



# August Ahrens Elementary School



<http://www.augustahrens.org/>

## Vision

August Ahrens Elementary School students  
Aspire, Adapt, Excel, and Serve.

## Mission

The August Ahrens Elementary School graduate is a caring, lifelong learner with college-career-life readiness skills, who contribute to the community.



## Positive Behavior Support

Bee Caring  
Bee Honest  
Bee Respectful  
Bee Responsible



## General Learner Outcomes

Self-directed Learner  
Community Contributor  
Complex Thinker  
Quality Producer  
Effective Communicator  
Effective and Ethical User of  
Technology

# August Ahrens Elementary 2017-2018 SCHOOL YEAR CALENDAR

JULY '17						
S	M	T	W	Th	F	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

1-31 Summer Vacation  
4 Independence Day

AUGUST '17						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

1-4 Teacher Work Days (No Students)  
3 Meet & Greet  
7 Students Report  
18 Statehood Day (No School)  
22 PC Day #1 (No School)

SEPTEMBER '17						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

4 Labor Day (No School)

OCTOBER '17						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

6 First Quarter Ends  
9-13 Fall Break (No School)  
23-31 Parent-Teacher Conferences

NOVEMBER '17						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

1-3 Parent-Teacher Conferences  
10 Veterans Day (No School)  
22 Mass Evac Drill (B/U 11/29)  
23-24 Thanksgiving Break (No School)

DECEMBER '17						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

21 Second Quarter Ends  
First Semester Ends  
22-31 Winter Break (No School)

JANUARY '18						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1-4 Winter Break (No School)  
5 Teacher Work Day (No School)  
8 Students Return  
15 M.L. King Jr. Day (No School)  
22 Report Cards  
29 PC Day #2 (No School)

FEBRUARY '18						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

12-16 Institute Day (One Day No School)  
19 Presidents Day (No School)

MARCH '18						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

16 Third Quarter Ends  
19-23 Spring Break (No School)  
26 Kuhio Day Observed (No School)  
30 Good Friday (No School)

APRIL '18						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

11 Report Cards

MAY '18						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

25 AAES Parent-Community Day  
28 Memorial Day  
31 Last Day for Students  
4<sup>th</sup> Qtr/2<sup>nd</sup> Sem Ends  
Report Cards Distributed

JUNE '18						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

1 Teacher Work Day (No School)  
2-30 Summer Vacation  
11 Kamehameha Day

# School/Parent/Student Compact

## PARENT'S/GUARDIAN'S AGREEMENT

I want my child to achieve and I will encourage him/her by doing the following:

- Attend to my child's physical, emotional, social, and behavioral development;
- See that my child attends school regularly and on time;
- Support my child's school and teachers;
- Establish a schedule and provide a quiet/lighted place for study;
- Encourage and be aware of my child's learning;
- Review and sign my child's student planner/communication log daily; and
- Provide/replace school supplies as needed (pencils, paper, glue, crayons, etc.).

## STUDENT'S RESPONSIBILITIES

It is important that I do my best and I will do the following:

- Attend school on time with a positive attitude about learning;
- Be alert and ready to work and learn with pencils, paper, and school supplies;
- Ask for help when needed;
- Return all assignments on time;
- Follow classroom and school rules
- Follow the four "Bees" to be caring, honest, respectful, and responsible
- Follow the General Learner Outcomes to be a self-directed learner, community contributor, complex thinker, quality producer, effective communicator, and effective and ethical user of technology.

## TEACHER'S AGREEMENT

It is important that students achieve and I will do the following:

- Guide and counsel students according to his or her needs;
- Use a variety of activities to make learning meaningful;
- Use appropriate teaching strategies and materials for different learning styles;
- Provide appropriate assessment strategies to evaluate and ensure continuous development;
- Provide a safe and positive classroom environment;
- Participate in professional development activities;
- Provide homework and answer questions about assignments; and
- Report student progress and provide timely feedback to parents.

## PRINCIPAL'S AGREEMENT

I support August Ahrens Elementary School's Compact and I will do the following:

- Provide leadership in school and instructional improvement;
- Promote a positive climate for learning and an atmosphere of caring and respect for all students and members of the school community;
- Provide a supportive environment that allows for communications between student, parent, and teacher;
- Provide professional/personal development opportunities for school community groups to learn; and
- Provide a safe environment for everyone to work, learn, and play.

# DOE Parent Involvement Policy

The following are the 6 components of the Hawaii Board of Education Parent/Family Involvement Policy:

