full weeks of school, nighttime and weekend activities on campus, school Spirit Week Dress-Up Days, and free-dress “Mo`olelo Mondays”), the following standard dress code must be adhered to:

Tops: Clean and properly fitting shirt which completely covers the student’s midsection and has some type of straps or full shoulder covering.

Bottoms: Clean and properly fitting shorts or skirts which are long enough to cover the student’s backside, long pants, or jeans.

Prohibited Clothing: 1. Anything that promotes drugs, violence or sex; 2. Wearing shirts that expose the student’s midsection or are strapless; 3. Wearing shorts or skirts that are too short to cover the student’s backside; 4. Wearing hats or sunglasses indoors; 5. Torn or dirty clothing; 6. Clothing or grooming that is otherwise disruptive, dangerous or interferes with learning and/or school operations.

Footwear: Must be worn at all times and shoelaces must be tied. Slippers, shoes without backstraps, and raised-heel shoes are not appropriate and are prohibited during field trips. Cleats and Heelys are prohibited at all times.

5th Grade Banquet Dress Code

5th Grade Banquet is a culminating field trip at the end of the year to commemorate the ending of our 5th graders time in elementary school. Attending 5th Grade Banquet is a **privilege** dependent on adherence to the 5th Grade Behavior Contract. The following 5th Grade Banquet dress code must be followed:

Acceptable Banquet Attire:

1. Dresses or tops with straps (spaghetti straps or halter style are acceptable), 2. Dresses or skirts long enough to reach the student’s mid thigh, 3. Pants or jeans, 4. Collared shirts or dressy shirts.

Unacceptable Banquet Attire:

1. Any exposure of the student’s midsection, 2. Dresses or tops which are strapless, 3. Dresses or skirts that are too short to reach the student’s mid thigh.

Pu`u Kukui Contraband Policy

To ensure a campus that is both safe and conducive to learning, certain items from home are not permitted at school. Some items on the following list may be utilized by teachers in a learning context and will not be treated as contraband.

Contraband Items:

Toys from home: Balls, squirt guns, toy guns, jacks, dice, yo-yos, kendamas, playing cards, Pokemon cards or similar, action figures, Pogs, etc.

Expensive items from home: Jewelry, mp3 players, tablets, video games, large amounts of cash, etc.

Disruptive, destructive or harmful items: Whistles, diaries, slingshots, lighters, matches, fireworks, laser pointers, etc.

Transportation items (in use) on campus: Scooters (including Razors), Heelys or Rollerblades, Skateboards, and Bicycles. If used for transportation to school, these items must be removed or walked once on campus.

Any other item that a teacher and/or Administrator deems as dangerous or that may contribute to a disturbance or problem.

Possession or use of the above contraband items is subject to discipline under Ch.19 8-19-6 School Rules (Class D offense). In addition, all contraband items are confiscated and given to Administration:

1st offense: confiscated and returned to student at the end of the day

2nd offense: confiscated and parent must pick up from the school Office

3rd offense: confiscated and parents must pick up from the Office at the end of the school year.

*Numbered offenses may be accrued for different items of the same classification (i.e. Toys) - 1st offense for kendama, 2nd offense for Yu-gi-oh cards, 3rd offense for action figures.

Cell Phone & Smart Watch Policy

Cell phones brought to school should remain on silent and kept in the student's backpack. Cell phones may not be used before or during school hours, including while on field trips. Parents wishing to contact their child during school hours should call the Office. Use of cell phones after school hours is limited to contact with family/guardians. Texting or other cell phone communication between students is prohibited while on our school campus, including while on field trips. Cell phones may not be used to take pictures while on our school campus. The intent of this policy is to limit distractions and improper use of cell phones during instructional time.

Smart watches which have the capability to call and/or text may only be used as a watch to tell the time during school hours. Smart watches may not be used for calling and/or texting before or during school hours, including while on field trips. Parents wishing to contact their child during school hours should call the Office. Use of smart watches for calling and/or texting after school hours is limited to contact with family/guardians. Calling or texting between students is prohibited while on our school campus, including while on field trips. The intent of this policy is to limit distractions and improper use of smart watches during instructional time.

