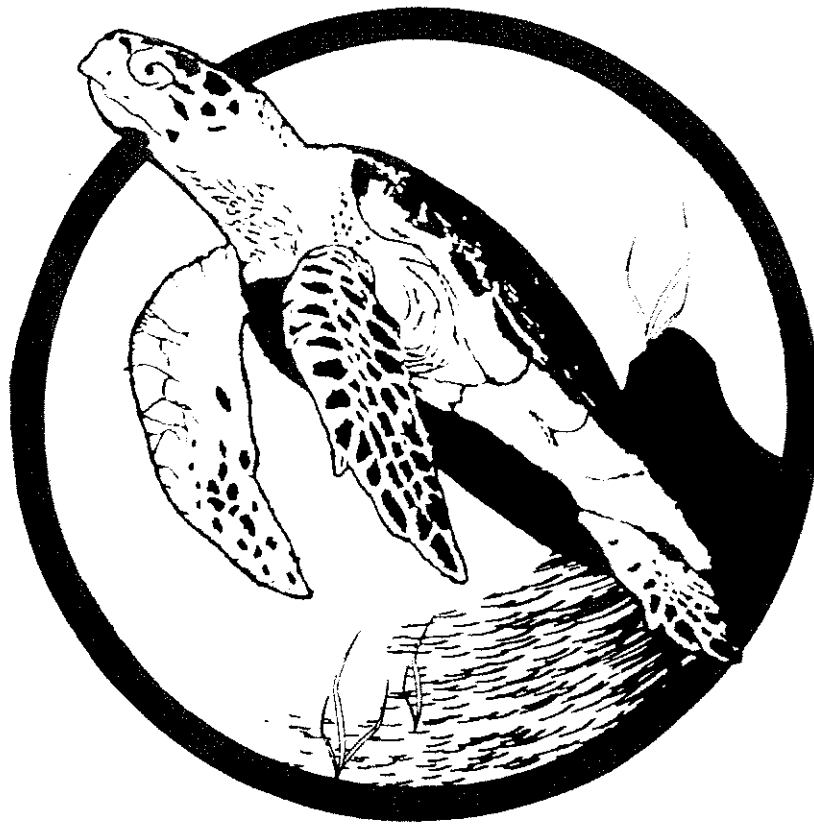


KEOLU
Elementary School
Handbook



2018 – 2019

KEOLU VISION STATEMENT

We are kina'ole; a responsible, safe, respectful family of learners.

KEOLU MISSION STATEMENT

<i>K</i>	-	<i>Kina'ole</i>
<i>E</i>	-	<i>Empower Potential</i>
<i>O</i>	-	<i>Open Opportunities</i>
<i>L</i>	-	<i>Lifelong Learning</i>
<i>U</i>	-	<i>Unified Teamwork</i>

KEOLU BELIEFS

We value the ideal of *kina'ole*, where everyone tries to do their best in everything to everyone all the time.

We believe in *empowering* students to reach their full *potential* in everything they do.

We believe that students can reach their goals if we *open opportunities* to achievement.

We value the ideal of *lifelong learning* and believe all of us should work towards it.

We believe that the only way we can reach our goals is through *unified teamwork*.

GENERAL INFORMATION

SCHOOL HOURS

All gates are opened at 7:00 a.m. when school is in session. During school days the back gate is opened at 7:00 a.m. in the morning and closed at 8:00 a.m. until the dismissal bell at 2:00 p.m. and at 1:15 p.m. on Wednesdays. All gates are secured and locked at 4:00 p.m. until the next morning. All gates are secured and locked on weekends and holidays.

There is no adult supervision before 7:15 a.m. For the safety of your child, please do not drop off your children at school before that time. When dropped off, students are to go directly to the cafeteria, where they can have breakfast or wait until 7:45 a.m. when they are released by the adult supervisor to report to their classrooms to begin their day.

