2018 – 2019

Parent and Student Handbook

Mililani Uka Elementary School
Home of the Mighty Egrets
Uka Pride Since 1974

Website:  www.mililaniuka.org

Phone:  627-7303  FAX:  627-7387

Attendance Line:  627-7303 Ext. 1 for School and A+
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<td>School Spirit Activities/School T-shirts</td>
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<td>- On Wednesday Wear red to promote Drug Free Awareness.</td>
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<td>- On Thursday Wear purple to promote the Purple Hands Pledge.</td>
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<tr>
<td>- On Friday Wear blue to promote Uka Pride.</td>
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### Civic Responsibility
- Student Council
- Campus Police Officers (CPO) and C.A.R.E. Corps
- Cafeteria Monitors
- Grade Level Buddies
- Egret Chorus
- Garden Growers
- Track Team
- Cross Country
- Jump Rope Team

### Parental Involvement
- Hui ʻO Mililani Uka (Hui)
- School Community Council (SCC)
- Parent Newsletter
- Parent Community Networking Center (PCNC)
- Volunteers

### Safety Drills

### Safety Reports
- Asbestos Inspection Report
- School Safety Committee Minutes
- Fire Inspection Report
- School Inspection Report

### Closing of School Procedures

### Cafeteria Evacuation Map

### Traffic and Parking

### Emergency Shelter

### Animals on Campus

### State Regulations
- Mandatory Child Abuse Reporting
- Campus Trespassing / Loitering / Property Damage
- Campus Access
- Drug-Free Workplace / No Smoking Rule
- Equal Educational Opportunity: Nondiscrimination Policy
- Geographic Exception (GE) / School Attendance Area

### School Map

### Safety First — Personal Safety for Students
- Traffic
- Pedestrian Safety
- Bike Safety
Comprehensive Student Support System

Mililani Uka’s Vision, Mission, and Purpose is supported with an array of services and programs through a Comprehensive Student Support System (CSSS). The goal of Comprehensive Student Support System (CSSS) is to respond to the broad range of student needs by providing students with comprehensive, integrated, and custom supports that are accessible, timely, and strength-designed to enhance success towards achieving the General Learner Outcomes through Standards Based Education.

What do I do if I have a concern about a student?

♥ The 1st step: Always consult with the classroom teacher. Communication between home and school is welcomed. Often minor adjustments within the class can be made to greatly assist the student.
♥ If the concern persists: You and/or the teacher can contact the Student Services Coordinator (SSC) or School Counselor.
♥ Team conference: A meeting may be convened with those who know the student best to discuss the student’s progress and to create a plan that would address the student’s needs so that s/he can succeed in school.

Array of Student Support Services

<table>
<thead>
<tr>
<th>Basic support for all students.</th>
<th>Informal additional support through collaboration.</th>
<th>Individualized school and community sponsored programs.</th>
<th>Specialized services from Department of Education (DOE) and/or contracted agencies.</th>
<th>Intensive and multiple agency service.</th>
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<td>Diverse needs of students are addressed in the inclusive classroom.</td>
<td>Additional support provided beyond what the classroom teacher provides.</td>
<td>Further assistance is designed for specific needs based upon criteria of acceptance into a support program. The process may require legal requirements.</td>
<td>Higher level assistance that may involve specialized assessment and/or compliance with equity and other legal requirements.</td>
<td>Intensive multi-agency supports are required to meet the needs of the student and family. The plan integrates DOE &amp; other agencies resources. Student placement may be in an off-campus therapeutic and/or educational setting.</td>
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- Classroom Accommodations
- School-wide Programs
- New Student / Family Orientation
- Transition and Learning Center (TLC) (New Student Transition ~ C.A.R.E. Corps)
- Attendance Letter #1
- Parent and Teacher Conference
- In-service/Support for teachers
- Character Education
- Social Emotional Learning (SEL)
- Library
- Support for transition between schools and grade
- Health Plan
- Community Partnerships

- Consultative Services
- Initial Lines of Inquiry for behavior and academic concerns
- Intermittent Supports
- Counseling: Walk-in or Support Groups
- Transition and Learning Center (TLC)
- Attendance Letter #2
- Health Aide Services
- Support for Homeless Students
- Behavior Accommodation Plan
- Crisis Plan

- Early Intervening Services
- Targeted School Programs
- English Language Learners (ELL)
- Gifted and Talented (Qest)
- Transition and Learning Center (TLC)
- School Counseling
- Section 504 Plan
- Home-Hospital Instruction
- Community Programs

- Specialized/Community Based Services
- Individuals with Disabilities Education Act (IDEA)
- Alternative Learning Center
- Related Services

- Intensive programs
- Multi-Agency/Coordinated Services
- Community Based Instruction (CBI)
- Residential/Treatment Programs

Student Team Involvement

Academic / Behavior Supports

Transitions

Co-Curricular Activities / Programs

- Student Recognition
- Student Council
- Egret Chorus
- Geography Bee
- Garden Growers
- Character Counts Six Pillars of Character
- MindUp
- Kids Voting
- Campus Police Officers (CPO)
- C.A.R.E. Corps
- Cross Country/Track Team
- Jump Rope
- Civic Responsibility
MILILANI UKA ELEMENTARY SCHOOL
School Year 2018-19
SUBJECT TO CHANGE

School Quarters
1st Qtr - Aug 6 - Oct. 5
2nd Qtr - Oct. 15 - Dec. 21
3rd Qtr - Jan. 8 - Mar. 15
4th Qtr - Mar. 25 - May 31

School Day
7:55 am - 2:05 pm (M,T,Th,F)
7:55 am - 12:25 pm (Wed. only)

Aug 6  Students' First Day  (Gr. 1-5)
Oct 2015
(Gr. K check schedule)
May 31 Students' Last Day

School Recesses
Oct. 8 - 12 (Fall)
Dec. 24 - Jan 4 (Winter)
Mar.18 - 22 (Spring)

Teacher Workdays
(NO SCHOOL FOR STUDENTS)
Sept 4  Professional Collaboration Day
Jan 7  Teacher Workday
Jan 8  Professional Collaboration Day
Feb 11  Teacher Institute Day
(SUBJECT TO CHANGE)

School Recesses
Official State Holidays

PHONE 627-7303
1 - Absence Line
2 - Counselors
3 - SSC
4 - Health Aide
5 - A+ Program
6 - Office Staff

OFFICIAL STATE HOLIDAYS
July 4  Independence Day  Jan 1  New Year's Day
Aug 17  Statehood Day  Jan 21  Martin Luther King, Jr. Day
Sept 3  Labor Day  Feb 18  Presidents' Day
Nov 6  Election Day  Mar 26  Kuhio Day
Nov 12  Veterans' Day (observed)  Apr 19  Good Friday
Nov 22  Thanksgiving Day  May 27  Memorial Day
Dec 25  Christmas Day  June 11  Kamehameha Day (obsrvd)
August 2018

Dear Mililani Uka Elementary Ohana:

Welcome to Mililani Uka Elementary! At Mililani Uka Elementary, we strive to provide our students the education necessary to meet the challenges of our ever changing world successfully.

This Parent and Student Handbook will acquaint you with the many aspects of our school. It provides valuable information that will assist you in many of our policies and requirements. Safe and respectful school environments enable students to learn and work together as they work toward achieving academic and personal success.

Mililani Uka Elementary has something for everyone to make learning experiences more fulfilling and more fun. Included in our handbook, there are descriptions of rules governing academics, student activities and our Student Code of Conduct. The code establishes the responsibilities that students have in making our campus one that values learning as well as being of good character. We believe in the Character Counts pillars of TRR FCC (Trustworthy, Respect, Responsibility, Fairness, Caring, and Citizenship).

This handbook contains information that our families have found very useful as they learn about our school.

Have a year ahead that is challenging, successful and full of FUN!

Much Aloha!

Heather Wilhelm
Principal
Three Student Priorities

Achievement / Literacy
Ensures each child reads, writes, speaks, computes and thinks critically with proficiency.

Civic Responsibility
Guides each child’s growth as an informed and concerned citizen who practices ethical behavior, seeks to understand and obey laws, and actively contributes to the well-being of others, society and the environment.

Safety and Well Being
Encompass a three-fold priority:
1. Promote a working partnership between school and home to nurture every child’s physical, emotional, and social well-being.
2. Provide a secure, supportive learning environment with adequate facilities, equipment, books and other learning resources, and
3. Emphasize student responsibility for the safety and well-being of self and others.

Hawaii Standards: Common Core State Standards
The Common Core State Standards (CCSS) for English Language Arts and Literacy in History/Social Studies, Science and Technical Subjects and the CCSS for Mathematics define the knowledge and skills students need to succeed in college and careers when they graduate. In Hawaii, English language arts, teachers in grades K-2, 11-12 and mathematics teachers in grades K-2 began implementing the CCSS in school year 2011-2012. All teachers begin teaching the Next Generation Science Standards (NGSS) during school year 2016-2017.

The Hawaii Content and Performance Standards (HCPS) III describe the educational targets for students in English Language Arts, Mathematics and Science.
To learn more check out:
http://standardstoolkit.k12.hi.us/index.html  or  http://doe.k12.hi.us/curriculum/hcps.htm
Annual Notice of Non-Discrimination and Anti-Harassment Statement
The Hawaii State Department of Education (HIDOE) does not discriminate on the basis of race, sex, age, color, national origin, religion, or disability. This requirement extends to all of HIDOE’s programs and activities, including employment and admissions as applicable.

For the HIDOE high schools that offer Career and Technical Education (CTE) programs of Study in arts and communications, business, health services, industrial and engineering technology, natural resources, and public and human services, there are no admission criteria. HIDOE high schools will take steps to assure that the lack of English language skills will not be a barrier to admission and participation in CTE programs and will provide equal access to designated youth groups.

In addition, the HIDOE does not tolerate acts of harassment on the basis of race, sex, age, color, national origin, religion, or disability. Any student who believes that he or she has been subjected to harassment on the basis of race, sex, age, color, national origin, religion, or disability, is encouraged to report such harassment. Students and parents may report allegations of discrimination or harassment to the school’s administrator or to the HIDOE’s Civil Rights Compliance Office at the address below.

HIDOE is committed to conducting a prompt investigation. Support, including counseling and educational resources, will be available to students who are harassed, as well as to students found to have engaged in acts of harassment on the basis of race, sex, age, color, national origin, religion, or disability. Students found to have engaged in harassment may be disciplined, up to and including suspension or expulsion, if circumstances warrant. Students, parents, and HIDOE staff should work together to prevent harassment on the basis of race, sex, age, color, national origin, religion, or disability.

HIDOE will not tolerate retaliation for reporting discrimination and of harassment on the basis of race, sex, age, color, national origin, religion, or disability, and will take steps to protect those who wish to report the harassment.
General Learner Outcomes (GLO)

Public school students will have:

- The ability to be responsible for their own learning
- The understanding that is essential for human beings to work well together
- The ability to engage in complex thinking and problem solving
- The ability to recognize and produce quality performance and quality products
- The ability to communicate effectively
- The ability to use a variety of technologies effectively and ethically

Mililani Uka Elementary School

Vision

Excellence at Mililani Uka Elementary School is everyone continually working together as lifelong learners to be responsible citizens.