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

# August Ahrens Elementary School

## "Home of the Keiki Marauders"

### BELL SCHEDULE

#### School Year 2017-2018

##### Monday, Tuesday, Thursday, Friday

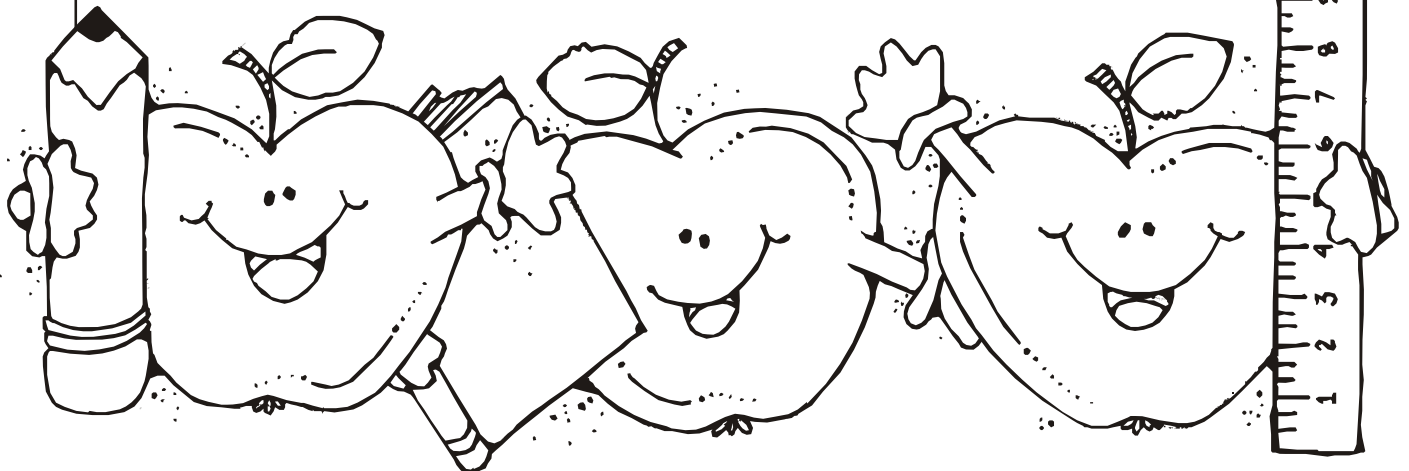
7:45am	Opening
7:50	Tardy Bell
8:00	Passing
8:05	Instruction
9:35	Passing
9:40	Recess
9:55	Instruction
11:00	*Lunch
11:30	Instruction
1:50pm	Closing
2:00	Dismissal

##### \*Lunch Schedule

11:00-11:30	K, 1, 3
11:15-11:45	4
11:30-12:00	2, 5, 6

##### Wednesday

7:45am	Opening
7:50	Tardy Bell
8:00	Passing
8:05	Instruction
9:35	Passing
9:40	Recess
9:55	Instruction
11:00	*Lunch
11:30	Instruction
12:50pm	Closing
1:00	Dismissal



## **Parking/Pick-Up & Dropping off Students**

Busiest traffic hours are 7:15 –7:45 a.m. and 1:45 – 2:30 pm. Administration’s concern is for the safety and welfare of the students coming to school and going home at these times. We ask that all cooperate and drive slowly (5 MPH) when students are entering and exiting school. Drop off lanes are provided to expedite drop offs and pick ups...please help by not parking in this lane.

**Parking:** Parking in the school lots is by permit only and parking priority is to full-time school staff up until 7:40 am. All others should park off campus. There are several 10-Minute parking stalls at the first loop (in front of the office) that is available after 7:50 a.m. to accommodate parents who have business in the office. Parking stall in front of the office is made available for teachers to sign in from 7:15-7:40. Please do not park in these stalls. Parents who wish to park for short periods should use the stalls on the top side of the first circle.

**Pick up and Drop off of Students:** General pick-up and drop off of students is allowed at the Waipahu Street driveway and at the first circle in the main parking lot. Families with special needs children/adults may drop off at the school’s second circle (adjacent to I building) by permit only. See office to apply for permit.

In the afternoons, parents are not allowed to drive on campus until the school bus leaves the front gate approximately 2:15 pm. This action is taken to ensure the safety of students.

## **Safety and Security**

All visitors must report to the office and sign-in during school operating hours. Please do not go directly to your child’s class to pick up a student or drop off an item. Report to the main office where they will be able to provide further assistance.

## **Change of Address and Phone Numbers**

Parents are to immediately notify the school of any change of address and/or phone numbers (home, work, emergency). This information is vital should an emergency occur and the school must contact responsible parties. Please visit the school office for a Student Demographic Change form.

## **Evacuation of August Ahrens Elementary School**

Should August Ahrens Elementary School be evacuated because of an emergency (hurricane, storms, bomb threat, chemical spill, fire, etc.), you will be notified via news cast, telephone call, or signs on school fence where to pick up your child. Primary evacuation site is Hans L’ Orange Park. Please help by following directions from emergency teams.