Flag raising		7:35 a.m.
First bell		7:44 a.m.
Tardy bell		7:50 a.m.
Recess -	PS - 6	9:45 a.m. – 10:00 a.m.
Lunch -	PS - 6	11:30 a.m. – 12:00 noon
Recess -	PS - 6	12:00 noon - 12:15 p.m.
Dismissal (Mon., Tues., Thurs., Fri.)		2:00 p.m.
Dismissal (Wednesday)		1:15 p.m.
OFFICE HOURS		7:30 a.m. - 4:30 p.m.

SCHOOL OFFICE TELEPHONE NUMBERS

Gay Kong, Principal		266-7818
Ann Mokihana Kaimana, SASA		266-7818
Susan Montoya, Office Assistant		266-7818
Roxanne Phillips, Health Aide		266-7864
Tara Foster, Counselor, B104		266-7818
Gabriele Finn, SSC		266-9644
Joyce Purdy, Head Custodian		266-7859
Edita Montgomery, Cafeteria	Manager	266-7816
Dorothy Park, A+, B101		266-7861
Jolene Chang, PCNC, C103		266-7860
FAX		266-7892

SCHOOL GOVERNANCE

Keolu is governed in collaboration with the School Community Council (SCC) and in accordance with their expectations to increase accountability toward student achievement and to support school improvement.

A Council made up of representatives of faculty, staff, parents, students, community and administration meet once a month to set goals and policies for the school. All meetings are open to the public, and input is encouraged. Meeting dates and times are posted on the school web site at www.keolu.hi.us and on the school marquee located in the front of the school.

PREPARING STUDENTS FOR COLLEGE AND CAREER READINESS

- Objectives:**
1. Develop the basic skills for learning and effective communication with others.
 2. Develop a positive concept of one self.
 3. Develop decision-making and problem-solving skills.
 4. Develop independence in and a love for lifelong learning.
 5. Develop physical and emotional health.
 6. Develop knowledge of and pursue options for work and career development.
 7. Develop responsibility to self as well as to others.
 8. Develop creative potential and aesthetic sensitivity.
 9. Develop leadership and cooperative skills.
 10. Develop global awareness, knowledge, and understanding.
 11. Develop a concern for preserving and restoring our environment.

Content areas taught for college and career readiness:

Math	Language Arts:
Science	Reading
Music	Writing
Art	Listening
Physical Education	Speaking
Social Studies	Safety/Drug Education
Guidance	Career Education
Health	Technology

ENROLLMENT

Kindergarten and New Students (private/mainland schools): The following documents are required for children enrolling in a Hawaii public school for the first time:

1. A birth certificate or passport;
2. Proof of a negative TB test (Mantoux) or xray (completed within one year prior to enrollment);
3. Complete health record showing physical examination (completed within one year of enrollment) and immunization requirements; and
4. Proof of residence (utility bill, lease agreement or notarized letter).

Transfer Procedures: A student who transfers from Keolu Elementary to another school should:

- Send a written request or telephone the school office at least 5 days before the child's last day in school; and
- Provide a new address, telephone number, and the name of the new school.

ATTENDANCE/ABSENCE POLICY AND PROCEDURE

Regular attendance is important and students should not be absent unless it is absolutely necessary. When an absence does occur, send a note to your child's teacher or call the school office at 266-7818 after 7:30 a.m. stating the reason for the absence. If you are unable to call on the first day of absence, send a note with your child when he/she returns to school. When necessary, after two consecutive absences the school will call home to verify with parent/guardian. *See ATTACHMENT A.*

Per request, make-up work will be available by the end of the next day.

The Compulsory Education Law requires the school to monitor nonattendance and by law, the school is required to send a letter to Family Court if absences are excessive. Please help us in this matter.

Tardiness: If your child reports to school after 7:50 a.m., he/she is tardy and should report to the office to get a tardy slip. A child will be marked absent if he/she arrives at school after 11:00 a.m. Monday, Tuesday, Thursday and Friday and 10:30 a.m. on Wednesday.

Early Release by Parents: When taking your child out during the school day for doctor/dental appointments, etc. which cannot be done outside of school hours, please send a note with your child or call the office in the morning. If a child leaves before 11:00 a.m. and does not return on that day, he/she will be marked absent. Report to the school office to sign the Off Campus Release Log before taking your child from school. A pass will be issued to identify any student who is excused to leave school early.