1st offense: confiscated, parent notified, student must pick up from the school Office at the end of the day

2nd offense: confiscated, parent notified and parent must pick up from the school Office

3rd offense: confiscated, parent notified and parent must pick up from the Office at the end of the school year.

Name tags

For student safety, all students are required to wear their Pu'u Kukui name tag daily for efficient identification by any staff member. Every year, we will make your child a Pu'u Kukui name tag with their photo, name, teacher's name, and grade. Should your child misplace their name tag, the school will make one free replacement. Should your child misplace their name tag after the first replacement, parents will be charged a \$5 fee for the second replacement and each replacement thereafter within that same school year.

School Supplies

We highly recommend that supplies be taken to your child's classroom on Proactive Pueo Day. The specific date and time for this can be found on our school website (puukukui.k12.hi.us). If you are unable to attend, items may be brought the first day of school. Please write your child's name on each item except when noted not to do so. School supply lists for the following year are sent home with every child's 4th quarter report card and on Moving-Up Day and can also be accessed on the school website.

Pu`u Kukui Bell Schedule 2025-2026

TIME	ACTIVITY	MIN
7:45-7:50am	Warning Bell	
7:50-8:10am	Opening Time - Morning Broadcast, Attendance & Morning Meeting	20
8:10-9:30am	1st Instructional Block K-1	80
8:10-9:45am	1st Instructional Block 2-3	95
8:10-10:00am	1st Instructional Block 4-5	110
9:30-9:45am	Recess K-1	15
9:45-9:48am	Passing back to class K-1	3
9:45-10:00am	Recess 2-3	15
10:00-10:03am	Passing back to class 2-3	3
10:00-10:15am	Recess 4-5	15
10:15-10:18am	Passing back to class 4-5	3
9:48-10:45am	2nd Instructional Block K	57
9:48-10:50am	2nd Instructional Block 1	62
10:03-11:25am	2nd Instructional Block 2	82
10:03-11:30am	2nd Instructional Block 3	87
10:18-12:05pm	2nd Instructional Block 4	107
10:18-12:10pm	2nd Instructional Block 5	112

10:45-11:15am	Lunch and Recess K	30
11:15-11:18am	Passing back to class K	3
10:50-11:20am	Lunch and Recess 1	30
11:20-11:23am	Passing back to class 1	3
11:25-11:55am	Lunch and Recess 2	30
11:55-11:58am	Passing back to class 2	3
11:30-12:00pm	Lunch and Recess 3	30
12:00-12:03pm	Passing back to class 3	3
12:05-12:35pm	Lunch and Recess 4	30
12:35-12:38pm	Passing back to class 4	3
12:10-12:40pm	Lunch and Recess 5	30
12:40-12:43pm	Passing back to class 5	3
11:18-1:50pm	3rd Instructional Block K *School ends 1:15pm Wed	152
11:23-1:50pm	3rd instructional Block 1 *School ends 1:15pm Wed	147
11:58-1:50pm	3rd Instructional Block 2 *School ends 1:15pm Wed	112
12:03-1:50pm	3rd Instructional Block 3 *School ends 1:15pm Wed	107
12:38-1:50pm	3rd Instructional Block 4 *School ends 1:15pm Wed	72
12:43-1:50pm	3rd Instructional Block 5 *School ends 1:15pm Wed	67
1:05 - 1:15pm	Wednesday Closing Time	10
1:50 - 2:00 pm	Closing Time	10

Students are expected to be in school at class every day by 7:50 a.m. Parents are responsible for ensuring that their child/children are dropped off and picked up on time. If your child is tardy, she/he needs to report to the Office to get a tardy pass before going to class. If your child is ill and unable to come to school, please contact the Office between 7:00 a.m. and 9:00 a.m. When your child returns to school after an absence, she/he should submit a parent note to her/his teacher.

Getting to and From School

Walking or Biking:

Students walking or biking to and from school may use the Office or Cafeteria entrances. Bicycle parking racks are available at both entrances. Bicycles must be walked on school property. Safe walking practices to and from school, such as the buddy-system, staying on sidewalks, and only crossing in designated crosswalks, are recommended. Students that walk home from school and do not attend A+ must leave campus immediately when school ends and be off-campus no later than 2:10 p.m. (1:25 p.m. on Wednesdays). Exceptions will be made for afterschool clubs or afterschool tutoring. Parents will notify teachers if their child walks home after school. This includes students that are picked up by parents at off-campus locations.