Vision for Student Learning

We will provide quality education and appropriate support so all students will achieve higher levels of learning.

Mission

Our mission is to nurture each student’s potential for lifelong learning and the development of good character by providing a safe learning environment and effective guidance.

School Purpose

We (the teachers, parents, students, administrations school support staff and community members) declare that our school's purpose is to ensure that each child reaches his/her potential as a lifelong learner and responsible citizen in our global society.

Vision of a Public School Graduate

All public school graduates will:

- Realize their goals and aspirations
- Have attitudes, knowledge, and skills to contribute positively to and compete in a global society
- Exercise rights and responsibilities of citizenship
- Pursue post-secondary education or careers without need of remediation
Mililani Uka Elementary School Song

Soar On High

Mililani Uka Egrets are we
Striving with diligence and integrity
As we’re working towards excellence everyday
We do it all together the Uka Way.

Like the Mighty Egrets we will soar on high
Setting our goals we reach up to the sky
Mililani Uka we’ll always love you
With Uka Pride we’re united in our blue.

Good citizens with character are we
Learning, caring and sharing is the key
We’ll persevere and do our very best
For being life-long learners is our quest!

Like the Mighty Egrets we will soar on high
Setting our goals we reach up to the sky
Mililani Uka we’ll always love you
With Uka Pride we’re united in our blue.
Uka Pride Since 1974

School Colors  Blue and White

Mascot     Mighty Egret

Motto     Lifelong Learners – Responsible Citizens – Working Together Towards Excellence

History

The school opened in 1974 and holds the distinction of serving generations of families in Hawaii’s first planned community. The mission of Mililani Uka Elementary School as it strives to impart knowledge and direction to its students.

For the past four decades, the faculty and staff at Mililani Uka Elementary School have focused on their collective mission to make sure that students become lifelong learners and responsible citizens. Mililani Uka ES provides the educational foundation that helps students to be college and career ready. The school’s programs focus on the necessary knowledge, skills and abilities for critical thinking and analysis, leading and managing effectively in a diverse society, and innovating and implementing in today’s complex world.

Our school was the recipient of the 2016 Excellence In Safety Award. At Mililani Uka Elementary School safety is a top priority for our students, parents, staff and school community. We are unified by our “Think Safety First” and “Always Be Careful” belief that improves our school and personal safety.

The school’s rigorous standards-based curriculum is enhanced with a comprehensive character education. Students are taught the Purple Hands Pledge as well as the Six Pillars of Character Trustworthiness, Respect, Responsibility, Fairness, Caring and Citizenship. To educate the whole child the Uka Way, students are given the opportunity to participate in various extra-curricular activities such as the Student Council, Campus Police Officers, Cross Country, Track Team, Garden Club and Mililani Uka Egret Chorus.

During school year 2014-2015 Mililani Uka ES reached two milestones under the leadership of Principal Heather Wilhelm – the launch of its redesigned 21st century school website that features a photo gallery; video of current school events and blog; and the unveiling of the school song “Soar On High” which honors students past, present and future.

Mililani Uka ES is a special place due to the support of families and the neighboring community. The school has an outstanding partnership with families, the 84th Engineer Battalion “Never Daunted” at Schofield Barracks, Hui O’ Mililani Uka, MUES School Community Council, ‘AINA in Schools, parent volunteers and retired staff members who provide learning opportunities that extend beyond the classroom.
General Information
Mililani Uka Elementary School
94-380 Kuahelani Avenue
Mililani, HI 96789

School Telephone 627-7303  FAX 627-7387
The following may assist you in quicker connections to your party’s extension:
As soon as you begin to hear the greeting PRESS the following immediately.

1 Reporting Absence from school and A+ Program
0 Operator
Heather Wilhelm Principal Grades 3, 4, 5
Dale Tanouye Vice Principal Grades PS, K, 1, 2

2 Counselors
Dana DeRegio Grades PS, K, 1, 2
Neal Sakaue Grade 3, 4, 5

3 Student Services Coordinator (SSC)
Lorene Park Student Services Coordinator
Dana DeRegio Grades PS, K, 1, 2
Neal Sakaue Grade 3, 4, 5

4 Health Room

5 A+ Program

6 Office Staff

7 Parent Community Networking Center (PCNC)

8 Hui ‘O Mililani Uka

School Hours
Office: Mon-Fri 7:30 a.m. – 4:00 p.m.
Students: Mon, Tue, Thu, Fri 7:50 a.m. – 2:05 p.m.
Wednesday 7:50 a.m. – 12:25 p.m.

Before and After School Supervision
For the safety of your child, students should not arrive on campus prior to 7:30 a.m. and are not permitted to remain on campus after dismissal without adult supervision. Students are not allowed to play on the playground equipment or play on the school grounds. Parents who are not able to adhere to these time requirements should see the office about the before and after school programs run by private providers.

A+ Before School Program and After School Program
The Mililani YMCA provides a Before School Program and After School Program supervision located in the MUES cafeteria. Contact the Mililani YMCA at 625-1040 for additional information.

Emergency Card Information
The school office needs to maintain accurate and up-to-date records of student emergency contact information. Emergency Cards are submitted annually for returning students. Please notify the school office immediately of any changes to home and employment addresses and/or phone.
# Mililani Uka Elementary

## Bell Schedule

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<th>Time</th>
<th>Monday, Tuesday, Thursday, Friday</th>
<th>Wednesday</th>
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<td>7:50</td>
<td>Student Warning Bell</td>
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<td>Student Tardy Bell</td>
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<td>7:55- 8:12</td>
<td>HOMEROOM</td>
<td>7:55- 8:12</td>
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<td>8:12-10:00</td>
<td><strong>Learning Block 1</strong></td>
<td>8:12-10:00</td>
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<td>8:12-10:00</td>
<td><strong>Learning Block 1</strong></td>
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<td>10:00-10:15</td>
<td>Recess</td>
<td>10:00-10:15</td>
</tr>
<tr>
<td><strong>Learning Block 2</strong></td>
<td></td>
<td><strong>Learning Block 2</strong></td>
</tr>
<tr>
<td>10:15-10:40</td>
<td>Kindergarten</td>
<td>10:15-10:40</td>
</tr>
<tr>
<td>10:15-11:00</td>
<td>Grade 1</td>
<td>10:15-11:00</td>
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<td>10:15-11:05</td>
<td>Grade 2</td>
<td>10:15-11:05</td>
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<td>10:15-11:20</td>
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<td>10:15-11:20</td>
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<td>10:15-11:25</td>
<td>Grade 4</td>
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<td>10:15-11:35</td>
<td>Grade 5</td>
<td>10:15-11:35</td>
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<tr>
<td>10:40-11:10</td>
<td>Lunch</td>
<td>10:40-11:10</td>
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<tr>
<td>11:00-11:25</td>
<td>Kindergarten</td>
<td>11:00-11:25</td>
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<tr>
<td>11:05-11:30</td>
<td>Grade 1</td>
<td>11:05-11:30</td>
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<tr>
<td>11:20-11:45</td>
<td>Grade 3</td>
<td>11:20-11:45</td>
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<tr>
<td>11:25-12:00</td>
<td>Grade 4</td>
<td>11:25-12:00</td>
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<td>11:35-12:00</td>
<td>Grade 5</td>
<td>11:35-12:00</td>
</tr>
<tr>
<td>11:25-12:20</td>
<td>Kindergarten</td>
<td>11:25-12:20</td>
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<tr>
<td>11:35-12:20</td>
<td>Grade 1</td>
<td>11:35-12:20</td>
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<td>11:40-12:20</td>
<td>Grade 2</td>
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<td>11:55-12:20</td>
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<td>12:00-12:20</td>
<td>Grade 4</td>
<td>12:00-12:20</td>
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<td>Grade 5</td>
<td>12:05-12:20</td>
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<tr>
<td>1:00-1:15</td>
<td>iPE</td>
<td>12:20-12:25</td>
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<tr>
<td>1:15-2:00</td>
<td><strong>Learning Block 4</strong></td>
<td>12:25</td>
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<tr>
<td>2:00-2:05</td>
<td>Closing</td>
<td>Student Dismissal</td>
</tr>
<tr>
<td>2:05</td>
<td>Student Dismissal</td>
<td></td>
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</tbody>
</table>
**Student Name Tags**
Students are required to wear name tags daily throughout the school day and on field trips. The name tags help the supervising adults quickly assist the child in an emergency or correcting unsafe behaviors calling the child by name. There is a “No Name Tag, No Play” recess rule that is both a safety procedure and an incentive for students to take good care of their name tags. Students without name tags may be assigned to sit at the “Manners Table” as a consequence.

**Deliveries to the Classrooms**
Deliveries to the classrooms will only be made by Office Staff. In order to keep instructional disruptions to a minimum, please limit messages or deliveries to the classrooms to those of an emergency or urgent nature. Phone messages must be received at least one hour prior to the end of the school in order for them to be delivered to the student before the end of the school day. Items should be labeled with your child’s full name, grade and classroom number or teacher’s name. **Items that will be distraction to learning will not be delivered.** These will be kept in the office for the student to pick up after school. Example: balloons, flowers. If contact with the child is required, the office will have the child come to the office to meet with the parent.

**Visitors**
For the safety and security of students and staff, all visitors (including parents) are required to obtain clearance and a visitor badge from the Office prior to entering the main campus. **IMPORTANT:** All visitors must return to the Office before departure to sign out from the school campus.

In an effort to minimize classroom disruptions and provide the best opportunity for visitations, please make arrangements with the Principal before you would like to visit. Teachers are not authorized to grant permission for classroom/campus visitations. Birthday celebrations need to be limited to the distribution of non-food items during non-instructional time and require prior arrangements with your child’s teacher. **Under no circumstances are parents or visitors to go to a teacher’s classroom during school hours without prior administrative approval.**

Prior to school dismissal, parents should not be waiting by classrooms for their children. Parents may wait at the front of the library or next to the cafeteria no earlier than 15 minutes before dismissal until the end of school bell rings.

**Early Release of Students**
Parents may request to have their child released early during the school day by sending a signed note with an explanation to his/her child’s teacher and school office. A child cannot be released on his/her word alone. Teachers are not authorized to release students to parents who come to the classroom. Parents must report to the Office to sign their child out from school. A child is not permitted to leave the school grounds once they arrive on campus during school hours unless escorted by an authorized adult. Whenever possible, dental and medical appointments during instructional hours should be avoided.
**Federal Impact Aid Program Survey**

Federal Impact Aid Program Survey will be distributed to each student during the month of September. The information is vital to Federal funding for education in Hawaii. Our school receives additional funds based on the number of military family’s children that attend our school. It is of great importance that **ALL** students return these cards to the school as soon as possible. Please be accurate with the information on these Federal Impact Aid Program Surveys.