HOMEWORK

Policy: The purpose of homework is to extend, supplement and strengthen the student's learning experience. Homework fosters initiative, independence and responsibility.

- Objectives:**
1. To reinforce learning.
 2. To build responsibility.
 3. To develop independent study habits.

Responsibility:

- | | |
|---------|---|
| School: | <ul style="list-style-type: none">• Ensure that homework is explained and understood before it is assigned.• Assign homework at a child's achievement and ability level.• Evaluate homework progress and communicate with home. |
| Home: | <ul style="list-style-type: none">• Provide a time and place for your child to do the homework.• Follow through on any agreements made between school and home.• Monitor to see that your child completes the homework. |

- Student:
- Listen carefully to instructions and ask questions about assignments you do not understand.
 - Take home all necessary books and materials to complete the assignments to the best of your ability and turn the homework in on time.

DRESS CODE

The Keolu staff believes good grooming helps to foster self-confidence and self-esteem. Students should be well groomed: hair washed, teeth brushed, and neat in appearance. Multi-colored hair or hair products which include glitter causes disruption during the school day. Appropriate hair color is an important part of being well groomed for school and students are expected to follow this as part of Keolu's dress code. For health and safety reasons, shoes must be worn daily. If shoes are not worn, students will not be able to go to recess or participate in P. E. The shoe policy will be strictly enforced. Hats and sunglasses (unless medically prescribed with doctor's note) are prohibited and will be confiscated if worn.

During the school year, students will have free-dress days at the end of each quarter, picture taking days, and spirit week. Students will be notified of any additional free-dress days. During those days the guidelines listed below are to be followed:

- Students should be well groomed and neat at all times. Attire should be appropriate for school.
- No drug, alcohol, tobacco-related, or sexually provocative attire.
- Length of shorts should be equal to and or greater than the fingertips of the wearer with arms extended at the sides of his/her body.
- No short, revealing or see-through clothing.
- No strapless, low cut, backless, halters, or spaghetti strap shirts (acceptable strap width is no less than 1-1/2").
- No tank top undershirt used alone as an outer garment.
- No attire with large armholes.
- Shirt hem must extend below waistband of shorts or pants.
- Footwear should be worn at all times.
- Baseball caps are not allowed.

The consequences for infractions are:

First referral: Call parents to bring appropriate garment. Student will turn over the inappropriate garment to the administrator/counselor and wear an "office" shirt until parent brings appropriate attire; student will attend class. If parent does not come, student will continue to wear "office" shirt. Inappropriate garment will be held for parent to pick up.

Second referral: Counselor will meet with parents to resolve further incidents.

Third referral: Principal will meet with parents.

AFTER SCHOOL CARE (A+ PROGRAM)

After school care is provided by the A+ program through the school. A+ hours are 2:00-5:30 Monday, Tuesday, Thursday and Friday and 1:15-5:30 on Wednesday. For more information call 266-7861

COUNSELING SERVICES

Keolu's counselor provides a variety of services to students, their families, and the staff at school. Parents and guardians are encouraged to contact the counselor by calling the school to discuss concerns about their child. Scheduled hours are from 7:50 a.m. to 2:50 p.m. Appointments may be scheduled outside these hours.

HEALTH SERVICES

Important Emergency Information: Please keep our health aide informed of your current address, telephone numbers (home, work, cellular phone, and pager) and individuals to be contacted and their telephone numbers in case of emergencies.

Administering of Medication by School Personnel: School personnel shall not be responsible for reminding children to take their medication. Medication may be administered in school only after the proper forms have been completed by the parent, physician, school nurse, and Department of Health Branch Chief (Form SHS 36). No medication will be given to students without properly completed forms.

Health Room: Except for emergencies, and regularly scheduled visits, students require a referral/note from an adult staff member to access the health room. If your child is injured or becomes ill at school, the health aide will provide first aid. If necessary, the health aide will notify you by phone. When called, please make every effort to pick up your child promptly.