Buses:

The school bus stop for buses that are waiting on campus and leave immediately after school is located along the Playcourt curb on the Cafeteria side of campus. Students that ride those buses will immediately go to this area after the dismissal bell and board their respective buses.

Dropping off and picking up your child curbside:

If you drive your child to school, curbside drop-off and pick-up is available. Office Curbside Drop-Off is for students in Kindergarten and 1st Grade and their older siblings. Playcourt Curbside Drop-Off is for 2nd, 3rd, 4th, and 5th Grade. Students may not be dropped off at the rear of campus. Students should only exit the vehicle once it is stopped along the yellow curb. Children should not be dropped off anywhere that requires them to cross traffic, especially when a painted crosswalk is not available, nor along the red curbs. Drivers should pull vehicles as far forward as possible before stopping and always remain in their vehicle. Waiting cars must not block lanes for emergency vehicles.

Office Parent Pick-Up is for students in Kindergarten and 1st Grade and their older siblings. Playcourt Parent Pick-Up is for 2nd, 3rd, 4th, and 5th Grade. Do not encourage your child to meet you in the parking lot or other areas on campus, including the rear lot (off-limits).

Parking and walking your child:

Parents who must park and walk their child may only walk their child to the classroom door and must leave immediately. Parents are asked not to loiter on campus to aid in a quick and smooth transition of your child into their classroom to start their school day.

Early Pick-up:

Students may only be picked up before the end of the school day by their parent or other adult designated on the child's emergency card. If you would like to add someone to this list of designated pick-up people, please fill out and sign a Student Demographic Change form in the Office.

When picking up children during school hours, parents or designated adults should report to the Office to obtain an off campus student pass. The person picking up the student must present a photo ID and be designated on the student's emergency card. Parents may not go directly to their child's classroom. If the student returns before the end of the school day, she/he must report to the Office before returning to class.

School Actions Regarding Late Pick-Up of Students

Children should be picked up no later than 2:20 p.m. on school days that end at 2:00 p.m. (Mondays, Tuesdays, Thursdays and Fridays) and no later than 1:35 p.m. on school days that end at 1:15 p.m. (Wednesdays). If parents know they are going to be late, they should contact the Office. In case of emergency, families should have an alternative plan for picking up their child. If your child/children has/have not been picked up by 2:20 p.m. (Mondays, Tuesdays, Thursdays, and Fridays) and by 1:35 p.m. (Wednesdays) they will be escorted to the Office so that parents can be called. When this occurs, parents must park and come into the Office to present a photo ID and retrieve their child.

The following school actions will take place in progressive order:

1st Offense - Parent sign-out and reminder of school actions.

2nd Offense - Parent signs written warning of school actions.

3rd Offense - Final signed written warning of school actions and has a conference with an Administrator.

4th Offense - School will report the incident to Child Welfare Services (CWS) and the Maui Police Department (MPD). This will occur on the 4th offense and for each offense thereafter. Offenses will be excused after the end of each semester.

Parking and Traffic flow

There are two campus entrances (north and south) and four parking areas (Cafeteria lot, Office lot, E building lot, and rear driveway lot).

The rear driveway and rear lot are off-limits to all non-staff members. Vehicles must have a school-issued permit to access and/or park along the rear driveway of campus. Permits are limited to PKES Staff and Authorized Visitors. Unauthorized vehicles will be considered trespassing in a closed-off portion of campus and in violation of Hawaii Statute 708-815. Repeat offenders will be reported to the Maui Police Department. Please help us maintain a safe and secure campus by remaining outside of this rear campus area at all times.

Parking is allowed in marked stalls only. Yellow curbs are loading zones and parking is prohibited. Parking along red curbs is strictly prohibited because it impedes buses and emergency vehicles that may need to access campus. Please follow restrictions for handicap, low-emission vehicles, visitor, and staff parking stalls. Unmarked stalls are unrestricted and anyone may park there, except in the rear of campus. To accommodate visitors, parking guidelines may change for high-volume special events.