**Lost and Found**

Parents are responsible to label all articles belonging to their children with their full name. This will facilitate finding the rightful owner of lost items. A Lost and Found collection is located in the school office and in the cafeteria. Please check both locations for missing items. All unclaimed items will be donated to charity at the end of each quarter. Mililani Uka ES is not responsible for lost or stolen items including yearbooks. Please label all personal property with student’s full name.

**Dishonored Checks**

A fee of $25.00 will be assess. (Hawaii Revised Statutes Chapters 40-35.5)

**Financial Responsibility for Lost School Property**

Students are expected to be responsible for the care and safe keeping of all textbooks, library books, desks and any other school property issued to them. Parents are financially responsible for lost or damaged school property; outstanding obligation will be transferred to the receiving school. Restitution for damages and lost books, equipment, supplies and outstanding financial obligations: (Hawaii Statutes Chapter 8-57)

- A student who is found to be responsible for the loss, destruction, breakage or damage of school books, equipment, property and supplies including library books and assigned textbooks shall make restitution to the school.
- Failure to do so will result in the loss of privileges to participate in athletics, and co-curricular activities until restitution is made.

**Telephone Use**

Telephones in the classrooms are for school business only. Students are allowed to use the telephone located in the school office for legitimate business. For emergency communication, please contact the office and we will forward the message to your child. Cell phones are considered contraband and should not be brought to school by students.

**Classroom Size**

At the beginning of the school year, there may be large classes in certain grade levels due to the late registration and transfers from other schools. We make every effort to relieve the large class size as our actual enrollment becomes more certain. This may entail a reorganization of classes after school has begun.
Notice and Request for Accommodations

If you are an individual with a disability, please contact the following personnel to make arrangements for reasonable modifications and accessibility to school events at least 10 days in advance of the event you wish to attend. Reasonable efforts will be made to accommodate your request. For Mililani Uka Elementary School events, please contact:

Vice Principal    Dale Tanouye
Principal         Heather Wilhelm

Or you may call the school office at 627-7303
School Attendance Policy

Absences
School attendance is mandatory for ALL students. Attendance is a primary indicator of academic success. Optimum benefits of education can be achieved only when students attend school daily and are in class on time. Excessive absences and/or tardies are barriers to learning and prevent maximum teaching and learning from taking place.

Family vacations are considered unexcused absences and should be avoided during school days. The instruction that a student will miss due to frequent or prolong absences is very difficult to replicate or make up. It may not be possible to make up all learning experiences missed due to absences and it will impact a student’s progress. Absent means that the student is not physically present in school for at least half the school day (by 11:00 a.m. or for a least 3 hours of instructional time.)

Under 303A-1135, Public school; attendance, Hawaii Revised Statutes (H.R.S.), all school age children must attend either a public or private school unless exempted. Any parent or guardian having the responsibility for the care of the child must ensure that the child attend school unless exempted by law.

Furthermore, 303A-1135 H.R.S. provides that a parent or guardian who does not enforce the child’s regular school attendance may be guilty of a petty misdemeanor. The penalty for a petty misdemeanor is a fine of up to $1,000 (H.R.S. 706-640) or jail time up to thirty (30) days (H.R.S. 706-663).

303A-1135, Enforcement, H.R.S.; Students who are chronic absentees may be referred to Family Court. Pursuant to H.R.S. 571-11(2), Family Court can place a child under jurisdiction for truancy if the child is not attending school or is not receiving the educational services required by law.

School Procedures for Absences:
● When a student reaches 5 absences: Attendance Letter #1 from teacher
● When a student reaches 10 absences: Attendance Letter #2 from Counselor
● When a student reaches 15+ absences: Attendance Letter #3 from Administrator. Administrator to determine actions (i.e. home visit, parent conference, consult with social worker, Family Court referral, etc.), if needed

Notify Office of Absences
When your child is absent, please follow ALL of the following procedures:
● Call the Office before 8:30 a.m. at 627-7303 and press “1” to report an absence every day that your child is absent.
● Include in your message: - Child’s Full Name
  - Grade, Classroom Number or Teacher’s Name
  - Reason for the absence
  - Relationship of the caller to the student
**Homework/Make-Up Work**
Homework for a sick child will be given from the student’s **second** day of absence. Request should be made via phone when reporting the absence. In order to allow teachers sufficient time during the instructional day to prepare the missed assignments, your request must be made before 9:00 a.m. Assignments can be picked up at the school office between 3:00 p.m. – 4:00 p.m. Homework/make-up work will not be provided for unexcused absences.

**Parental Homework Supports**
Parents can provide their child homework support with the following recommendations:
- Set a good example by reading, writing and doing things that require thought and effort on your part.
- Encourage activities that support learning: family outings, library visits, quiet reading.
- Encourage your children to clarify any questions about homework with their teacher.
- Teacher expectations vary. Ask your child’s teacher what you should do. Should you check to make sure the assignments are done? Or should you do more?
- Provide a suitable study area and the necessary tools to complete the homework to allow quality family time.
- Encourage children to spend more time reading than watching television or playing video/computer games.
- Ask your child questions. Talking can help your child to think through an assignment and break it down into small, workable parts.

**Tardies**
Any time students arrive in class after 7:55 a.m., they are considered tardy. Tardy students must report to the office to obtain a tardy slip before being admitted to class. All tardies are considered “unexcused” except for those caused by circumstances that are no reasonably foreseeable or within the control of the student or parent.

**School Procedures for Tardies**
- When a student reaches 5 tardies: Tardy Letter #1 from teacher
- When a student reaches 10 tardies: Tardy Letter #2 from Counselor
- When a student reaches 15+ tardies: Tardy Letter #3 from Administrator.
  Administrator to determine action (i.e.: home visit, parent conference, consult with social worker, Family Court referral, etc.), if needed.
**Registration**

The following information will be needed for enrolling in a public school of Hawaii for the first time. Only parents or other legal guardians are permitted to supply background information and sign required school forms for the attending child.

1. Current proof of residency within our district (a current utility bill and a rental or purchase agreement).
2. Original Birth Certificate or equivalent (baptismal, hospital certificate or passport).
3. Pupils Health Record (Form 14) with current physical and updated immunization record.
4. A current tuberculin skin test or chest x-ray.
5. Students new to D.O.E.: Pupils transferring from private or from out of state schools should present a release card and/or a current report card.
6. A current IEP or MP if applicable and available.

**Health Requirements**

The Hawaii school attendance law requires that all students meet certain health requirements **BEFORE** they attend any school in the state for the first time. These requirements include a tuberculosis clearance (written proof of a negative skin test – Mantoux/PPD) or chest x-ray completed within one year of school entry, an updated immunization record and physical exam completed within one year before school entry or doctor’s appointment slip.

Parents need to turn in an original Form 14 “Pupils Health Record” as soon as health requirements have been completed. **Non-compliance means exclusion from school.**

PLEASE NOTE: Students missing any of the above required documents will not be permitted to enter school.

Registration hours are 9:00 a.m. to 2:00 p.m. Student may start school the day after he/she registers.

**Incoming Transfers**

Students transferring to Mililani Uka Elementary School from a public school in Hawaii must provide the office with a release card (Form 211) issued by the prior school and proof of residency within the school district.

Students transferring from a private school in Hawaii or from an out-of-state school should present an original birth certificate, release card, student’s Health Record (Form 14), proof of residency, report card, and any other information that would facilitate registration and placement.

**Outgoing Transfers**

When a student is transferring out of Mililani Uka Elementary School to another school, please notify the office by phone or **submit a written request at least five (5) days prior** to the student’s last day in school. This will allow the office staff time to secure the necessary information and prepare the Release Card for your child to take to the new school.

Instruct your child to be responsible for collecting all of his belongings, returning all materials assigned or borrowed, and paying for any outstanding obligations.

On the student’s last day of school, please pick up the Release Card at the school office. Registration at any State of Hawaii public school from another State of Hawaii public school will not be permitted without the submission of Form 211 (Student’s Certificate of Release).
Health and Medical Information

The principal, School Health Aide and your child’s teacher should be advised of any students who require immediate or special attention for conditions such as hemophilia, diabetes, epilepsy, heart conditions, allergies or any other health condition. It is imperative that these students have up-to-date and accurate information on their Emergency Card at all times.

If your address, home telephone number, place of employment, or business telephone number has been changed; please inform the school office and your child’s teacher immediately.

Emergency Treatment

If your child becomes ill or is injured in school, immediate first-aid care will be provided; and if necessary, the parent or guardian will be notified by telephone. In the event of serious illness or injury and parents or alternate source of contact cannot be informed and the illness/injury is thought to be of such a nature to require the services of a doctor, the child will be taken to a doctor or a hospital for treatment. This action in no way implies that the personnel or school assumes financial responsibility for the illness/injury.

Please note that we are unable to keep sick children in school. Therefore, a home, work or emergency phone number is of utmost importance. If the parent is unable to pick up the sick or injured child, the parent will need to make arrangements for someone else to do so and inform the school. The register in our Health Room needs to be signed by the responsible adult party before the child can be released. Photo ID will be required.

Medication

Medications for daily, routine, and/or life threatening conditions may be administered during the school day only after proper approval and authorization from the State Department of Health.

No medication will be administered by the authorized DOE personnel without the completion of form, DOE/SH36 and prior review by an authorized Department of Health Public Health Nurse (PHN). Please see the School Health Aide (SHA) for this form. Medications should be given at home as much as possible unless there are reasons, provided by the physician, as to why it must be given during the school day. Medications with the proper documentation and form SH36 from the physician must be taken to the Health Room. Medication will be stored in the Health Room and administered by the SHA. Lozenges and topical lotion/ointment are considered medication that are not allowed in school.

With the exception of medication given regularly, Epi-pen, Glucagon and emergency inhalers, no “as needed” (PRN) medications will be housed on school grounds.

Antibiotics, analgesics and over-the-counter medications will not be administered or stored at school.

Students are not allowed to bring medication with them in the classroom. Self-Administration Revised Statute §302-1164 (2004) requires the Department of Education to permit the self-administration of medication by a student for asthma or other potentially life-threatening illnesses. The law allows students to carry an inhaler or epi-pen after required documentation is filed with the school.
**Head Lice**

As stated by the Hawaii State Department of Health (DOH) Disease Investigation Branch: Students with live head lice do not need to be sent home early from School. “No nit” policies that require a child to be free of nits before they can return to school should be discontinued. Instead, a student should finish the school day, receive appropriate treatment and then return to school. No healthy child should be excluded from or allowed to miss school time because of head lice.

School Health Aide conducts in school screening as necessary. However, in order to keep this potential problem under control, the DOH and HIDOE request that parents regularly check their child(ren) so that early treatment can be made. Check your child’s hair, especially at the nape of the neck and around the ears for pearly, teardrop-shaped nits attached to the hair shaft. The live head lice infestation may be present with intense itching of the scalp.