SCHOOL LUNCH PROGRAM

Etrition: Etrition is a computerized meal system. Deposits of \$10.00 or more are to be made in to your child's account. Cash deposits are preferred. The Department of Education shall access and collect a service charge of \$25.00 for any dishonored (bad) check in accordance with Chapter 40-35.5 H.R.S. (effective 7-2-07). All purchases must be made through the Etrition program. No cash will be accepted during breakfast and lunch service. All deposits should be placed in an envelope with your child's name and room number. A receipt will be sent home with your child. Payments may be made at the school office or you may sign up for an online account at ezmealapp.com. A notice will be sent home when your child's balance is low. A deposit should be sent in the following day.

Prices:	Student breakfast	\$1.10
	Reduced student breakfast	\$.30
	2nd student breakfast	\$2.40
	Adult breakfast	\$2.40
	Student lunch	\$2.50
	Reduced student lunch	\$.40
	2nd student lunch	\$5.50
	Adult lunch	\$5.50
	Milk	\$.75

Food Service:	Breakfast	7:15 - 7:45 a.m.	
	Lunch	Grades PS – 6	11:30 a.m. – 12:00

REPORTING STUDENT PROGRESS

Report cards share student progress and go home four times a year at the end of each quarter. Parents can anticipate report cards coming home by looking over the school calendar to see when those specific dates are. When received, parents are encouraged to write comments on the last page of the report card if they wish, keep the rest of the report card, then sign and return the envelope to their teacher.

The report card indicates your child's personal and social development, as well as academic progress. Parent/teacher conferences scheduled at the end of the first quarter are also a part of the reporting system. Report cards are sent home for the remaining three quarters.

PERFORMANCE BASED AND STANDARDIZED TESTING

The Smarter Balance Assessment test is given to all students in grades 3 through 6 to measure student achievement. Results are also used for program development and improvement.

LOST AND FOUND

Articles found in and around the school should be turned in to the office. Owners may claim their lost property from the office. Any items not claimed by the end of the school year will be donated to a charitable agency, i.e. Goodwill, Easter Seals, etc. before the start of the new school year. Lost money should be turned in to the office. To make articles easier to identify and return, please label all your children's belongings with their names.

SCHOOL PROGRAMS

Counseling and Guidance: We have a full-time counselor who provides support services in the following areas:

- Help students understand themselves.
- Help students understand and accept others.
- Help students, teachers, and parents recognize and plan for individual differences.

The counselor is also available to offer other support services to teachers, staff, and parents:

- Individual and group counseling.
- Parent and teacher conference (student support team meetings).
- Guidance material and lessons to classroom teachers.

Parent Community Networking Center (PCNC): Creates a partnership between home, school and community to support student and parent success.

English Language Learners (ELL): This is a federal support services program for students whose first language or language in the home is one other than English. Its main goal is to help develop these students' English proficiency so they may succeed in their regular classroom.

Comprehensive Student Support Services (CSSS): This is a Department-wide procedure which seeks to ensure that all students receive all the services they need. A Student Support Coordinator (SSC) is available to assist the school in providing the full range of services for all children. Please call 266-9644 for more information.

Title I: This is a federal program for schools with a high incidence of students who qualify to receive free or reduced meals. Funding from this program assists students by providing an additional teaching position.

A+ After School Program: Provides after school care for qualified students; i.e., those whose parents are both working, in job training or attending school. Application forms are available at the A+ office. Please call 266-7861.

STUDENT ACTIVITIES

Speech Festival: The annual Castle Speech Festival for elementary schools is sponsored by Castle High School. The speech categories are poetry reading, storytelling, and choral reading. There are two divisions:

Division A - Grades 1 to 3

Division B - Grades 4 to 6

Keolu Safety Officers: Students in grades 4 to 6 are invited to participate in the program.

Physical Fitness Meet: All students in grades 3 to 6 are involved in physical fitness performances which include:

Arm flex/pull ups

Shuttle run

Standing broad jump

Sit ups

35/50 yard dash

300-600 yard run

Student Council Activities: This program provides an opportunity for students to share ideas to improve our school. The selected leaders (officers, committee chairpersons, and homeroom representatives) can plan for student activities and address student and school concerns weekly. Representatives and council members from grades 4 to 6 meet and report back to all grade levels.