Before, During and After School

Students may not be on campus before 7:00 a.m. Supervision of students begins at 7:00 a.m. Breakfast is served from 7:10 - 7:40 a.m. Between the hours of 7:45 a.m. and 2:00 p.m. (1:15 p.m. Wednesdays), only school employees or official visitors should be on campus. All parents on campus between these hours must check in at the Office to obtain a Visitor's Pass.

When dismissed at the end of the day, students will immediately go to their designated location: Bus Stop, Office Parent Pick-Up area, Playcourt Parent Pick-Up area, A+, or off-campus. Students that have not been picked up by 2:20 p.m. (1:35 on Wednesdays) will be taken to the Office so that parents can be called.

Visitors

Any visits to a classroom must be coordinated in advance with the classroom teacher. Any special circumstances must be approved and coordinated by Administration. An appointment should be made if parents would like to speak to an Administrator or teacher.

Items for students (water bottle, backpack, food, etc.) dropped off after the first school bell may be dropped off at the Office so that Office staff can deliver the item(s) to the classroom at a non-disruptive time.

Proactive Students Before School

Students may not be on campus before 7:00 a.m. Upon arrival to campus, all students will sit and wait in their respective grade level area. Students will be supervised by staff members until teachers open classroom doors at 7:45 a.m. Students should not be walking around unnecessarily before school.

Recesses

Running and tag games are allowed only on the Lower Field. Ball games involving kicking, running and throwing are also limited to the Lower Field. Jump rope, hula-hoop, 4-square, and hopscotch are limited to the Seek 1st Square. Students must eat their snacks on the concrete benches or Seek 1st Square benches. Play is prohibited on the benches and in front of classrooms. Students must “freeze” when the bell rings at the end of recess and walk when the whistle blows to line up at their designated area.

Animals on Campus

For the health and safety of students, staff and visitors, dogs and other animals are not allowed on campus at any time, with the exception of Principal pre-approved learning opportunities. The Humane Society will be called to pick up stray dogs found on campus. While Service Dogs are an exception, Pu`u Kukui Elementary discourages parents from bringing them on campus unnecessarily as they cause a disruption.

Lost and Found

Found articles are taken to the Office and placed on the lost and found shelf. Items that are found during the A+ program are turned into the A+ lost and found located in the Cafeteria. Please clearly mark all belongings for easy identification. Unclaimed items will be donated to charity at the end of each quarter. If something is lost, check the lost and found areas right away.

Moving/Transferring

Please notify the school Office as soon as you know that you will be moving out of our school district. Advance notice will help to ensure a smooth transition for you, your child, and our school.

Field Trips

Every student attending a field trip must have his/her parent complete and return the Parent Authorization for Student Travel form to the teacher. All field trip forms and money must be turned in by the deadline noted on the form. No late forms and/or money will be accepted after the deadline. Pu`u Kukui Elementary does not cover the field trip expenses for any student. Students are not allowed to take cell phones on any field trip. Students are not allowed to use smart watches for calling and/or texting on any field trip. Students must wear a Pu`u Kukui Elementary Uniform shirt on any field trip. Students must bring their own home lunch on the field trip unless otherwise arranged by the teacher. Students who do not participate in the field trip are expected to attend school and will be provided learning as an alternative to the field trip.

Parent Chaperones on Field Trips

The invitation of parent chaperones on Field Trips are at the discretion of the teacher(s) and Administration. Parents who are invited as chaperones on Field Trips attend for the purpose of assisting the teacher(s) with the supervision of the students. Therefore, parent chaperones may not bring any children, other than the child who is the student attending the Field Trip, so that the chaperone's attention can be focused on the students from that class. Parent chaperones are expected to demonstrate the same respectful, responsible, safe and ethical behaviors we ask of our students.