**Human Immunodeficiency (HIV)**

The staff is trained to treat all blood as if it contained disease including Hepatitis B virus (HepB) and Human Immunodeficiency Virus (HIV), and help to prevent the spread of disease at school. Appropriate precautions are always taken. Federal and State law mandates these practices.

Students who are infected with HIV have a right to free, appropriate education regardless of their disability. HIV infected students do not pose a transmission risk to others in the school setting and therefore will not be excluded from the school setting based on their HIV status. All information both written and verbal regarding an individual’s HIV status shall be treated with strict confidentiality. Parents and legal guardians have the right to decided which school personnel, including principals, teachers, health nurses/School Health Aides, or other should be made aware of a child’s HIV status.
School Snack Policy
Mililani Uka Elementary School Community has adopted a health snack policy to promote lifelong healthy eating practices. The policy is based on principles and guidelines from both the Department of Education (DOE) and the Department of Health (DOH). Our goal is to promote a healthy lifestyle by encouraging good nutrition at school and at home.

DOE Wellness Principles
- Healthy students are better able to learn.
- Eating habits and active lifestyles that are developed in childhood affect health throughout life.
- All children deserve nutritious and safely prepared food.
- Standards-based Health Education, including a focus on skills and knowledge relating to nutrition.

DOE Criteria Per Serving for a Healthy Snack
<table>
<thead>
<tr>
<th>Criteria</th>
<th>Guidelines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calories</td>
<td>Less than or equal to 200 calories</td>
</tr>
<tr>
<td>Total Fat</td>
<td>Less than or equal to 8 grams</td>
</tr>
<tr>
<td>Saturated Fat</td>
<td>Less than or equal to 2 grams</td>
</tr>
<tr>
<td>Trans Fat</td>
<td>Zero</td>
</tr>
<tr>
<td>Sodium</td>
<td>Less than or equal to 200 milligrams</td>
</tr>
<tr>
<td>Sugar</td>
<td>Less than or equal to 8 grams</td>
</tr>
<tr>
<td>Dietary Fiber</td>
<td>More than or equal to 2 grams</td>
</tr>
</tbody>
</table>

Listed below are some healthy snack alternatives:
- Any fruit, fresh or dried
- Crunchy granola bars
- Yogurt
- Any vegetable
- 100% fruit juice or water
- Rice cakes
- Cheese and whole grain crackers
- 100 calories Snack bags
- Pretzels
- Celery with low fat cream cheese
- Pudding cups, sugar-free JELLO cups
- Cereal (no sugar)

NOTE: Food labels list the serving size.
A snack size plastic bag is an easy way to measure for a single serving size.

These snacks are contraband: Messy or dangerous foods, such as chewing gum; powdery snacks like dry saimin or Pixi-Sticks; any candy on a stick such as lollipops.

Birthday Celebration Policy
Birthdays are special occasions and we enjoy celebrating them at school. However, we will be following the DOE/DOH Health and Wellness Guidelines. Therefore, in line with Mililani Uka ES Wellness Plan, we will not allow the distribution of food for birthdays. Food treats will NOT be accepted by teachers or the office for distribution during the school day. We encourage celebrations involving non-food items or the donation of a class book or game. Below are a few alternative suggestions or please see your child’s teacher for additional suggestions.
★ Books to be dedicated to the “birthday student” (we will take the child’s picture and put their name, birth date and picture on the inside of the cover.
★ Games to share with the class … games to play during inside recess, etc.
★ Pencils, erasers, bookmarks, stickers, coloring books, crayons, notepads, small novelty items, colored chalk, and/or Play-Doh.
School Meal Program
A USDA* approved breakfast and lunch are served daily. Mililani Uka ES has a serving kitchen.
Our food is brought in from Mililani High School. Breakfast is first come, first served between
7:15 a.m. – 7:40 a.m. Students must be physically present during the meal service. Students are provided a
nutritionally balance meal through the National School Lunch Program. In our efforts to encourage wellness
and good nutrition, students who are purchasing a school meal are NOT allowed to bring any additional snack
or drinks to supplement their school lunch. Parents who opt to send a home lunch for their child are cautioned
to pack foods that do not spoil easily and do not pack carbonated drinks. Students may purchase milk only to
supplement their meals. All students are to eat school lunch or bring home lunch daily.

*This institution is an equal opportunity provider.

No loans will be allowed for milk only, 2nd milk, 2nd breakfast or entrée purchases.

Menus
Menus are distributed monthly and can be viewed on the school website at www.mililaniuka.org

Meals and Milk Prices

<table>
<thead>
<tr>
<th></th>
<th>Milk</th>
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<tbody>
<tr>
<td>Breakfast</td>
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<tr>
<td>Regular student breakf</td>
<td>$1.10</td>
</tr>
<tr>
<td>Reduced price student breakfast</td>
<td>$0.30</td>
</tr>
<tr>
<td>Second and subsequent student breakfast</td>
<td>$2.40</td>
</tr>
<tr>
<td>Adult breakfast</td>
<td>$2.40</td>
</tr>
<tr>
<td>Lunch</td>
<td></td>
</tr>
<tr>
<td>Regular student lunch</td>
<td>$2.50</td>
</tr>
<tr>
<td>Reduced price student lunch</td>
<td>$0.40</td>
</tr>
<tr>
<td>Second student entree</td>
<td>$2.00</td>
</tr>
<tr>
<td>Adult lunch</td>
<td>$5.50</td>
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</table>

Meal Payment
Meal payments are made at the office only. You and your child may drop payments of checks or cash in the
“Lunch Box” on the office counter. Write your child’s full name, grade and classroom number on the envelope
provided. Make checks payable to Mililani Uka Elementary School and have your child’s name and classroom
number on the check.

Students may deposit money into their meal account daily by 9:00 a.m. for lunch, and by 12:00 noon the day
before breakfast. Money is deducted from your child’s account as needed. A low balance notice will be sent
home.

Students are issued student IDs with a meal account bar-code for lunch. Students who regularly buy breakfast
will be given a bar-coded luggage tag to wear on their backpacks. The breakfast cashier can also scan
barcodes from an alphabetical student list. A charge of $0.50 will be made for lost or damaged student IDs.
Students are required to wear their IDs to lunch daily.

Refunds
Refund will only be made if student is leaving and not transferring to another DOE school in Hawaii. Please
notify the office at least a week prior to the students last day, if he/she falls into this category, so that a refund
can be prepared. Account balances for students transferring DOE schools will be electronically transferred to
the new school.
Special Needs
Under USDA regulations for schools participating in the National School Lunch Program, we cannot substitute a nondairy beverage for milk to students without a recognized disability. Students with a documented disability that restricts his/her diet must have a Medical Diet Order completed by a licensed physician. The Medical Diet Order must include the child’s disability, an explanation of why the disability restricts the child’s diet, the major life activity affected by the disability, the food or foods to be omitted from the child’s diet, and the food or choice of foods that must be substituted. Contact school administration for assistance if your child’s has special diet needs.

Lunch Loans
You or your emergency contacts may be called to repay a loan. Lunch loans must be repaid the next day, and a prepayment for future meals should also be made. Negative account balances must be cleared and cannot be transferred to a new school.

Free and Reduced Meals
Federal assistance is available for income-qualifying families. Forms for breakfast/lunch assistance are sent home on the first day of school each year. If you need breakfast/lunch assistance, please complete the form and return it to the school. Our school receives additional funds for each student qualifying for Federal assistance. Please consider applying even if you are unsure that you qualify. You will be notified if you meet the criteria. If at any time during the school year problems arise that might entitle your child to a free or reduced status, please call the office.

Go Online for Faster Response
Free and reduced price meal applications for the school year 2018-2019 are being accepted online at ezmealapp.com starting after July 23, 2018. You do not have to submit a paper application if an online application is submitted.

Hints to help you with online application:
1. Student must be enrolled in a DOE school (excludes charter schools) for an application to be processed.
2. Correctly enter the legal names and birthdates (this information is used to match students).
3. Non-DOE (charter, private or college) students should be listed in the household only.
4. For each income enter:
   a) Gross earnings (before taxes or deductions) and
   b) How often the amount entered is received (do not use hourly wages).
5. If applicable, enter the total income of all Child Household members in STEP 4. If child has no income, leave STEP 4 blank.
6. The electronic signature must be that of an adult in the household.
7. If applying with SNAP or TANF case number:
   a) Select SNAP or TANF in Step 1 under Benefit type and enter authorized case number and same name of recipient.
   b) After listing the students in Step 2, the application will skip to Step 5: Electronic Signature. Adult must sign in.
   c) If the error message: “The Electronic Signature does not match what was entered…” appears, delete and retype the signature name making sure that there are no extra blank spaces at the beginning or/and end of first and last names.
8. A confirmation number appears with the application is submitted. Write down the number for future reference.
9. Once an application is processed (up to 10 working days), the school will send home a results letter with your student.
10. This institution is an equal opportunity provider.
Counseling

Mililani Uka Elementary School counselors are available to address the concerns of students, teachers and parents. Their goal is to support the behavioral and academic success of students by providing individual and group counseling sessions, classroom guidance, as well as contact and referral to community agencies. The counselors also work with the administration to coordinate the State standardized testing program.

Comprehensive Student Support Services (CSSS)

The goal of CSSS is to respond to the broad range of student needs by providing students with comprehensive, integrated, and custom supports that are accessible, timely, and strength-based for school achievement. An array of student support services is an inventory of programs and services designed to develop competent students. The prevention efforts support student success.

*Comprehensive Student Support System on page 5 of this handbook.

Purple Hands Pledge – “I will not use my hands or my words for hurting myself or others.”

The Purple Hands Pledge is a school-wide pledge that the students and staff of Mililani Uka ES recite each morning after the Pledge of Allegiance to the flag. The words of the pledge reminds us that we need to PAY ATTENTION to the things we say and do to ourselves and others that can cause pain. Each day, we will make a commitment to stop and think before we do anything hurtful to ourselves or others. Anger is a feeling … violence is always a choice. Each month, on the first Thursday we all wear purple to remind us of our commitment to live the Purple Hands Pledge.

CHARACTER COUNTS!

CHARACTER COUNTS! is a school-wide character education initiative adopted in January 2006 by all of the Mililani Complex schools (Mililani Uka ES, Mililani Ike ES, Mililani Mauka ES, Mililani Waena ES, Kipapa ES, Mililani Middle School and Mililani High School). Studies show that a comprehensive, strategic approach to integrating ethical values in the school culture can positively impact the character of students, dramatically reduce behavior problems, improve classroom management, and increase focus on academics.