Curriculum Fair: This fair showcases standards based student work and achievement.

1:1 Digital Devices: Students in grades 3-6 will have an iPad or MacAir for classroom use.

Egg Drop Contest: This yearly activity develops creative problem-solving ability and is open to participation by all grade levels.

Board of Education
STUDENT CODE OF CONDUCT

Regular Attendance: Students are expected to attend school regularly and to attend all classes.

Punctuality: Students are expected to be on time for school and classes.

Work Habits: Students are expected to be prepared for and 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.

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 and 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.

Respect for Authority: Students are expected to comply with all school rules and 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.

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

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

PARENT/FAMILY INVOLVEMENT POLICY

See ATTACHMENT B.

DISCIPLINARY PROCEDURES OF THE DOE - CHAPTER 19

Discipline: Training that develops self-control, character, orderliness, and efficiency:

The Department of Education has established in Chapter 19 the following prohibited conduct, which applies to all students during school hours, on school premises, or during department supervised activities.

Violators of these rules may be counseled and subject to progressive consequences, such as loss of privileges, classroom discipline, detention in school, suspension from school and/or arrest by police.

Each case, although considered on an individual basis, will be reviewed using fair and consistent procedural guidelines. Cooperation of the students, school staff, and families is very important for the safety and security of all our students.

Type of Conduct (Grades K to 6)

Class A Offenses — Prohibited by State Law: Assault; burglary; possession or use of dangerous weapons or instruments; possession, use or sale of drug paraphernalia; extortion; possession or use of firearms; possession, use or sale of illicit substances; murder; property damage; robbery; sexual offenses; or terroristic threatening.

Class B Offenses — Prohibited by State Law: Disorderly conduct; rendering of false alarm; gambling; harassment; theft; or trespassing.

Class C Offenses — Prohibited by Department of Education: Class cutting; insubordination; leaving campus without consent; use of tobacco substances or smoking; truancy.

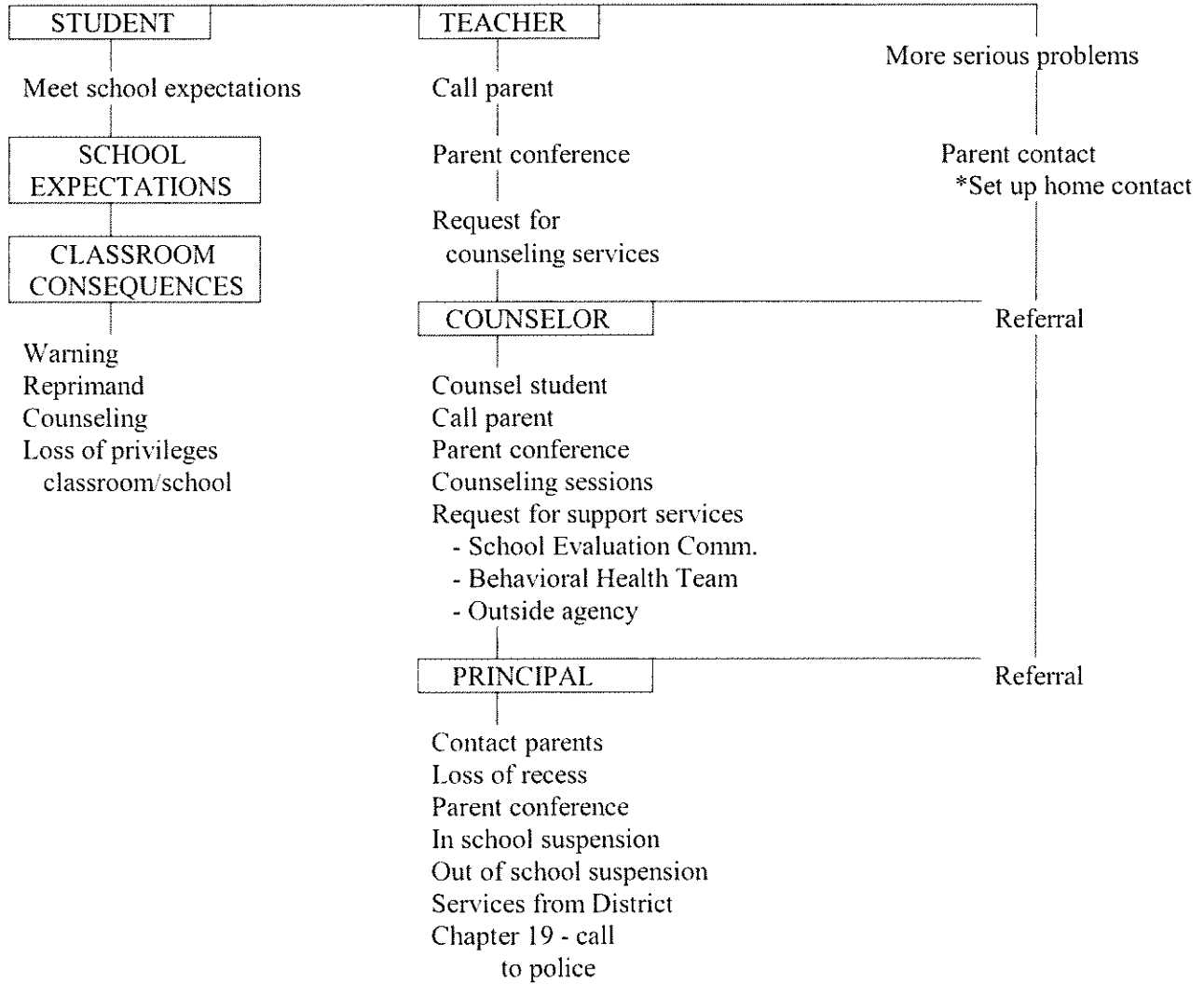
Class D Offenses — Prohibited by School Rules: Possession or use of contraband; any other conduct as may be described and prohibited by school rules.