Emergency School Closure

In the event of a Civil Defense emergency (hurricane, flood, etc.), parents should listen in to the radio or TV for Emergency Broadcast System information. Please do NOT call the school for information as this will tie up the phone lines. If the school is to be closed, it will be announced via our Seesaw and School Messenger communication system with text, email and phone calls. A notice of school closure will be posted on the school website as well. At that time, instructions will be given for student pick-up. If weather permits, students will be loaded curbside at the normal Office or Playcourt Parent Pick-Up areas. If weather does not permit this curbside loading, park and go directly to the classroom and sign out your child there. If no one is in the classroom, please go to the Office. When parking your car, please do not block the driveway or another person's car.

Health Requirements

A current TB clearance, physical and immunizations are required. Completed Health Record (Form 14) and TB clearance forms must be turned in to the School Health Aide in order for any student to attend school.

Meals: Breakfast and Lunch

Breakfast is served daily from 7:10 a.m. until 7:40 a.m. in the Cafeteria. If parents wish for their child/children to eat breakfast, they should drop off their child/children during that time block. The monthly breakfast/lunch menu is available on our PKES website. Breakfast and lunch include milk. Parents still have the option of sending their child with a home lunch if they prefer.

HIDOE Wellness Nutrition Guidelines

In accordance with our HIDOE Wellness Nutrition Guidelines, soda, coffee, flavored tea, and caffeinated sports drinks are prohibited on campus, including while on field trips. Please do not send these for your child's snack, nor home lunch. A healthier and more nutritional drink alternative would include choices like water, milk or juice. In addition, candy and gum are not allowed on campus, including while on field trips.

Medication Policy

Students may not self-administer any medication while at school unless they are authorized. All medications given by the School Health Aide in the Health Room will require a signed consent by the child's physician, parent and School Public Health Nurse. Contact our School Health Aide regarding the medication consent form at

(808)727-3002. Do not send medication to school with your child unless you have obtained the appropriate authorization.

Conferences

Conferences are the best means of communication between teacher and parents. They can provide valuable information for working in the best interest of the student. Conferences should always be arranged by appointment to allow parents and the teacher adequate time to prepare data used to discuss the student. Parents may arrange for a conference by sending a note to the student's teacher, by informing the student's Counselor, or by leaving a message with the school Office. Teachers, Counselors and Administration may also request conferences with parents to address student needs.

Schoolwide parent-student-teacher conferences are held after the end of the 1st quarter. These conferences will be scheduled over a five-day period and students will be released early from school to accommodate the conferences. In addition, schoolwide student-led conferences are held before the end of the 3rd quarter. These conferences are scheduled during a Waiver Day. Detailed information will be sent home a few weeks prior to the start of the conferences.

Parent Involvement Policy

We believe that all parents play an important role in their child's growth and success. We support strong parental involvement in educating our children, and establish and maintain healthy partnerships with parents and the community. Pu`u Kukui Elementary promotes positive relationships that encourage open communication and active participation by all parents and community members in developing policy, sharing responsibility for student progress, and building capacity of families to improve student achievement. Pu`u Kukui Elementary abides by the Parent/Family Involvement Policy #2403 developed and enacted by the Hawaii State Board of Education.

The BOE policy #2403 provides every parent a venue for input into the school improvement process through a variety of school activities that welcomes and encourages parents to become actively involved in school by focusing on the following six components:

- (1) Communication between home and school is regular, two-way, and meaningful;
- (2) Responsible parenting is promoted and supported;
- (3) Parents play an integral role in assisting student learning, including successful achievement of the Common Core State Standards;
- (4) Parents are welcome in the school, and their support and assistance are sought;
- (5) Parents are partners in the decisions that affect children and families; and
- (6) Community resources are made available to strengthen school programs, family practices, and student learning.

The following policy describes our guidelines for parental involvement. Pu`u Kukui's Parent Involvement Policy is broken down into four sections that are aligned to the Board of Education's Parent/Family Involvement Policy #2403. The four sections are: (1) Communication; (2) Shared Responsibility; (3) Community Support; and (4) Building Capacity.

I. Communication: Communication between school & home and school & community is regular, two-way and meaningful. The following parent involvement opportunities are in place to support communication between school and home and school and community.