CHARACTER COUNTS! is a framework that uses six core ethical values called the Six Pillars of Character: trustworthiness, respect, responsibility, fairness, caring, and citizenship and an ethical decision making model. The CHARACTER COUNTS! framework is not an add-on, rather it is designed to be woven into the existing curriculum and discipline policies to create a common language where ethical values are pervasive in all aspects of the school culture. Students learn to apply the Six Pillars of Character in different settings in school, at home, and in the community. Positive Behavior expectations are tied to the Six Pillars of Character.
<table>
<thead>
<tr>
<th>Core Ethical Values</th>
<th>Behavioral Expectations – In all settings, “I can ...”</th>
</tr>
</thead>
</table>
| **Trustworthiness** | - Be honest  
                      - Do what I say I will do |
| **Respect**         | - Use good manners  
                      - Use kind words  
                      - Respect school and personal property  
                      - Keep my hands and feet to myself |
| **Responsibility**  | - Follow directions  
                      - Do my best  
                      - Keep on task  
                      - Be prepared and on time  
                      - Apologize for my mistakes |
| **Fairness**        | - Play and work by the rules  
                      - Take turns  
                      - Share |
| **Caring**          | - Be kind  
                      - Show appreciation  
                      - Help others |
| **Citizenship**     | - Obey rules and laws  
                      - Do my part to improve the school and community  
                      - Cooperate with others  
                      - Protect the environment  
                      - Respect authority  
                      - Make safe choices |

**Social Emotional Learning (SEL)**

Social and emotional learning (SEL) provides the structure and process for adults and students to develop fundamental emotional and social competencies and experiences to:

- Understand and manage emotions
- Set and achieve positive goals
- Establish and maintain positive relationships
- Feel and show empathy for others
- Make responsible decisions

SEL builds a positive school climate at the Home of the Mighty Egrets since September 2017. At Mililani Uka ES, MindUp is the SEL curriculum (Grades K-5) that introduces the three “Your Brain” helpers:

- **Focus – Prefontal Cortex (PFC)** helps us make smart, good and safe choices.
- **Feeling – Amygdala** helps protect us from danger and might block our thinking.
- **Memory – Hippocampus** processes important facts and saves our happy memories.

Breathing to the rescue! We breathe deep into our belly to stay calm and help our **PFC** think clearly.
Getting to Know and Love

Your Brain

There are three big helpers in your brain.
One helps you make smart choices. One helps protect you from danger.
And one saves your favorite memories and your ABCs.
Can you name the three helpers?

**Prefrontal Cortex**
I’m prefrontal cortex (PFC) for short. I help you solve math problems and get to know your favorite book and TV characters. Give me time to work, and I can help you make friends, or make the best decision in a tough situation.

**Amygdala**
I’m amygdala and I’m here to keep you safe! I react FAST. If there is serious danger, I’ll help you run, freeze or fight back.

**Hippocampus**
I’m hippocampus and I’m like a scrapbook in your brain! I save everything important that you want to remember --- from your ABCs to the names of all the people in your family. When something happens to make you smile, I’ll save that as a happy memory!

Breathing to the rescue!
Breathe deep into your belly to stay calm and help your PFC think clearly.
Transition Learning Center (TLC)
Transition Learning Center (TLC) supports students in grades K-5. TLC provides early intervention/prevention support services to students who are having difficulty adjusting to school. Students receive support from a nurturing adult to help them to acquire appropriate social skills, build self-esteem, and develop effective work habits. TLC mission is to:

- Welcome every new student.
- Establish the initial Uka Pride connection.
- Transition new students to the Home of the Mighty Egrets.
- Provide a safe, nurturing environment as a means to support learning.
### Core Ethical Values

<table>
<thead>
<tr>
<th>GLO 2</th>
<th>GLO 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ethical Core Learner Outcomes</td>
<td>All Settings</td>
</tr>
<tr>
<td><strong>Trustworthiness</strong></td>
<td><strong>Classrooms Library Computer Lab</strong></td>
</tr>
<tr>
<td>- Be honest</td>
<td>- Use materials and technology appropriately and ethically</td>
</tr>
<tr>
<td>- Be reliable</td>
<td>- Keep work area neat</td>
</tr>
<tr>
<td>- Do what I say I will do</td>
<td><strong>Recess / IPE Play Areas Uka Pride Playscapes</strong></td>
</tr>
<tr>
<td>- Come to school and be on time</td>
<td>- Eat my own snacks</td>
</tr>
<tr>
<td>- Wear my name tag</td>
<td>- Stay in my assigned area</td>
</tr>
<tr>
<td><strong>Respect</strong></td>
<td>- Freeze when the bell rings</td>
</tr>
<tr>
<td>- Use good manners</td>
<td>- After the whistle is blown, walk back quietly to class</td>
</tr>
<tr>
<td>- Use appropriate kind words</td>
<td>- Return to class on time</td>
</tr>
<tr>
<td>- Respect school and personal property</td>
<td>- Walk straight to my destination</td>
</tr>
<tr>
<td>- Keep areas clean</td>
<td>- Follow the Cafeteria Rules With Uka Pride expectations</td>
</tr>
<tr>
<td>- Keep hands &amp; feet to myself</td>
<td>- Keep my area neat and clean</td>
</tr>
<tr>
<td>- Stay focused on the teacher and speaker</td>
<td>- Follow restroom expectations</td>
</tr>
<tr>
<td>- Apologize for my mistakes</td>
<td>- Use toilet, basin, soap and paper towel properly</td>
</tr>
<tr>
<td><strong>Responsibility</strong></td>
<td>- Wash my hands</td>
</tr>
<tr>
<td>- Dress appropriately</td>
<td>- Follow General Rules for Playground Equipment</td>
</tr>
<tr>
<td>- Follow directions</td>
<td>- Use equipment properly and safely</td>
</tr>
<tr>
<td>- Listen with my eyes, ears, and heart</td>
<td>- Take care of and return play Equipment</td>
</tr>
<tr>
<td>- Do my best - Keep on task - Think before I speak</td>
<td>- Walk straight back to class</td>
</tr>
<tr>
<td>- Be prepared and on time</td>
<td>- Follow the Calm Cafeteria Rules With Uka Pride</td>
</tr>
<tr>
<td>- Have a positive attitude</td>
<td>- Use my quiet voice, other classes are in session</td>
</tr>
<tr>
<td>- Apologize for my mistakes</td>
<td>- Use my quiet inside voice</td>
</tr>
<tr>
<td><strong>Fairness</strong></td>
<td>- Practice good table manners</td>
</tr>
<tr>
<td>- Play and work by the rules</td>
<td>- Eat my own food</td>
</tr>
<tr>
<td>- Take turns</td>
<td>- Respect the adult supervisors</td>
</tr>
<tr>
<td>- Share equipment</td>
<td>- Raise my hand when I need help</td>
</tr>
<tr>
<td>- Wait my turn</td>
<td>- Keep my hands to myself while waiting in line</td>
</tr>
<tr>
<td>- Take care of and return school property</td>
<td>- Sit properly - Remain in my assigned area throughout the assembly</td>
</tr>
<tr>
<td>- Help others with my ideas</td>
<td>- Sit properly - Remain in my assigned area throughout the assembly</td>
</tr>
<tr>
<td><strong>Caring</strong></td>
<td>- Share with others</td>
</tr>
<tr>
<td>- Always Be careful - S.T.O.P. - Be kind - Help others - Show appreciation - Resolve problems with words - Demonstrate the Purple Hands Pledge</td>
<td>- Cooperate and help my family and others</td>
</tr>
<tr>
<td>- Take care of and return school property</td>
<td>- Listen to the speaker</td>
</tr>
<tr>
<td>- Help others in need</td>
<td>- Focus on the performance</td>
</tr>
<tr>
<td>- Take turns - Include others when playing</td>
<td>- Look, listen and learn</td>
</tr>
<tr>
<td>- Notify the Yard Duty adult when someone is injured</td>
<td>- Take care of the restroom facilities</td>
</tr>
<tr>
<td>- Keep my hands to myself</td>
<td>- Applaud when appropriate</td>
</tr>
<tr>
<td>- Clean up after myself by picking up the rubbish from the table, seat and floor</td>
<td>- Applaud when appropriate</td>
</tr>
<tr>
<td><strong>Citizenship</strong></td>
<td>- Show kindness, compassion and care for my family and community - Express gratitude</td>
</tr>
<tr>
<td>- Think Safety First - Obey the rules and laws - Do my part to improve the school and community - Cooperate with others - Protect the environment - Respect authority</td>
<td>- Recite the flag pledge, Purple Hands Pledge and sing the song</td>
</tr>
<tr>
<td>- Respect everyone’s learning - Follow the rules and procedures - Work cooperatively with others</td>
<td>- Volunteer to help with community service projects</td>
</tr>
<tr>
<td>- Follow school rules - Cooperate with others - Use a pass to leave the play area</td>
<td>- Be a good neighbor</td>
</tr>
<tr>
<td>- Cooperate with others</td>
<td>- Protect my environment</td>
</tr>
<tr>
<td>- Talk to my neighbor with my inside voice</td>
<td>- Volunteer to help with community service projects</td>
</tr>
<tr>
<td>- Raise my hand to get out of my seat</td>
<td>- Be a good neighbor</td>
</tr>
<tr>
<td>- Quiet Time: Last 5 minutes of lunch</td>
<td>- Get help from the campus police</td>
</tr>
<tr>
<td>- Keep restroom area clean and sanitary</td>
<td>- Play the rules</td>
</tr>
<tr>
<td>- Enter and leave in an orderly manner</td>
<td>- Be open-minded</td>
</tr>
<tr>
<td>- Volunteer to help with community service projects</td>
<td>- Listen to others</td>
</tr>
<tr>
<td>- Be aware and alert</td>
<td>- Do my part to treat everyone fairly</td>
</tr>
<tr>
<td>- Be mindful of the moving vehicles and pedestrians</td>
<td>- Keep others safe</td>
</tr>
</tbody>
</table>

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**Mililani Uka Elementary School**

**TRRFFC Expectations Matrix With Uka Pride**

**Revised 4/2017**

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### “I Can…” for specific settings at the Home of the Mighty Egrets and in the community.

- Wear my name tag
- Come to school and be on time
- Be reliable
- Obey the rules and laws
- Protect the environment
- Apologize for my mistakes
- Listen with my eyes, ears
- Follow directions
- Stay focused on the teacher
- Keep hands & feet to myself
- Share equipment
- Respect the idea of others
- Use quiet voice, other classes are in session
- Use my quiet inside voice
- Practice good table manners
- Eat my own food
- Respect the adult supervisors
- Raise my hand when I need help
- Keep my hands to myself while waiting in line
- Sit properly - Remain in my assigned area throughout the assembly
- Sit properly - Remain in my assigned area throughout the field trip
- Use my quiet voice
- Practice good hygiene
- Conserve water
- Be respectful of everyone’s privacy
- Use my quiet voice
- Practice good manners
- Use my quiet inside voice
- Focus on the performance
- Look, listen and learn
- Take care of the restroom facilities
- Applaud when appropriate
- Show kindness, compassion and care for my family and community - Express gratitude
- Recite the flag pledge, Purple Hands Pledge and sing the song
Student Conduct and Discipline

Education is a collaborative effort between teachers, students and parents working together to help students develop the thinking, academic and social skills necessary to become a positive contributing citizen of the world. One of our goals is to instill a sense of self-discipline in students so that individuals do not allow themselves to infringe upon the rights of others as they seek to express themselves.