Students who provoke or cause others to behave unacceptably, even though not directly involved in unacceptable conduct themselves, will be held accountable and may be faced with consequences.

Possible Consequences for Offense:

- Reprimand and warning
- Parent conferences
- Detention/Saturday detention (for chronic referrals)
- Crisis suspension
- Suspension of 1 to 10 days
- Suspension for 11 or more days
- Disciplinary transfer
- Dismissal from school

DISCIPLINE EXPECTATIONS AND PROCEDURES



DISCIPLINE GUIDELINES

Students have a right to learn, work, and play in a safe school environment. To preserve this right, Keolu has established the following to serve as the basis for our discipline guidelines.

RESPECT: Listens and obeys teachers and other school personnel.
 Understands and respects other people's rights and properties.
 Is courteous and well-mannered.
 Maintains orderly behavior.
 Exhibits good sportsmanship.

RESPONSIBILITY: Completes class and homework assignments.
 Follows through with duties, etc.
 Is on time.
 Follows safety rules at all times.

READINESS: Shows can-do attitude.
Shows initiative.
Seeks positive alternatives and solutions.

SAFETY: Follow all classroom and school rules.
Is considerate, helpful and honest.

STUDENT RULES

Coming to School and Going Home

- Stay on the sidewalk in an orderly manner. Obey traffic rules. Use crosswalks at all times going to and from school.
- Bicycles are to be parked in the bike racks near the parking lot. No loitering around the bicycle area.
- **Students should not be dropped off at school before 7:15 a.m.** Upon arrival, students will go directly to the cafeteria until they are released to class at 7:45 a.m. This is a time for quiet, independent, individual productive work, not playing.
- Breakfast is served from 7:15 to 7:45 a.m.
- Once children are on campus, they will not be permitted to leave until an adult signs an Off Campus Release.
- Parents should drop off and pick up children in the loading zone fronting the cafeteria.
- Children are to leave the campus immediately after school unless they are in the A+ program.
- Do not accept rides from anyone without your parents' permission.