## August Ahrens Elementary School-Wide Behavior Expectations



Matrix	Bee Respectful	Bee Responsible	Bee Honest	Bee Caring
All Settings	<ul style="list-style-type: none"> <li>Greet others</li> <li>Help others</li> <li>Be kind</li> <li>Respect school property</li> <li>Ask for permission</li> </ul>	<ul style="list-style-type: none"> <li>Obey rules</li> <li>Take responsibility for one's own learning</li> <li>Be prepared</li> <li>Be on time</li> <li>Do your best</li> <li>Be healthy</li> <li>Put litter in trash cans</li> </ul>	<ul style="list-style-type: none"> <li>Follow rules</li> <li>Use appropriate language</li> <li>Admit when you made a bad choice</li> </ul>	<ul style="list-style-type: none"> <li>Work Together</li> <li>Share</li> <li>Use kind words</li> <li>Help others</li> </ul>
Classrooms	<ul style="list-style-type: none"> <li>Study, think, learn</li> <li>Be an active listener</li> </ul>	<ul style="list-style-type: none"> <li>Be prepared</li> <li>Focus, stop, look, listen, ask questions</li> </ul>	<ul style="list-style-type: none"> <li>Keep my eyes on my own paper</li> <li>Tell the truth</li> <li>Be where I belong</li> </ul>	<ul style="list-style-type: none"> <li>Treat others as you want to be treated</li> <li>Help each other</li> <li>Speak positively</li> </ul>
Walk-ways	<ul style="list-style-type: none"> <li>Use quiet voices</li> <li>Walk</li> </ul>	<ul style="list-style-type: none"> <li>Walk</li> <li>Use sidewalks</li> </ul>	<ul style="list-style-type: none"> <li>Be where I belong</li> </ul>	<ul style="list-style-type: none"> <li>Keep personal space</li> </ul>
Playground/ Banyan Tree	<ul style="list-style-type: none"> <li>Show sportsman-ship</li> <li>Share equipment</li> <li>Play fairly</li> <li>Take turns</li> </ul>	<ul style="list-style-type: none"> <li>Return to class on time</li> <li>Use equipment properly</li> </ul>	<ul style="list-style-type: none"> <li>Use permitted items only</li> </ul>	<ul style="list-style-type: none"> <li>Take turns</li> <li>Share equipment</li> <li>Play safely</li> <li>Include others</li> </ul>
Cafeteria	<ul style="list-style-type: none"> <li>Practice good table manners</li> <li>Use quiet voices</li> <li>Listen to adult supervisors</li> </ul>	<ul style="list-style-type: none"> <li>Bring ID</li> <li>Eat your own food</li> <li>Clean up after yourself               <ul style="list-style-type: none"> <li>Sit in assigned area when eating</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Use your own ID to purchase meals</li> </ul>	<ul style="list-style-type: none"> <li>Welcome others</li> <li>Speak politely</li> </ul>
Library & Computer Lab	<ul style="list-style-type: none"> <li>Use quiet voices</li> <li>Use books &amp; equipment properly</li> <li>Raise our hand to be recognized</li> </ul>	<ul style="list-style-type: none"> <li>Return borrowed items on time</li> <li>Take care of books &amp; equipment</li> <li>Follow computer lab rules</li> <li>Stay in your seat</li> <li>Use equipment correctly</li> <li>Access only appropriate websites</li> <li>Enter &amp; exit in an orderly fashion</li> </ul>	<ul style="list-style-type: none"> <li>Use your own ID to borrow books</li> </ul>	<ul style="list-style-type: none"> <li>Help each other</li> <li>Push in chairs</li> <li>Follow directions</li> </ul>
Bathrooms	<ul style="list-style-type: none"> <li>Keep it clean</li> <li>Respect privacy</li> <li>One person in stall</li> </ul>	<ul style="list-style-type: none"> <li>Flush toilets</li> <li>Wash hands</li> </ul>	<ul style="list-style-type: none"> <li>Use bathroom with permission</li> </ul>	<ul style="list-style-type: none"> <li>Wait your turn</li> <li>Use appropriately</li> <li>Throw paper towel in trash cans</li> <li>Leave the bathroom the way it was before you used it</li> </ul>
Assembly	<ul style="list-style-type: none"> <li>Listen attentively</li> <li>Applaud appropriately</li> <li>Keep hands and feet to yourself</li> </ul>	<ul style="list-style-type: none"> <li>Participate appropriately</li> <li>Focus &amp; sit properly</li> </ul>	<ul style="list-style-type: none"> <li>Stay with your class</li> </ul>	<ul style="list-style-type: none"> <li>Be a good audience</li> <li>Sit as assigned</li> <li>Cheer and applaud only at appropriate times</li> <li>Be a good role model</li> </ul>
Bus	<ul style="list-style-type: none"> <li>Use quiet voices</li> <li>Sit appropriately</li> <li>Listen to bus driver, chaperone</li> </ul>	<ul style="list-style-type: none"> <li>Keep bus clean</li> <li>Obey rules</li> <li>Keep hands &amp; head inside</li> </ul>	<ul style="list-style-type: none"> <li>Sit where assigned</li> </ul>	<ul style="list-style-type: none"> <li>Sit properly</li> <li>Stay seated</li> </ul>

# August Ahrens Elementary School

## General Learner Outcomes

<http://www.hawaiipublicschools.org/TeachingAndLearning/StudentLearning/LearnerOutcomes/Pages/home.aspx>

### **GLO #1: Self-Directed Learner:**

**I am responsible for my own learning**

- ◆ I can set, plan, and achieve my goal(s).
- ◆ I can use my supplies and time to reach my goals.
- ◆ I can check my progress and reflect on my learning.
- ◆ I can work alone and I know when to ask for help.

### **GLO #2: Community Contributor:**

**I understand the importance of working with others.**

- ◆ I can listen to others.
- ◆ I can help others at all times.
- ◆ I can follow the rules.
- ◆ I can think of ways to solve a disagreement.
- ◆ I participate in activities.

### **GLO #3: Complex Thinker:**

**I am able to solve problems.**

- ◆ I can use what I know to help me learn something new.
- ◆ I can listen to others and consider their ideas.
- ◆ I can find more than one way to solve a problem.

### **GLO #4: Quality Producer:**

**I am able to show quality work and behavior.**

- ◆ I can determine what quality work and behavior looks like.
- ◆ I can plan ways to meet or exceed the Hawaii State Assessment.
- ◆ I can show work that meets or exceeds the Hawaii State Assessment.

### **GLO #5: Effective Communicator:**

**I communicate so that others can understand me.**

- ◆ I can give, receive, and use information correctly.
- ◆ I can use different ways to communicate.
- ◆ I can understand and use information correctly.

### **GLO #6: Effective & Ethical Use of Technology:**

**I use different types of technology correctly.**

- ◆ I can use technology responsibly.
- ◆ I can use technology to show an idea/project.
- ◆ I can use technology to communicate, research, create, and solve problems.
- ◆ I take care of classroom and school property.



## Standards

<http://standardstoolkit.k12.hi.us/>

### **Common Core State Standards (CCSS)**

- ◆ English Language Arts
- ◆ Math

### **Hawaii Content and Performance Standards (HCPS)**

- ◆ Science

# August Ahrens Elementary School

## School Wide Programs

### Curriculum

Wonders - English Language Arts (K-6)

<http://mhreadingwonders.com/>

Stepping Stones – Math (K-5)

<http://www.origoeducation.com/stepping-stones/>

Go Math – Math (Grade 6)

<http://www.hmhco.com/shop/education-curriculum/math/elementary-mathematics/go-math-k-8>

i-Safe – Digital Learning Curriculum (K-6)

<http://isafe.org/>

### Online Programs

Kidbiz/Teenbiz - Achieve 3000 (Grades 2-6) - Differentiated Instruction. Accelerated Learning.