Students are required to behave properly, respecting others and property. This includes traveling to and from school. Respect for everyone in our school community is expected. Consequences for failure to follow school rules may include but are not limited to loss of school privileges, restitution, in or out of school suspension, detentions and notification of parents.

Every classroom teacher has established classroom rules and procedures. Students who fail to follow classroom rules will be subject to classroom consequences or referral to school administrators.

When a student’s behavior violates established rules of the school or state laws, or when a student willfully disobeys legitimate directives, he/she may be subjected to school-administered discipline. The purpose of school-administered discipline is to:

1) Promote and maintain a safe and secure educational environment;
2) Teach proper behavior which is beneficial to the educational process and self-development;
3) Deter students from acts which interfere with the purpose of education or which are self-destructive, self-defeating or anti-social; and
4) Maintain proper student conduct to ensure that educational activities and responsibilities remain uninterrupted.

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 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, assessments 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 to come to school free from the influence of tobacco products, alcohol and drugs. Students are expected not to use or possess such substances. Students are expected not to harass others verbally or physically.

All staff members have been trained to take bullying and harassment seriously.
School Strategy for Bully Prevention

STOP, WALK, TALK

Definition of Bullying: Bullying is hurting someone with hands and/or words. It keeps happening even when asked to stop and makes someone feel like they are in danger or uncomfortable.

If you are bullied:
- **STOP**: Say “STOP” and hold up your hand
- **WALK**: Calmly walk away
- **TALK**: Get help by talking to an adult

If you witness someone being bullied:
- **STOP**: Say “STOP” and hold up your hand
- **WALK**: Encourage the student who is being bullied to walk away.
- **TALK**: Say, “Let’s go talk to an adult.”

If someone tells you to “STOP”:
- **STOP**: Take a breath and count to three
- **WALK**: Walk away with respect even if you don’t agree.

Students are reminded that if teasing or physical contact is persistent or severe, it can be considered one of the four Chapter 19 categories of “Harassment” (verbal, physical, racial, sexual). A harassment infraction is a Class B offense, and an automatic office referral.

We use **STOP** and **THINK** to help us make good, safe choices:

**STOP**
- **Stop**: Before we speak … **THINK**
- **Take three breaths**
- **Observe what’s happening**
- **Proceed with kindness and compassion**

**THINK**
- **T** = Is it **True**?
- **H** = Is it **Helpful**?
- **I** = Is it **Inspiring**?
- **N** = Is it **Necessary**?
- **K** = Is it **Kind**?

We are **TRRFCC** citizens who can **THINK** with Uka Pride!

It is important for students or parents to notify a teacher or administrator immediately if a child is being harassed in any way.

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.

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 a safe environment free from fear.

Acts of violence, weapons and contraband are never acceptable.
Chapter 19
Rules and Regulations Governing Student Behavior

Chapter 19, adopted by the Board of Education, governs school discipline (copies available at the office). Class A offenses are based on State law, Class B and C offenses are based on Department of Education rules and regulations; Class D rules and regulations are developed by the school. Chapter 19 specifies the types of disciplinary actions, which are appropriate for each class. Class A, B, C or D disciplinary actions can be continued or carried over to a new school year if a student commits a serious violation within the last 20 days of the previous school year.

We request assistance of our parents to review Chapter 19 and School Rules with their children.

Class A offenses:
Assault; Burglary; Possession, use or sale of dangerous weapons, substances or instruments; Possession, use or sale of drug paraphernalia; Extortion; Possession, use or sale of firearms; Possession, use or sale of illicit drugs; Murder; Property damage; Robbery; Sexual offenses; Terroristic threatening.

Class B offenses:
Disorderly conduct; Rendering of a false alarm; Gambling; Harassment; Theft; Trespassing.

Class C offenses:
Violations of Department of Education rules. They include Cutting class; Insubordination; Leaving campus without permission; Smoking; Truancy: Possession, use of laser pen/pointer.

Class D offenses:
Violations of rules adapted to a particular school, such as Mililani Uka Elementary School’s Rules for Student Conduct and Discipline, and include but no limited to: Contraband; Disrespect/non-compliance; Dress Code violation; Inappropriate language; Lying/cheating; Physical contact; Property misuse; Tardy.

Consequences and Disciplinary Measures
Disciplinary action for students in grades K-5 include counseling, behavioral contract, warning, reprimand, parent contact, loss of privilege, confiscation of contraband, office referral, detention, restitution, varying periods of suspension from school, disciplinary transfer to another school, and dismissal from school.

- Class A, B, C offenses are immediate office referrals. For Class D offenses, teachers attempt to work with students and parents, unless the infraction becomes persistent.
- The severity of the infraction will be taken into consideration in determining the specific consequence. For example, a mild infraction may be handled with a reprimand and warning, a moderate infraction may warrant a parent conference or detention and a severe infraction may warrant suspension.
- The number of times the offense has been repeated will be taken into account in determining the specific consequence. For example, the disciplinary measure for a first offense may be reprimand or warning, the second offense may warrant detention, and repeated offenses may result in suspension.
- Whenever possible, behavior improvement plans will include natural and logical consequences of behavior; e.g. loss of recess privileges, cleaning up of the graffiti, etc.
• Lunch will never be revoked for disciplinary reasons. Field trip privileges will be revoked only if a student’s behavior restricts the right of others to enjoy the activity or their own safety cannot be assured.
• Corporal punishment will not be used in the school. We firmly believe that appropriate alternatives are available when restraining a student from hurting himself or any other person or property.

**Contraband**
The following items are NOT ALLOWED in school and should be left at home:

- Weapons, including pocket knives (student may be expelled for possession)
- Combustibles such as matches, lighters, pistol caps, firecracker, fireworks, poppers
- Messy or dangerous foods, such as chewing gum, powdery snacks like dry saimin, JELL-O powder; any candy on a stick such as lollipops
- Audio/video/electronic games and equipment, laser pointers, cell phones, cameras, smartwatches
- Valuables or cash (unless requested by teachers for school activities)
- Toys, especially “projectiles,” such as hard balls, Frisbees, model planes, toy guns, water guns, sling shots, rubber band guns; also kendama, yo-yo, handcuffs, kites, balloons, fidget spinners and fidget cubes.
- Sprays, such as breath and hair spray, hair coloring products, glitter, perfume
- Medications (all medication must be documented and/or stored in Health Room)
- Trading cards and other items when used to trade, gamble, sell
- Heelies (or similar), roller blades, skateboards and scooters
- Any other items that are deemed by administration as posing a safety risk

Mililani Uka Elementary School **is not responsible for and will not conduct investigations** for lost or stolen contraband items including cell phones, trading cards, toys and all of the above items or similar.

**Dress Code**
In order to provide a safe and secure school, strengthen the educational focus, and establish an orderly learning environment while preparing students for success in the professional work place, students, parents and faculty at Mililani Uka Elementary have established the following standards for student dress and appearance.

Students are expected to be clean, neat and appropriately attired at all school functions on and off campus. Students are expected to practice good hygiene and grooming. Any offensive clothing, accessory or decoration (profane, obscene, racist, sexually explicit messages or graphics: writing or pictures relating to alcohol, drugs and violence) is prohibited. Cosmetics to the face, hair and body that distract from the educational environment are not allowed (examples: spray painted hair, cosmetics/make-up, face paintings and or temporary tattoos, extreme hairdos, etc.)
Dress Code (CONTINUED)

Clothing should be safe for children to wear.

Headgear: Hats with a brim must face forward over the face and will be allowed only for outdoor events. No hoods, knitted ski caps, beanies, bandanas, doo rags, etc. Sunglasses will only be allowed for outdoor events.

Jewelry: No distracting or unsafe jewelry (examples: dangling earring, facial piercing jewelry, large chains, spikes, gang or cult related jewelry).

Footwear: Covered shoes are required for Physical Education, field trips and playing on the playground equipment, field, courts, and four square areas as well as working the cafeteria, office and library. All footwear must have a heel that is as wide as the footwear and cannot raise the heel of the student’s foot more than 1½ inches from the ground. Footwear must be worn at all times – no bare feet.

Clothing: All clothing must cover an individual’s chest, stomach, back and bottom at all times. Undergarments should not be visible.

Dresses, skirts, skorts and shorts hems must be no shorter than the student’s longest fingertip.

No revealing clothing such as midriff-baring tops, strapless tops, spaghetti strap tops, bikini tops, halter tops, see-through and form fitting clothing. Spandex or leggings are permitted under appropriate length dresses, tops, skirts or shorts. Wearing a jacket over the revealing clothing is not acceptable.

Necklines for tops must not be lower than the “line” across the underarms. Straps of all tops and dresses must be at least one inch wide.

No oversized sagging, torn, frayed or ripped clothing.

Exceptions: School Administration will determine any exceptions to the Dress Code for religious, medical or special circumstances on a case-by-case basis.

Enforcement: School Administration reserves the right to declare any dress or appearance as inappropriate for school if it inhibits the educational process or threatens the health and safety of others. Students who are non-compliant with the MUES Dress Code will be subject to discipline under classroom and school discipline policies. Students may borrow a T-shirt and shorts from the Health Room for the school day to comply with the school dress code. Parents may be required to bring appropriate clothing to school.

The Dress Code also applies to any volunteer on campus and chaperones on educational excursions (field trips). All school staff is asked to model the MUES Dress Code during all school activities.
School Program Information

Classroom Visitors
Instructional time is very important to our teachers and students. In an effort to keep classroom disruptions to a minimum, parents are asked not to go directly to their children’s classroom. Instead, please come to the school office for assistance. Additional information can be found on page 14 of this handbook.

School Planner
Planners are to be used by grades 2 to 5 to instill good homework practices. Planners can be purchased from your child’s teacher or the office for $5.00.

Progress Reports
Reports to parents are made four times during the school year, approximately nine weeks apart. School-wide scheduled parent-teacher conferences will be held after the first quarter of school.

Homework
Homework is an integral part of a student’s behavior. Homework is defined as instructionally based out-of-class tasks assigned to students as an extension or elaboration of classroom work. To get the greatest benefit from school learning experiences, students may be assigned related study or follow-up work at home to strengthen and reinforce learning. It also builds responsibility and develops essential study habits.

Teachers have the responsibility for making meaningful assignments. The purposes and criteria should be clearly understood by both student and teacher.

Students have the responsibility for accepting and completing homework in a timely and effective manner, soliciting help and support of parents and teachers as necessary.

Parents have the responsibility of providing the time, place, supervision and other means of support necessary for their child to complete the homework in a timely and effective manner. Parents are encouraged to set aside a regular time to discuss papers their child may have brought home from school and to talk to their child about the day’s events.
Requests for Make-Up Work
Whenever students are absent for more than a day, parents may request that homework or missed classroom work be sent to the office for pick up between 3:00 – 4:00 p.m. Requests for homework assignments must be made by 9:00 a.m. in order to give the teacher enough time to organize the materials to be sent home.