CAMPUS RULES

All contraband (any personal property which may cause bodily injury or disruption of instruction) are prohibited in school. Along with those listed in Class A and Class B offenses, the following are contraband:

- Dangerous toys—darts, toy guns, slings, tops, yo-yos, pocket knives, matches, and lighters.
- Fireworks in any form, shape and size.
- Electronic devices—including cellular phones, radios, CD players, TV, and computer games. All electronic devices should not be brought to school. The school is not responsible for any damage or theft. If a student brings a cell phone to school for afterschool purposes, it should be in the off position during school hours and stored in backpacks at all times. If any electronic device is confiscated it will be turned in to the principal. Parents can claim the device after school with a warning that if the device is confiscated again, principal will hold it until the end of the school year. Parents may claim it at that time.
- Skates, skateboards, and roller blades.
- Whistles, or any noise making device.
- Any subject deemed hazardous or a nuisance.

The following activities are prohibited:

- Dangerous games such as “horseback” riding, “karate” or any martial arts play, wrestling, roughhousing, and the like.
- Climbing on or swinging from trees.
- Hanging from or climbing on posts supporting the roofs for our walkways.

- Bicycle riding, skate boarding, and roller blading. Once on campus, bicycles must be walked, parked, and locked into the bicycle rack near the parking lot.
- Spitting in public areas.
- Selling of candies, stickers, cards, etc. should not be done in school except for grade level or school related projects.
- Playing with or throwing pebbles, sand, leaves or fallen fruits, etc.
- Gum chewing.
- Healthy snacks are allowed at recess and after school only. Candy, gum, sunflower seeds, Chinese seeds, and other litter producing snacks are not allowed. Soda is prohibited and should not be brought to school as a snack, included in home lunch and field trip lunches or as a treat for a classroom celebration, i.e. birthdays, etc.
- Students should not bring large sums of money to school. Exception: payment for school related activities.

Students are to help keep our campus clean and beautiful. Pick up litter, use the sidewalks to avoid damaging plants. Keep the building walls and ceilings clean.

PLAYGROUND RULES

- All playgrounds are off limits until adult supervisors are present.
- Practice good sportsmanship. Follow game rules taught in class.
- During recess, play in assigned areas. Walk to and from the playground.
- Sham battle and any form of dodge ball are not permitted.
- No chase master or tag.
- Kickball, volleyball, basketball, and catch football are permitted at recess only in the designated areas.
- No play equipment should be brought from home. If students must bring equipment from home, they must check it in with the school office and pick it up after school.
- Students may not climb on roofs, fences, or trees, or go into the street or skate park to retrieve balls. Ask the yard duty teacher or adult for assistance. Notify the custodian for assistance when balls need to be retrieved from the roof.
- Obey and respect supervisors.
- Contact games or sport activities are not permitted at recess.

PLAYGROUND EQUIPMENT

- Use for intended purpose, not to play chase master or any other games. The jungle gym is for climbing.
- Get off carefully.
- No flipping or hanging upside down.
- No ropes or balls on equipment.
- In case of an accident, students will call the nearest teacher or adult in charge.

CAFETERIA

- Students will remain in line and behave in an orderly manner using indoor voices.
- Students will respect cafeteria staff and lunch supervisors at all times.
- Students may begin eating only after they are seated.
- Students will eat using proper table manners. Playing at the table is not allowed.
- Food sharing is against Board of Health regulations. All food is to be eaten in the cafeteria.
- Utensils must be used properly.

- Nutritional drinks such as milk and juice should accompany home lunches. Sodas and candy are not allowed at lunch.
- Taste all food on your plate.
- Children should remain seated until dismissed by a lunch supervisor.
- ***We are a peanut-free school. All morning and afternoon snacks, school and home lunches shall not have peanut products in them.***

SCHOOL OFFICE

- Students are allowed in the office only on official business.
- Telephone calls by students will be limited to emergencies only and must have a prior note from their teacher. Forgotten lunches, assignments, and money are not considered emergencies.
- Office restrooms and facilities are not available for student use.
- Machines and office supply rooms are off limits to all students.

Except for emergencies, and regularly scheduled visits, students require a referral/note from an adult staff member to access the health room.