<https://www.achieve3000.com/>

Smarty Ants – Achieve 3000 (Grades K-2) - Differentiated Instruction. Accelerated Learning.

<https://play.smartyants.com/>

iReady- Computer adaptive, personalized instruction in the areas of reading and mathematics.

<https://cainc.i-ready.com/>

IXL- Practice that feels like play. Dynamic, adaptive learning.

<https://www.ixl.com/>

Tumble Books

<https://www.tumblebooks.com/>

### Supporting Programs

Advancement via Individual Determination (AVID)

Closes the achievement gap by preparing all students for college readiness and success in a global society. The 5 Principles of AVID include; (1) the Binder, (2) Cornell Notes, (3) Writing, Inquiry, Collaboration, Organization, Reading (WICOR), (4) Tutorials, (5) College Exposure.

<http://www.avid.org/>

College for Every Student (CFES)

Raises the academic aspirations and performance of underserved youth so that they can prepare for, gain access to, and succeed in college through three high-impact practices; (1) mentoring, (2) leadership through service, and (3) pathways to college.

<http://www.collegefes.org/>



# SCHOOL POLICIES

## PARENT VISITS AND CONFERENCES

August Ahrens Elementary School encourages parents to visit the school. **All parents and guests are asked to check in at the office first for security reasons.** Classroom visits need to be prearranged with the teacher. Parents are encouraged to volunteer at the school. Please see our Parent-Community Facilitator. Remember, the most successful students are those whose parents play an active role in their child's education.

Conferences are an integral part of the reporting system and by far the best means of communication between teacher and parent. It provides valuable information for both parties in working for the best interest of the child. Conferences should always be arranged by appointment to allow you and the teacher time to discuss your child. You may send a note to your child's teacher or call the school office and have the teacher return your call to arrange a mutually satisfactory time for a conference.

School-wide parent-teacher conferences are held in October after the end of the first quarter. During this time, arrangements are made for the early release of students. Prior notice about this conference period will be sent home. Parents will have a chance to sign up for a convenient time to attend these very important conferences.

## ATTENDANCE POLICY

Students need to attend school daily and be in class on time so that optimum benefits from education can be achieved. Unexcused or excessive absences/tardies are unacceptable and prevent maximum teaching and learning from taking place.

### Tardies

Tardies affect the student's academic performance as well as the rest of the class because the teacher has to pause to get the tardy student started and repeat explanations/directions. Students need to report directly to class by the **7:45** bell. Any student reporting to the classroom **after the 7:50 bell will be marked tardy by the classroom teacher.** Student reporting to school **after 7:50 a.m. must obtain a tardy slip from the office** before going to the classroom. If a child is chronically tardy, disciplinary action may be taken. Possible actions are: detention, conference with parent/guardian, requiring parent to accompany child to check in, home visit by administrators, counselors, or a Waipahu Complex Social Worker.

#### Excused tardies:

- Medical/dental appointment with note
- Delayed school bus
- Unusual weather or other circumstances will be approved by Administration.

#### Unexcused tardies:

- Overslept/late start
- Car trouble
- Missed school bus
- Babysitting
- Personal business

#### Absences:

School attendance is mandatory under the Hawaii Revised Statutes, Sec 289-9, 12,13. Should a child accumulate a chronic record of unexcused absences, the school may need to file an educational neglect petition with the family court.

Parents should notify the school office (675-0202, option 1) if their child will be absent from school. Further, upon returning to school, the student should bring to class a note signed by their parent/guardian. As much as we want all of our children in school daily, please do not send your child to school if he or she is ill.

Attendance procedures require that students be marked absent if not on campus or on a school authorized activity for at least half a school day.

Please do not schedule vacations during school days, especially during the month of April, which is when our Hawaii State Testing is scheduled. Family vacations when school is in session are discouraged. School books are not to be taken on vacation trips. Homework may be requested, but teachers are not required to give work. The parents need to inform the office of planned vacations and emergency trips. ***A student who is absent for 10 or more school days may result in a requirement to re-enroll the student back in August Ahrens school.***

As a matter of policy, only the following will be accepted as an **excused absence**:

- Illness, Injury, quarantine (for chicken pox, measles, etc.)
- Death in the family
- Court attendance or approval
- Special cases as authorized by the principal\*

**Unexcused absences:**

- Babysitting
- Caring for other family members
- Entertaining visitors/guest
- Family vacations/off island trips\*
- Parent request without documentation or explanation
- Personal business
- Sports competition events\*

If you have any question about our policy please call the office. We look forward to a productive year and to seeing your child here on time, alert, and ready to learn.

## **HOMEWORK FOR ABSENCES**

Parents' cooperation in adhering to the procedure will enable the school to expedite the request for and pick up of homework assignments with minimum interruption to the classroom.

### **PROCEDURE**

1. Please check with homeroom teacher. A message may be left on the answering machine. Generally a student who has been absent for 1-2 days is expected to complete the assignments upon his return to school.
2. Homework assignments for students who are absent for 3 or more days should be requested by contacting the child's teacher and arranging pick of homework activities. Please do not interrupt the classroom during the school day. Leave a message on the teacher's phone extension.
3. Assignments/books may be picked up at the office between 2:00-4:00 P.M.