Any request for homework for a week or more needs to be made to the teacher at least one week in advance to allow enough time for the teacher to prepare the work. Homework is an extension of the classroom work. When your child is absent for an extended period of time, your child does not have the benefit of instruction from the teacher. Many lessons cannot be made up or completed without the instruction of the teacher. Therefore, students will be responsible for the work missed upon their return to school.

Vacations during school instructional days will be considered unexcused absences.

School textbooks may NOT be taken off island.

Educational Excursions (Field Trips)
Field trips are considered “educational excursions” that are planned to provide students with experiences that support the school curriculum. A parent or guardian must sign all field trip permission forms before a student is allowed to go on the field trip.

Bus fare money cannot be refunded if the child is unable to attend.
Admission money is refundable. Children are to bring sack lunches on the day of their field trip. A limited number of parent chaperones may be asked to accompany the class on the field trip. Parent chaperones must remain drug, alcohol and tobacco free during the entire field trip (includes off island travel). Chaperones should follow all teacher procedure and school rules including the Dress Code. Chaperones are not to bring other children on the excursions and unless otherwise directed will ride the same transportation as the students. All chaperones must attend a volunteer training session with the PCNC Facilitator. All students will ride together, unless for health and safety reasons this is not feasible. Students are expected to exhibit excellent behavior and follow school rules. Students who misbehave on a bus shall be subject to disciplinary actions as defined by Chapter 19 of the Board of Education’s Hawaii Administrative rules.

Parent Conferences
Conferences are encouraged between the teacher and parent. If there are any questions concerning your child, please contact your child’s teacher. Should the issue not be resolved you may also request a conference with the teacher.
**Library**

All students have access to the library materials and computers unless denied access by the parent or guardian. Students are expected to be responsible for the library materials they borrow. Any student that damages or loses a book will be charged the cost for it. All library materials are barcoded and the barcodes must remain on the books and not be tampered with.

Students will be charged $1.00 for each lost or damaged barcode. If a student loses the barcoded envelope, they will be charged $2.00. If a student damages or loses a classroom textbook, they will be billed the replacement cost.

**QUEST (Gifted and Talented Program)**

QUEST is Mililani Uka’s Enrichment Program. It is a supplemental, inquiry based, pull out program that services identified students in grades 1-5. QUEST is a once a week pull-out program that integrates the areas of science, math and the language arts in project-based learning opportunities. Students use their strengths and “stretch” in other areas as they become critical thinkers and problem solvers. They are also given the opportunity to become self-directed learners, community contributors, quality producers, effective communicators and ethical users of technology.

**Special Education**

Special Education is provided for qualified students. If your child received Special Education or if you feel your child may be in need of Special Education, please call the teacher and/or the school counselor.

**School Spirit Activities/School T-shirts**

Spirit Week falls on the first school week of the month with a Wednesday/Thursday/Friday sequence. The activities promote school spirit and Uka Pride.

- **On Wednesday:** Wear red to promote Drug Free Awareness.
- **On Thursday:** Wear purple to promote the Purple Hands Pledge.
- **On Friday:** Wear blue to promote Uka Pride.

Recycle Drive: Bring your recyclables (only aluminum cans, glass bottles, and plastic bottles) to the front of the library from 7:15 a.m. to 7:55 a.m. (noon recyle).

To assist with the spirit days, the Student Council sells school t-shirts. Orders are taken at the beginning of the school year and students are encouraged to wear their Uka t-shirts on field trips.
Civic Responsibility

Mililani Uka Elementary School students have opportunities to serve the school community by volunteering in various programs that supports student learning and growth as citizens. Service Learning allows students to grow in their own learning as they problem solve and help improve the community that they live in. The students are expected to participate as a team member for the entire school year, keep up with all classroom work and assignments, and be responsible and capable of managing their time.

Student Council
Open to Grade 4 and 5
The Student Council of Mililani Uka Elementary School directs and drives school activities each school year. The Council is made up of five (5) officers from Grade 5 (President, Vice President, Secretary, Treasurer, and Historian), as well as Classroom Representatives (two representatives from each fourth and fifth grade homeroom). The Student Council meets once a month and participates in various school and community activities. They also serve as the liaison between the student body and the Administration, Hui ʻo Mililani Uka, and School Community Council.

Recruitment Guidelines:
Officers are recruited through an election process during the 2nd semester of the 4th grade school year. Students wishing to run for office complete a nomination form and their homeroom teacher completes a rating sheet. A Primary and General Election are held in the Spring to select the Student Council officers for the next school year. Classroom Representatives are recruited at the beginning of the school year. Two representatives are chosen from each 4th and 5th grade.

Campus Police Officers (CPO)
Open to Grade 4 and 5
Students are nominated by their 3rd and 4th Grade Teachers. CPO support the campus safety by monitoring the student pick up and drop off areas to ensure pedestrian and campus safety rules are followed before and after school. There are two CPO platoons that report to duty every other week throughout the school year. CPO report to school at 7:15 a.m. on the days their platoon is on duty. CPO serve from 7:30 a.m.—7:50 a.m. before school, and 2:00 p.m.—2:20 p.m. after school (Wednesday 12:20 p.m.—12:40 p.m.). Once a month, following their afternoon duty, the CPO receive special training from Honolulu Police Department District 2 Community Policing Team from Wahiawa Police Station.

Duties include raising and lowering the flag, supporting pedestrian safety at various campus locations (bike rack, Office, bus stop). CPO are considered student leaders. Each platoon offers further leadership opportunities through the positions of Captain and Lieutenant. CPO of the year is also honored at the Grade 5 Aloha Assembly in May.

Along with the campus safety duties, all CPO are C.A.R.E. Coordinators in our C.A.R.E. Corps Program: Caring Companions  Always On Hand  Ready to Help  Encourage New Mighty Egrets
Campus Police Officers (CONTINUED)

Under the direction of the CPO and Transition Learning Center (TLC) Advisors, CPO help new students transition to our school by providing a peer connection from their first day of school and assisting with new student orientation and follow-ups.

Cafeteria Monitors
Students from Grades 3, 4 and 5 provide community service to the school by assisting with the serving of the lunch meal. This includes 30 minutes lunch (free lunch meal). Jobs include separating paper trays, serving rolls, buns, cookies, fruit, etc. Clean up includes wiping counters and tables. No heavy lifting is involved. Students do not handle sharp implements. Cafeteria Monitors learn about serving, cleaning, working together and providing community service (BOE Administration Rules #8-37-10 Use of Student Help in the Cafeteria).

Grade Level Buddies
Grade level classrooms adopt another classroom for peer education cross-age activities.

Egret Chorus: 23 years of Music Appreciation With Uka Pride
The Mililani Egret Chorus is open to students in third, fourth and fifth grades who enjoy music and like to sing. The goals of the Egret Chorus are to:

- Encourage musical growth.
- Increase understanding and appreciation of different music genres.
- Provide students with opportunities to perform on stage with Uka Pride.

Permission forms are sent home in late August for student sign up. Practices are held after school depending on the grade and school schedule. Egret Chorus members commit to attend all rehearsals and performances, be on time for practice, participate with a positive attitude, be ready to listen and sing with Uka Pride when instructed and try their best at all times. Performances for parents and the community include school assemblies, C&C Mililani Emergency Preparedness Fair, the Complex Character Counts! Celebration, held in October, the Complex Choral Festival held in March and school parent events like the Hui Spring Fling. Our Egret Chorus was established in 1995.

Garden Growers
The Garden Club of Mililani Uka Elementary School are comprised of third grade students who meet once a week to plant, observe and care for the `Aina In Schools’ garden beds. Students participate in field trips to learn more about sustainability as well as understanding the importance of growing locally through lessons, books, and experiences. These students don’t mind getting their hands dirty. They love to learn about what plants need and how plants grow. Students show what they have learned by leading tours of their gardens during our Spring Fling event.

Track Team
The Track Team is a competitive team composed of the fastest Grade 4 and Grade 5 students at Mililani Uka Elementary School. This team is typically selected at the end of the third quarter. These students are tasked to train and develop their speed for the purpose of representing our school at the Mililani Complex Invitational Track Meet in the fourth quarter.
**Cross Country**
Mililani Uka’s Cross Country season begins in late August/early September, and lasts through the remainder of the first quarter. Students from Grades 3, 4, and 5 who are interested in distance running as a form of exercise, participate in Cross Country. These students run a one-mile course two days per week. This is a non-competitive program where students are encouraged to improve their personal times in the one-mile run. At the end of the season, the fastest boys and girls from each grade level will be selected to represent our school at the Mililani Complex Cross Country Meet which takes place in the second quarter.

**Jump Rope Team**
Jumping rope is a fantastic way to get a cardiovascular workout. The Jump Rope Team is open to students in grades 2, 3, 4, and 5. The jump rope season runs throughout the third quarter of the school year. All you need in order to participate in the Jump Rope Team is a pair of shoes and a jump rope. Don’t have a jump rope? We have ropes for the jumpers to use while at practice. The jumpers will meet once a week to practice their jump rope skills and have fun jumping for their peers.
Parental Involvement

Hui ‘O Mililani Uka (Hui)
The “Hui” is the official parent-teacher organization for the school. All parents and guardians of students attending Mililani Uka Elementary School and their teachers are members and encouraged to participate in meetings and other events. Board meetings are held monthly and the organization sponsors various activities throughout the school year. The purpose of the Hui is to involve parents, teachers and the community in ensuring Uka students have a high quality-learning environment and to fully support the Mililani Uka Elementary School mission statement.

School Community Council (SCC)
The School Community Council (SCC) is a democratic system of management, which allows greater school level flexibility, and the increased involvement of those directly affected by decisions. SCC encourages all segments of the school community to work together through collaborative involvement and shared decision-making.

The SCC at Mililani Uka Elementary School is composed of responsible and committed representatives; parents, teachers, administrators, staff, community members and students. Public meetings are held each month. Parents and any community member are encouraged to attend and participate. Meeting dates are published in the parent newsletter, Egrets Talk Story.

Parent Newsletter
The Egret’s Talk Story is available on our school website. Please give each Egret’s Talk Story your careful attention for this is an important means of communicating general information to parents regarding upcoming activities and school events. Hard copies are available in the office.

Parent Community Networking Center (PCNC)
The PCNC is provided so parents have an array of activities designed to help facilitate the development of themselves and their children. The PCNC Facilitator works closely with the teachers, administrators, the Hui O Mililani Uka, and the School Community Council to support and organize school activities. The PCNC Office is located in the right front corner of the administration building. The PCNC Facilitator position is part-time so the office is not open during all school hours, but visits can be scheduled by calling the office at 627-7303 ext 3054-922.

Volunteers
Mililani Uka Elementary School welcomes adult volunteers in our school. In order to volunteer on campus; all volunteers, including parent field trip chaperones must go through the volunteer training program coordinated by the PCNC Facilitator. Volunteers tutor in classrooms, read to students, duplicate materials, and assist in the library and at other school events. Library and tutoring volunteers should be able to commit to at least one morning or afternoon per week on a regular basis.