1. Comprehensive Student Support Services (CSSS) Brochure: Distributed at the start of each school year, this brochure describes the services and programs available to students and parents. Those services include such things as Student Support Team Meetings to discuss student progress, school-level Counseling services for students, and support services available for parents.
2. Morning Broadcast: The Morning Broadcast team is composed of students in Grades 4-5. The students lead daily in-school broadcasts that relate to school and community events and highlight students' achievement.
3. Open House: Parents participate in an informational meeting in the Cafeteria and visit their child's classroom. Parents are informed about the classroom curriculum goals, policies and what they can do to help their child become college and career ready.
4. Parent Newsletter: Teacher, parent, student, school and community information are included in a monthly parent newsletter, "The Pueo News," which can be accessed via our school's website at: puukukui.k12.hi.us
5. Kindergarten Playdate: Kindergarten parents take part in a student-parent orientation once a year. Parents are informed of the various programs and services available, are introduced to the staff, and are taken on a schoolwide tour.
6. Parent-Teacher Conferences: Parent-Teacher Conferences are held after the end of the 1st Quarter and as needed. Parents are informed of their child's academic progress and concerns are addressed.
7. Student-Led Conferences: Student-Parent-Teacher Conferences are held before the end of the 3rd Quarter. Students share their progress towards Wildly Important Goals that they have self-selected and self-monitored.
8. School Marquee: The marquee fronting the school provides information about school events, activities and workshops offered to students, parents and community.
9. Standards Based Report Cards: Standards Based Report Cards are sent home at the end of every quarter and give parents an opportunity to see how their child is doing in each subject area and if their child is developing, meeting, or exceeding proficiency in the Common Core State Standards. Parents also are informed about how their child is doing in meeting the Hawaii Department of Education's General Learner Outcomes and are given a brochure to explain the format and contents of the report card.
10. Student Planner/Communication Log: Parents and teachers use a grade-level specific planner or communication log to communicate student progress.
11. Seesaw: Parents, staff and students receive important information via messages on their Seesaw app. These messages could come from the child's teacher or from Administration.
12. School Messenger: Parents and staff receive schoolwide information via text, mail and/or automated phone calls. These messages come from Administration.

Because emergency information is shared via this system, it is vital that families keep up-to-date contact information on file with the school.

13. PKES Website: The school website puukukui.k12.hi.us is kept up to date with announcements and resources.

II. Shared Responsibility: In order for our students to achieve high academic standards, parents, teachers, students, staff and Administration must work together and share the responsibility for helping all students. Pu`u Kukui Elementary has certain parent opportunities in place to support parent input, responsibility and decision making.

1. Coffee Hour: Parents are invited to Coffee Hours where they may share comments, concerns and suggestions about issues which may affect their children and Pu`u Kukui Elementary. School officials may share school data and progress and discuss ways to help parents partner with the school in the education of their children.
2. School Community Council (SCC): Representatives from all role groups (students, parents, teachers, Administration and community) serve on the SCC. Meetings are held with the SCC's focus being the improvement of student achievement, empowerment, accountability, and streamlining services. The role groups provide feedback and help develop the school's Academic and Financial Plans.
3. Student-Teacher-Parent-Administrator Compact: Each year, a school-parent compact describing the shared responsibility for high student performance is agreed upon and signed by each student, parent, teacher and Administrator. The compact lays out the responsibilities of families, students and school staff to make sure students meet the Common Core State Standards.

III. Community Support: Community and school resources are made available to strengthen school programs and ensure that all students are given adequate support to achieve and be career and college ready.

1. Parent Teacher Student Association (PTSA): Our school is always looking for parent volunteers to start up our PTSA. Please contact our school office if you are interested. The PTSA works with the school to identify, address and fundraise for school needs. Winter Jubilee, Spring Fling, Family Movie Nights, Teacher Appreciation Week, and many other events help build partnerships.
2. Homeless Concerns Office and Liaison: Under the McKinney-Vento Homeless Assistance Act, Pu`u Kukui Elementary and the Homeless Concerns Office and Liaison assist homeless families with school and community resources. Call 984-8001 for more information.
3. Rotary Club: The Rotary Club provides Pu`u Kukui Elementary's students with support services such as tutoring, hearing and vision screenings, an annual 3rd grade dictionary project, and help with school supplies.
4. Leadership Day: To share student learning and transformation as a result of the 7 Habits and Leader in Me, Pu`u Kukui holds an annual Leadership Day. Community members, business partners, and school stakeholders are invited to see students showcase their leadership skills and successes. The culture of leadership is seen and felt as a means to garner ongoing support for community programs and involvement.