## **SCHOOL MEAL PROGRAM**

Our School uses an automated meal card system which creates an individual meal account for every student that works like a debit checking account. Parents/guardians will make payments/deposits to the account, and the students ID card will be scanned and charged at the time of purchase. The school community has decided to not accept checks. Payments must be **CASH ONLY**, and can be made in the school office during its normal business hours from 7:30am to 4:00pm, Monday through Friday (except state holidays). Envelopes are available in the front office or you may use your own. Write the student's first and last name, grade, classroom number, teacher's name, and the amount enclosed on the envelope. Incomplete information may delay the proper crediting to your child's account. The average monthly amount for a student paying for regular priced meals is \$50.00 (lunch only)

/ \$70.00 (breakfast and lunch). The average monthly amount for a student who qualifies for reduced priced meals is \$8.00 (lunch only) \$15.00 (breakfast and lunch).

Breakfast is served in the Main Cafeteria (Grades 3-6) and I-Cafeteria (Grades K-2), from 7:10am to 7:40am.

### **LOW AND NEGATIVE BALANCE – IMPORTANT!**

If your child's balance is \$15.00 or less a yellow payment reminder is sent home every Monday and Friday. If your child's balance is negative we will attempt to contact the student's parent/guardian(s) daily with a pink payment reminder and phone call **daily** until the student's account reflects a positive balance. The maximum negative balance is \$7.50 for full paying students and \$1.20 for reduced students. **It is the responsibility of the parent to provide the student with home lunch until payment is received.** The school may deny meals to the student if they have exceeded the maximum negative balance. The debt will follow your child to any other school until paid and may prevent him/her from participating in school related extracurricular activities. Contact the Meal Tracker Clerk at 686-7225 if you have any questions or concerns regarding payments.

### **FREE/REDUCED PRICE SCHOOL MEALS**

The State of Hawaii, Department of Education, and School Food Services Branch participate in the USDA National School Lunch and School Breakfast Program. This means that schools are able to offer a \$2.50 student lunch because of the USDA subsidy. (The price of an unsubsidized school lunch is approximately \$5.50.) Depending on household income, students may qualify for meals at a reduced price or to receive free meals. The State of Hawaii and August Ahrens Elementary School must follow the established regulations of the U.S. Department of Agriculture. The USDA publishes the qualifying income guidelines on the application each new school year. In accordance with Federal law and USDA policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. All households may apply every school year to see if they qualify to receive these benefits. If your child qualified for the lunch subsidy program the previous school year in Hawaii, you have 10 days in which to reapply for the subsidy. Teachers will send an application home with your child during the first days of the new school year. The subsidy applies to meals with the milk included. If your child qualifies for the free/reduced meal program, brings a home lunch, and would like to purchase the milk only, the student must pay \$0.60 for the milk. A notice will be sent to the school with the determination of your application. The school will then send a copy of the letter home with the student immediately. Applications may take 3-4 weeks to process, please deposit monies to purchase meals during this time.

### **STUDENT ID (MEAL) CARD POLICY**

School ID's are used to purchase school meals, as well as check-out library books. Lost, stolen, misused, forgotten or destroyed ID's can be replaced in the Library for a nominal cost. A student who is unable to obtain a replacement ID can be issued a temporary meal card at no cost in the Front Office. You may call the office at 675-0202 to find out the cost to replace an ID.

### **TITLE I**

August Ahrens is a Title I school. Title I means 47.2% or more of our students receive free or reduced meals. Currently, 53.40% of our students receive free or reduced meals. As a Title I school, we are provided additional federal funds. We are using the additional funds to purchase part time casual hires for our Kindergarten Ramp Up, ELL and RtI programs, other school wide services, and parental involvement activities, which include, but are not limited to, newsletters, parent nights, workshops, etc.

### **PAYMENTS TO SCHOOL**

The school community has decided not to accept checks. All payments for field trips must be cash only to the student's teacher. **The office will not accept any payments other than for school meals and school bus payments.**

Field trips are arranged by the teachers as an extension of the regular curriculum. For each field trip, students will be required to:

1. Have a signed parent permission slip
2. Have some form of health insurance coverage

3. Have money to defray expenses (if applicable)
4. Have a sack lunch (if field trip extends beyond lunch period – Cafeteria will not provide student lunches for field trips)
5. Wear closed-toe shoes
6. Meet all deadlines and requirements

The safety of our children is of such importance, that we need parent volunteers to help chaperone the field trips. If you are able to assist as a chaperone, please inform your child/children's teacher. Students who have created problems on field trips may be denied further privilege of going on field trips.

## **HEALTH ROOM PROCEDURES**

A Health Aide is on duty from 7:30 AM to 2:30 PM to assist your child in case of illness or injury at school. If your child becomes ill or injured in school, immediate first-aid care will be provided and you will be notified by telephone. Parents should report to the health room to pick up the child and sign health room log. If you are unable to pick up your child, inform the school as to who will come instead so that the safety of your child is constantly assured.

Please inform the school of any special health conditions that your child may have such as asthma, allergies, heart conditions, etc. Children who need daily medication at a specific time may take it under specific conditions. Please discuss the procedure with the Health Aide.

As phone numbers play an integral part in the notification process, parents should update changes of phone numbers and addresses with the school office.

## **LOST AND FOUND**

Items found on school grounds are placed in a "LOST and FOUND" box in the office. If not claimed by the end of the year, items will be donated or thrown away.

We strongly suggest you label all personal belongings with your child's name so that lost items may be returned to your child promptly. It would be appreciated also if parents would counsel their children not to bring valuable items to school.