All volunteers, including parents, are required to sign in and out at the office and received an identification badge.
School Safety

Kuahelani Park Restroom
Before, during and after school – the Kuahelani Park restroom is off limits. Students must use the restroom on our campus. Remember Always Be Careful.

Emergency Preparedness Drills
Campus-wide emergency preparedness drills are conducted regularly. Visitors should participate in any drill that is conducted while they are on campus.

1) Lockdown and Shelter In Place Drills
A classroom Lockdown Drill and a recess Shelter In Place Drill are conducted once a year. Parents who are on campus at the time of a Lockdown or Shelter In Place Drills are required to take shelter in the nearest classroom or library. Instructions are communicated through our school public address system.

2) Off Campus Evacuation Drill
The evacuation destination for fire and bomb drills is on Kuahelani Park, adjacent to campus. If it becomes necessary to evacuate to an "off campus" site, students and staff will evacuate to Mililani District Park. If for some reason, we are unable to evacuate to District Park, students and staff will proceed to Kealohi Neighborhood Park (located on Lanikuhana Street by MTA Rec Center 4), or Nohola Neighborhood Park (located off Anania Drive on Nohola Loop behind Hanalani School). The destination will be noted on the evacuation sign posted at the front and back campus gates.

3) Fire and Bomb Threat Evacuation Drills
Fire Evacuation Drills and fire system checks are conducted once a month. Bomb Threat Evacuation Drill is conducted once a year. The destination for both drills is Kuahelani Park. Bomb Threat drill is just like a fire drill except the Radio Frequency (RF) transmitting devices cannot be used. This includes the use of cell phones, remote controls, walkie talkies and school bells. On the telephone system an announcement is made. Voice amplifier, “mini-voxes” can also be used.

4) Earthquake Drill
If there is a strong earthquake, students and staff will feel the tremors before any signal can be given. People inside will Drop to the ground, take Cover under desk or a sturdy table Hold on to the desk or table until the shaking stops. Inside: stay away from anything that could fall (such as light fixtures or furniture). Outdoors: stay in an open area keep away from trees, buildings, lights, utility wires or other objects that may fall. The Earthquake Drill is practiced annually.

Safety Reports
The following reports are conducted regularly and filed in the school office. Please contact the principal or vice principal for further information.

1. Asbestos Inspection Report
The Asbestos Hazard Emergency Response Act (AHERA) requires our school to notify school employees and parents of the presence and status of asbestos containing materials in our school buildings. The law further requires a management plan based upon the findings of the initial inspection completed in 1988.

ASBESTOS HAZARD EMERGENCY RESPONSE ACT (AHERA) ANNUAL NOTIFICATION:2018-2019
The Asbestos Hazard Emergency Response Act (AHERA) requires our school to notify school employees and parents of the presence and status of Asbestos Containing Materials (ACM) in our school buildings. The law further requires an Asbestos Management Plan based upon the findings of the initial inspection completed in 1988. Re-inspections have been done every three year since the initial inspection. In 2010, a school-wide renovation project removed nearly all ACM from the school. A single sink with ACM insulation was identified in the 2013 re-inspection. Periodic surveillance is performed every six (6) months to ensure this material remains in good condition. The most recent periodic surveillance was done in June 2018, and the next will take place in December 2018. A copy of the Asbestos Management Plan, on file in the Administrative Office, is available for your review during regular school hours.
2. **School Safety Committee**
   The School Safety Committee meets at least four times per year to discuss emergency preparedness, accidents, safety concerns, drills, trainings and inspections. Please feel free to make safety concerns known to an Administrator at any time. Mililani Uka Elementary School was the recipient of the **2016 Excellence In Safety Award**.

3. **Fire Inspection Report**
   The Honolulu Fire Department conducts the Fire Inspection annually.

4. **School Inspection Report**
   The school inspection is conducted annually by School Safety Committee and Custodial Staff.

**Closing of School Procedures**
In the event school must be closed, parents or a designee will pick up their children from the teacher. The announcement to close the school will be made in the news media. The school office will also attempt to call you or your designee.

*Please help us keep phone lines clear by not calling the school.*

The “Emergency Release of Students” form lists those people other than the parents (adults, older siblings, etc.) who are authorized to pick up children. Please prepare your children for such an emergency by discussing who might come to retrieve them. Keep your children’s classroom number and teachers’ names handy.

At the time of the emergency, the parent or designee would go to each child’s teacher and sign out each child. Teachers and students will be in one of these three (3) places:

**Indoor holding area:**
- Grade 5
- Grades 4, Preschool and Kindergarten
- Grades 1, 2 and 3

**Outdoor “drive through” holding area:**
- Grades 4 and 5
- Preschool and FSC
- Kindergarten and Grade 1
- Grades 2 and 3

**Off Campus Site, Mililani District Park:** Lined up by grade level parallel to the parking lot next to the townhouses along the baseball field on Keao’opua Street.

*The parent or designee must show the teacher a picture ID such as a driver’s license, school ID or Military ID before the child can be released unless the teacher knows the person.*
Traffic and Parking
If the school is closed, traffic congestion will be a serious problem, and parking will be limited. Walk from home to pick up your children if possible.

MUES: Parents can “drive through” MUES parking lot for curb pick up. Parking will be allowed on Kuahealani Park field. Entrance is on Kuahealani Avenue. Entering and exiting cards will use same driveway, so congestion and delay are to be expected.

District Park: Parent will “drive through” the baseball field parking lot off Keao’opua Street. Parking is available on side streets or in front of the gym.

Civil Defense Emergency Shelter
Mililani Uka Elementary School has been designated as a Civil Defense Emergency Shelter for hurricanes, earthquakes, and floods.

Animals on Campus
We love animals and especially our pets. However, to keep our school community safe and well, animals are only allowed on our school campus for educational purposes and with approval from administration.
State Regulations

Mandatory Child Abuse Reporting
As of June 2006 all employees [teachers, counselors, administrators, volunteers, part-time teachers, Educational Assistants, classroom cleaners, cafeteria workers and temporary contacted employees] are required to immediately report suspected child abuse directly to Child Welfare Services (CWS). The Honolulu Police Department will be notified accordingly.

Campus Trespassing / Loitering / Property Damage
Please remind your children that they are not to come to the school campus after school hours, including breaks and weekends, unless they have official authorization from the school. It is prohibited to ride bicycles, skateboards, roller blades, scooters, heelies, etc. on campus at any time. Any unauthorized persons on campus are considered to be trespassing, which is a violation of the law, Chapter 708-813 & 814, Hawaii Revised Statutes.

Campus Access
It is a State of Hawaii policy of ensuring that all individuals with disabilities have access to programs, services and activities of the State government which are equally effective as provided to individuals without disabilities. Please refer to Notice and Request for Accommodations on page 16 of this handbook.

Drug-Free Workplace / No Smoking Rule
Smoking and other use of tobacco products are prohibited at all times on public school campuses, in school vehicles and off-campus sites under the operational control of the principal or designee. (DOE 8-31-3 Tobacco free school system) The Department of Education is committed to maintaining a drug-free school environment pursuant to the mandate and requirements as required by the Drug-Free School Act Amendments of 1989 (P.L. 191-226). All schools must be free of alcohol and drug related substances.

Equal Educational Opportunity: Nondiscrimination Policy
The Hawaii Department of Education does not discriminate on the basis of a person’s race, color, national origin (including a person’s limited English proficiency), disability, sex, religion, or age in any educational program or activity conducted by the department, including vocational education. Inquiries regarding the department’s nondiscrimination policy, the filing of discrimination complaints, or to request a copy of the department’s complaint procedures may be directed to the Department of Education, Civil Rights Compliance Office at (808) 586-8638.

Geographic Exception (GE) / School Attendance Area
Rules of the Department of Education, Chapter 13, require that all persons of school age are required to attend the school (home school) in the geographic area of their residence. Hawaii state law determines a minor’s residence by the residence of the parents or legal guardians. Public school students may apply for Geographic Exception (GE) to attend schools other than their home school.

GE application forms are available at any public school or district office, and must be submitted to the home school. Students currently attending a school on a valid GE may continue until their terminal year at that school without reapplying each year. Grade 5 is the terminal year at Mililani Uka Elementary School. GE applications for the following school year are accepted through March 1.

Applicants may be placed on a wait list.
Mililani Uka
Elementary School
94-380 Kuahelelani Avenue
Mililani, Hawaii 96789
Phone: (808) 627-7303  FAX: (808) 627-7387
Parents, please review this page of safety information with your child.

**Personal Safety for Students**

- **BEFORE SCHOOL:** Kuahelani Park is off limits – park restroom is off limits – use the school restroom.
- Do not leave school or go anywhere alone without telling your parent or teacher.
- Students are not to alter their after school route without telling your parent or teacher.
- If someone does or says something that makes you feel uncomfortable, tell your teacher or parent right away.
- **AFTER SCHOOL:** if you do not know where to go or your pick up person is late – GO TO THE OFFICE. Playing at Kuahelani Park is not permitted without parent supervision.

**Traffic**

- Pick up and drop off students at the curb only. Students are not allowed to walk through the front parking lot or into the back cul de sac road. Pedestrians should always use the sidewalk.
- Do not park in the cul de sac. Violators are subject to a citation from Honolulu Police Department (H.R.S. Sec. 15-14).
- Curbs are for pick up and drop off only. Cars should not wait at the curb. The right lane closest to the Administration Building will be for the loading and unloading of students. If your child is not ready to exit or enter your vehicle, you will be asked to circle around and come back for your child so that you will not hold up the vehicles behind you. The left lane is a through lane.

**Pedestrian Safety**

Crossing Guards are usually available to assist pedestrians. However, there are unforeseen circumstances when stations are not manned. Therefore, parents should teach their children these important guidelines.

- Cross the street only at crosswalks. To do otherwise risks a life.
  Parents, remember you are a role model for your child, so only walk your child in a crosswalk.
  Teach children to:
    - Cross streets only at crosswalks.
    - Look and listen in both directions for cars before crossing.
    - Stay on the curb until you are sure the cars have fully stopped.

**Bike Safety**

1) Riding of bicycles is NOT allowed on campus by children or adults. Please teach your child to dismount and walk their bikes while on campus.
2) Hawaii has MANDATORY bicycle helmet law that requires helmets while riding a bicycle on public areas. Please be sure that your child wears a helmet if riding a bicycle to school.
3) bikes parked on campus must be secured with a BIKE LOCK at the designated bike racks. Do not leave bikes on campus overnight. Bike parked on campus are at owner’s risk and the school is not responsible for lost or stolen bicycles.
4) Follow bicycle safety rules on public roadways and walk bikes across crosswalks.
5) Skateboards, scooters, roller blades, Heelies and other similar wheeled devices are CONTRABAND and should not be brought on campus.