LIBRARY SERVICES

Library books and materials may be checked out: 1 week for students in grades 2-6, 2 weeks for kindergarten and grade 1 and parents (who do not have ready access to a public library).

Textbooks are loaned to students for their use during the school year. Textbooks are to be covered (non-adhesive) and kept clean. Students will be charged for any lost or damaged books and materials.

HOW PARENTS CAN HELP

- Provide necessary assistance and a positive supportive attitude for completing assignments and tasks according to the instructions from the teachers. Parents should not do their child's homework.
- Provide an appropriate time and a positive environment for studying and learning. Show your child how much you value education by expecting them to do well in school.
- Promptly communicate any concerns or questions regarding homework assignments to your child's teacher.
- Be informed and supportive of your child's involvement in all aspects of school. Please read notices that are sent home.
- When you call to inform the school of your child's absence (266-7818), let the office know your arrangements to get your child's homework after school.
- Take part in school activities.
- Help Keolu Elementary promote Healthy Birthday Celebrations. ***See ATTACHMENT C.***

Attendance Policy

5th Absence/Tardy
First attendance notification sent home



6th-9th Absence/Tardy
Monitoring



10th Absence/Tardy
Counselor notification sent home
Conference with Parent, Counselor, and Social Worker



11th – 14th Absence/Tardy
Home Visit and Monitoring



15th Absence/Tardy
Administrative Notice Sent Home
Home Visit



16th – 17th Absence/Tardy
Monitoring



18th Absence/Tardy
Parent and Administrator Conference



19th Absence/Tardy
Monitoring



20th Absence/Tardy
Monitored Closely
No Improvement = Family Court Referral

PARENT/FAMILY INVOLVEMENT POLICY

The Board of Education recognizes that a child's education is a responsibility shared by the school and the family during the entire period the child spends in school. To support the goal of the Department of Education (Department) to educate all students effectively, schools and parents must work as knowledgeable partners.

Although parents are diverse in culture, language, and needs, they share the schools' commitment in the educational success of their children. The Department and its schools, in collaboration with parents, shall establish programs and practices that enhance parent involvement and reflect the specific needs of students and their families.

To this end, the Board of Education supports the Department in the development, implementation, and regular evaluation of parent involvement programs in each school. The implementation will involve parents at all grade levels in a variety of roles, including input in decision-making processes and practices. The parent involvement program will be comprehensive and coordinated in nature. It will include, but not be limited to, the following components of successful parent involvement programs:

- * Communication between home and school is regular, two-way, and meaningful.
- * Responsible parenting is promoted and supported.
- * Parents play an integral role in assisting student learning, including successful achievement of the Hawaii Contents and Performance Standards.
- * Parents are welcome in the school, and their support and assistance are sought.
- * Parents are partners in the decisions that affect children and families.
- * Community resources are made available to strengthen school programs, family practices, and student learning.

The Department shall implement administrative guidelines that support professional development opportunities for staff members to enhance understanding of effective parent involvement strategies. The Department recognizes the importance of administrative leadership in setting expectations and creating a climate conducive to parental participation.

Engaging parents is essential to improved student achievement and to realize the *Vision of a Public School Graduate*.

Approved 05/03/01

Revised 09/18/03

Healthy Birthday Celebrations

Keolu Elementary introduces Healthy Birthday Celebrations, a school focus that recognizes each child's birthday by promoting wellness practices, positive relationships, and health-enhancing behaviors. Healthy Birthday Celebrations include the following school wide actions:

- Recognize birthdays during morning announcements.
- Give special birthday pencils, stickers or temporary tattoos.
- Allow extra outdoor play for the class in honor of the birthday child.

A child's birthday is a time to recognize the special and unique qualities that each child holds. It is also a time to teach our children healthy life long habits that will allow them to enjoy many more birthdays to come. With this in mind, Keolu will celebrate birthdays through recognition and non-food healthy activities.

Parents can help in making every student's birthday a healthy one by not bringing in food treats. As a healthy alternative, parents may bring non-food items or the donation of a class book or game. Our office and teachers will not accept or distribute food treats during the school day.

We appreciate your support in promoting healthy habits for a lifetime.