## **EARLY DISMISSALS**

Early dismissals are not recommended. However, if it is absolutely necessary, please send a note with your child prior to/on the day of the early release with the reason and time. Keep in mind the student will be marked absent if he/she is picked up before 10:00am on Wednesdays and 11:00am on all other days. Report to the office upon arrival to fill out the proper documentation needed to release your child. If anyone other than the legal parent or guardian will be picking up the child, be sure to provide a written note prior to pick-up regardless if they are listed as emergency contacts. Be sure to include the individual's name, as well as a contact number in case we have any further questions. Everyone will be asked to provide a picture ID before the child is called to the office (this is for verification purposes to ensure the safety of the child). Please keep in mind that it may take 10-15 minutes to get your student to the front office. We do not allow the student to be waiting in the front office because it takes away valuable instructional time as well as safety and security purposes. Cut off time for early releases on Wednesdays is 12:45pm and 1:45pm on all other days.

## **TRANSFER TO ANOTHER SCHOOL**

When moving to another school, please notify our school office as soon as possible. We will need to know your new address and the name of the new school/district. Notify the front office two weeks prior to the child's last day in order to have all the proper documents prepared. Students need to return all library books and classroom books. If a book has been lost or damaged, a payment will need to be made. On the last day of attendance a parent/guardian will need to provide a photo ID and sign for a release packet which will assist with enrolling the child at the next school.

## **GEOGRAPHIC EXCEPTION**

In Hawaii, the residence of the legal guardians of a child determines which public school the child is required to attend. Each school has an enrollment boundary.

When the parents (or legal guardians) prefer to send their child to another public school, a request for Geographic Exception form must be submitted and approved before enrolling the child. Requests are usually made from January 1 through March 1 for the upcoming school year.

## **JPO**

Students in grades 5 and 6 are eligible to become JPOs. Teacher recommendation is required and the JPO advisor screens candidates. JPOs provide an invaluable service to the students by assisting their crossing of the streets to and from school, helping to monitor student behavior on campus, and monitoring the parking lot. All students are advised to follow the directions of the JPOs. Parental cooperation is essential when JPOs are carrying out their responsibilities.

## **HOMEWORK RESPONSIBILITIES**

All homework assigned for that night should be assigned so that the students will have ample time to raise any questions pertinent to the work assigned before they leave for the day.

*Homework should be an extension, a further development of what is being done in the classroom. The pupil should have a clear understanding of what he/she is to do. It should be interesting and challenging to the pupil. It should not be a new process or something strange or foreign to the pupil's current schoolwork. In order for the homework to be an extension of class work, sufficient teaching should be done to assure that the pupil knows what to do as homework and how to do it. Some time for supervised study is essential, with the teacher checking with the pupils to see that they understand "what" and "how".*

### **THE TEACHER'S RESPONSIBILITY**

- Teach pupil how to study. Demonstrate proper techniques for study. Provide modeling & guided practice. Homework opportunity for independent practice.
- Plan with the pupil so that he/she understands and accepts the purposes of homework; and accepts it as something beneficial, not assigned simply because the teacher or parent wants it.
- See that instructions are clear and definite and that the work is something the pupils can do without the teacher's help. Be sure necessary resource materials are available to pupils.
- Check and follow up on each pupil's homework.
- Do not use homework as a form of punishment - even at the request of the parent.
- Help the parent to know what the pupil is doing in school, how well he/she is doing, what his/her work habits are, and ways he/she is or is not developing.

### **THE PUPIL'S RESPONSIBILITY**

- Be sure he/she understands what he/she is to do and how he/she is to do it.
- Develop the ability to work independently, to do creative work, practice work, and research at home, in libraries and other places in the community.
- Develop the ability to seek and use sources of information beyond the classroom; through interviews, newspaper and magazines, radio and TV programs, and visits to places of interest.

### **THE PARENT'S RESPONSIBILITY**

- Praise the child for doing good work.
- Establish a quiet place where child can read and do homework.
- Give assistance when needed.
- Check homework, but encourage child to do it on his/her own.
- Remind child to practice good work habits, like completing homework neatly and carefully and remember to return homework the following day.
- Encourage child to read aloud daily to someone in the family.
- Make sure child has necessary supplies needed.

- Set limits on playtime and television watching.
- Meet with the teacher regularly to discuss child's problems.

## **Student Uniform Policy**

Students are required to wear the school uniform. Wearing of the school uniform contributes not only to students' morale, discipline, and school pride but school safety as well. AAES students are easily recognizable during a school intruder emergency. We encourage parents to support the community's decision to make AAES a school where the wearing of school uniform is mandated.

### **Monday - Thursday**

Students are required to wear the school uniform T-shirt (Yellow, Blue or Grey Uniform Shirts).

### **Friday**

(Free Dress Day) Students may wear school uniform, aloha wear, or casual school clothing so long as it conforms to the school's dress code regulations on the following page.

**\*Repeated violations of the school uniform policy will result in disciplinary action by the administration.**

## **Dress Code Regulations**

**A. Oversized or saggy, baggy clothing is prohibited.**

Shirts and pants shall not be oversized and should be no more than one size bigger than the child's pants or shirt size. Bottoms must fit the waist without the support of a belt. It is recommended that pants have pockets so that valuables may be secured on the student instead of in a backpack.

**B. Short shorts are prohibited.**

Shorts must have a minimum of four-inch inseam. Authorized uniform shirts and shorts are available to order through the August Ahrens vendor.

**C. Dresses/skirts, with/without slits.**

Shall not be shorter than the middle finger with arms at the side.

**D. Clothing that exposes midriff (with any kind of movement) is not permitted.**

**E. Undershirts, tank tops, and spaghetti straps are not permitted.**

**F. Gang related clothing or accessories or clothing which depict drugs, sex, tobacco, alcohol, profanity and/or clothing otherwise inappropriate are not allowed.**

Belts should not hang out longer than 4 inches from the last belt loop. Visible markings or tattoos that relate to gangs, drugs, sex, profanity or violence are not allowed. Any item of clothing that may be construed as gang-related may be banned or confiscated at any time.