IV. Building Capacity: Responsible parenting is promoted and supported so parents may play an integral role in assisting student learning. The following parent opportunities are in place to empower parents to become actively involved in their child's learning.

1. Hoike Day Program: Each year, Pu`u Kukui Elementary conducts a Hoike Day Program in which all students participate in dance and song. Parents assist with preparations for the program and are invited to watch their child/children perform.
2. Habits Night: Workshops are offered in the 8 Habits to inform and inspire family partnerships. Families are encouraged to attend.

NCLB Teacher and Educational Assistant Qualifications

As a parent/guardian of a Hawaii Department of Education public school student, you have the right to know the professional qualifications of the classroom teacher and the Educational Assistant who provides instruction to your child. Federal law allows you to ask for certain information about your child's classroom teacher and Educational Assistant and requires us to give you this information in a timely manner upon request.

You have the right to ask for the following information about each of your child's classroom teachers.

- (1) Whether the Hawaii Department of Education has licensed or qualified teacher(s) for the grades and core academic subjects she/he teaches. Core academic subjects include (Section 9101[11]): English; Reading or Language Arts; Mathematics; Science; Foreign Languages; Civics and Government; Economics; Fine Arts; History; and Geography.
- (2) Whether the Hawaii Department of Education has determined that the teacher(s) can teach in a classroom without being licensed or qualified under the High Objective Uniform State Standard of Evaluation regulations because of special circumstances;
- (3) The teacher's college major, whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
- (4) Whether any teachers' aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

Please contact a school Administrator for more information.

Student Privacy

The Family Educational Rights and Privacy Act (FERPA) is a federal law that gives parents certain protections with regard to their children's education records, such as report cards, transcripts, disciplinary records, contact and family information, and class schedules. As a parent, you have the right to review your child's education records and to request changes under limited circumstances.

Disabilities: Notice and Request for Accommodations

If you are an individual with a disability, please contact Administration to make arrangements for accessibility to any school event at least 10 working days prior to the event. Reasonable efforts will be made to accommodate your request.

Wellness Policy

Background: The PKES Wellness Committee addresses school health issues by identifying priority areas and developing and monitoring improvements in those areas. The PKES Wellness Policy promotes students' health, well-being, and ability to learn by

supporting healthy eating and physical activity. This fulfills the HDOE Wellness Guidelines and the 2010 Healthy, Hunger-Free Kids Act. Furthermore, the PKES Wellness Policy is aligned to the 7 Habits.

Nutritional Standards: Reimbursable meals served at school will meet federal nutrient standards. Food and beverages served at school and school events will meet current USDA dietary guidelines. Students should eat breakfast and lunch everyday, either from home or from the school lunch service. Begin With the End in Mind: Parents are encouraged to provide sufficient and healthy snacks and lunches. Win-Win: **Candy, soda and other sugary snacks are not allowed and unauthorized sharing of food is against school rules.**

Health and Nutrition Education: Students will receive Health Education that focuses on healthy eating and is aligned to the Hawaii Content and Performance Standards for Health Education. Be Proactive: Students are encouraged to make their own healthy decisions regarding nutrition and physical activity. Put First Things First: The importance of a nutritious breakfast and lunch will be promoted to staff, students and parents. Faculty and staff will receive professional development to promote wellness and health education for students.

Physical Education and Activity: Physical Education at PKES is aligned to the Hawaii Content and Performance Standards for Physical Education. Sharpen the Saw: All students have at least 25 minutes of supervised recess daily where they are encouraged to participate in physical activity. Families are provided with ideas and opportunities to incorporate physical activity into their lives.

In accordance with the HDOE Wellness Guidelines, students are prohibited from bringing candy and other sugary treats for birthdays, holidays and parties. Please consult with your child's teacher or see our website for alternatives.

Thank you for reading the Pu`u Kukui Elementary School Family Handbook. If you have any feedback or questions regarding the contents please contact our Office at (808)727-3000.