**G. Sports jerseys / clothing is prohibited.**

Jerseys of famous athletes or the number they use are expensive and should not be worn to school as they cause disturbances and have been associated with gangs.

**H. Caps, hats, and dark glasses are prohibited.**

Visors are permitted on the campus but not in the classroom.

**I. It is highly recommended that students wear covered shoes at all times for their safety in and out of class.**

## Chapter 19 – Student Misconduct, Discipline, & Reporting Offenses

<p><b><u>Class A Offenses – unlawful conduct – POLICE WILL BE NOTIFIED</u></b></p> <p style="text-align: center;"><b>Types of Misconduct</b></p> <ul style="list-style-type: none"> <li>• Assault</li> <li>• Burglary</li> <li>• Dangerous weapons or instruments; possession or use of</li> <li>• Extortion</li> <li>• Firearms; possession or use of (AUTOMATIC 1 YEAR DISMISSAL FROM SCHOOL)</li> <li>• Illicit substances; possession, use or sale of</li> <li>• Murder</li> <li>• Property damage</li> <li>• Robbery</li> <li>• Sexual offenses</li> <li>• Terroristic threatening</li> </ul> <p><b>Types of Disciplinary Action that may be taken</b></p> <ul style="list-style-type: none"> <li>• Detention</li> <li>• Crisis suspension</li> <li>• Suspension of 1 to 10 days</li> <li>• Suspension of 11 or more days</li> <li>• Disciplinary transfer</li> <li>• Dismissal</li> </ul>	<p><b><u>Class B Offenses – unlawful conduct – POLICE MAY BE NOTIFIED</u></b></p> <p style="text-align: center;"><b>Types of Misconduct</b></p> <ul style="list-style-type: none"> <li>• Disorderly conduct</li> <li>• False alarm, rendering of</li> <li>• Gambling</li> <li>• Harassment</li> <li>• Theft</li> <li>• Trespassing</li> </ul> <p><b>Types of Disciplinary Action that may be taken</b></p> <ul style="list-style-type: none"> <li>• Detention</li> <li>• Crisis suspension</li> <li>• Suspension of 1 to 10 days</li> <li>• Suspension of 11 or more days</li> <li>• Disciplinary transfer</li> <li>• Dismissal</li> </ul>
<p><b><u>Class C Offenses – Department Prohibited Conduct</u></b></p> <p style="text-align: center;"><b>Types of Misconduct</b></p> <ul style="list-style-type: none"> <li>• Class cutting</li> <li>• Insubordination</li> <li>• Leaving campus without consent</li> <li>• Smoking, use of tobacco substances</li> <li>• Truancy</li> </ul> <p><b>Types of Disciplinary Action that may be taken</b></p> <ul style="list-style-type: none"> <li>• Reprimand and warning</li> <li>• Parent conferences</li> <li>• Referral to an alternative program</li> <li>• Detention</li> <li>• Crisis suspension</li> <li>• Suspension of 1 to 10 days</li> <li>• Suspension of 11 or more days</li> <li>• Disciplinary Transfer</li> <li>• Dismissal</li> </ul>	<p><b><u>Class D Offenses: School Prohibited Conduct</u></b></p> <p style="text-align: center;"><b>Types of Misconduct</b></p> <ul style="list-style-type: none"> <li>• Contraband; possession or use of</li> <li>• Any other conduct as may be prohibited by school rules</li> </ul> <p><b>Types of Disciplinary Action that may be taken</b></p> <ul style="list-style-type: none"> <li>• Reprimand and warning</li> <li>• Parent conferences</li> <li>• Referral to an alternative program</li> <li>• Detention</li> <li>• Crisis suspension</li> <li>• Suspension of 1 to 10 days</li> <li>• Suspension of 11 or more days</li> <li>• Disciplinary Transfer</li> <li>• Dismissal</li> </ul>

# Technology Responsible Use Guidelines

(for digital devices, network, and internet services owned and leased by the Hawaii State Department of Education for its students)

## 1) **Introduction**

The Hawaii State Department of Education (HIDOE) is committed to guiding students in their use of technology as a tool to support their achievement and encourages their use of HIDOE-owned or leased digital devices, network, and internet services for educational programs within the framework of its responsible use guidelines.

Parents and legal guardians (hereafter collectively referred to as “parent” or “parents”), with their child, should review the guidelines and sign the Technology Responsible Use Form (“TRUF”), which should be returned to the child’s school by a date as specified by the school but not later than 30 days from date of distribution to the student. The signed forms constitute an understanding and an agreement to abide by all rules, regulations, and guidelines relating to the use of HIDOE-owned or leased digital devices, network, and internet services, which may be modified or expanded as needed by HIDOE. The most recent version of these guidelines is available at <http://bit.ly/FERPAHI>.

## 2) **Using technology is a responsibility and opportunity for our students**

The use of HIDOE-owned or leased digital devices, network, and internet services is a privilege, not a right. The duty to educate students about responsible and appropriate use of the Internet and digital devices is shared by parents, teachers, and schools. It is the responsibility of students and parents to ensure that HIDOE-owned or leased digital devices, network, and internet services are used in accordance with these responsible use guidelines.

## 3) **Monitoring for student safety**

Devices and accounts accessing HIDOE Internet and Networks are the property of HIDOE. HIDOE monitors and reserves the right to monitor all such devices, networks, and internet activities by students. Students shall have no expectation of privacy in their use of HIDOE-owned digital devices, network, and internet services, including email and stored files. HIDOE at its discretion will alert appropriate law enforcement authorities of suspected illegal activity involving the use of the digital devices and network and internet services, and it is not required to obtain student or parent consent for such reporting. HIDOE reserves the right to review and remove any student’s files and records used on HIDOE devices and accounts to maintain the integrity of the network, to repair a HIDOE digital device, investigate a violation of these guidelines, and to ensure that the digital device is being used responsibly.

## 4) **Consequences of violations**

When a student violates any part of these guidelines, all applicable laws and administrative rules shall apply, including but not limited to, Hawaii Administrative Rules (HAR), Title 8, Chapter 19, entitled “Student Misconduct, Discipline, School Searches and Seizures, Reporting Offenses, Police Interviews and Arrests, and Restitution for Vandalism.” Those can be viewed here (<http://bit.ly/HARChapter19>) or you can obtain a copy at your school.

HIDOE shall determine the appropriate disciplinary action for any prohibited student conduct. HIDOE reserves the right without notice to freeze and delete an account that is engaging in activities that violate HIDOE’s policy. HIDOE reserves the right to disconnect any device that is the source of spamming, malicious or suspicious activities without notice until the machine in violation is cleaned or fixed.

## 5) **Online Educational Services**

Students may be given assignments through online educational services, such as Google Apps for Education, Microsoft Office 365, and Blackboard. Access to these sites is monitored by HIDOE in order to provide a safe and secure learning environment for students. After obtaining parent consent, HIDOE may create student email addresses, login credentials (e.g., usernames and passwords), and/or online profiles to allow students to access certain sites/services; however, these addresses, credentials, and profiles will only be used for



purpose of school assignments. A list of online educational services used by the school will be posted on the school's website or provided by the school upon request.

**6) Guidelines for general use and care of HIDOE-owned or leased digital devices**

- A) Students will only use digital devices provided by HIDOE for school-related activities.
- B) Students may only use electronic devices in the classroom authorized by the teacher.
- C) An assigned HIDOE digital device may be used only by the assigned student. The assigned student shall not allow others to use the device.
- D) The HIDOE/State and manufacturer's identification tags will not be tampered with or removed. No other stickers, ink, or any decorative items may be added to a student's assigned equipment (such as, but not limited to, the device, batteries, cords, and chargers).
- E) Students will maintain the privacy and security of their usernames and passwords for the digital device and installed software and applications. Never share your username and password(s) with anyone (even best friends) other than your parents or guardian.
  - i) In the event the student has forgotten their username or password, contact the teacher for assistance.
  - ii) If the student's username or password has been locked or inadvertently shared with others, contact the teacher for assistance. The teacher may need to seek technical support.
- F) HIDOE assumes no responsibility for any unauthorized charges made by students on HIDOE devices, internet services, and/or network included but not limited to credit card charges, long distance phone charges, equipment and line costs, or for any illegal use such as copyright violations.
- G) Reporting damaged/lost devices, viruses, and other issues
  - i) Students and their parents are personally responsible for the proper care, use, and handling of the assigned device and for knowing where it is at all times. Students are responsible for promptly taking damaged, broken, or non-working devices to the designated school personnel for repair. The parents of a student who is found responsible for the loss, destruction, breakage, or damage of school equipment (such as, but not limited to, the device, batteries, cords, and chargers) will be required to pay for the replacement equipment per HAR, Title 8, Chapter 57, entitled "Restitution for Damaged and Lost Books, Equipment, Supplies, and Outstanding Financial Obligations." View Chapter 57 here (<http://bit.ly/HAR8Chapter57>) or ask for a copy at your school. Replacement or repair cost depends on the severity of the damage.
  - ii) If a student's device is lost or stolen, the student and/or parent are responsible for obtaining a police report within 24 hours of discovery of the loss/theft, immediately providing the school with documentation of the report, and cooperating fully with any subsequent investigation.
  - iii) Students are requested to report any weaknesses/compromises in HIDOE's computer security, and any incidents of possible misuse or violation of this agreement to the proper authorities (teachers, principals, or vice principals).
  - iv) Students and parents shall address all concerns regarding the use of the technology to the supervising teacher(s) and/or the school administrative staff.

**7) Guidelines for appropriate and ethical use of HIDOE Internet and Network Services**

- A) Students will use HIDOE's internet and network services for educational purposes only. HIDOE may bar access by students to certain material which is not deemed educational. Students are forbidden from circumventing security measures on school or remote computers and the HIDOE network.

- B) Use of the HIDOE network system in a manner that encumbers system and network resources to the point that usage causes interference with others' services is prohibited.
- C) Students shall always cooperate with requests from teachers and other school administrators for information about the students' computing activities.
- D) Protection of student personal information
  - i) Personal user accounts will not be used for instructional or educational purposes. Students will use a separate account(s) for school/educational purposes and maintain the privacy and security of their usernames and passwords for all internet, network, social media, and online/cloud services (such as, but not limited to, Google Apps for Education and Edmodo).
  - ii) HIDOE-assigned user accounts inactive for three or more months (i.e. no logins or file uploads) will be deleted as they pose a security risk and tie up valuable system resources.
  - iii) Students will not reveal his/her full name, home address or telephone number, or the personal information of others on the internet without permission from a supervising teacher. Students are not to meet people they have contacted through the internet without parent permission.
  - iv) Students are responsible for their account(s). Students should make appropriate use of the system and network-provided protection features and take precautions against others obtaining access to their computer resources. Individual password security is the responsibility of each user.
  - v) Students shall not use another user's account or password without proper authorization from their supervising teacher, other HIDOE administrator, or the system administrator.
  - vi) HIDOE makes no warranties of any kind, whether expressed or implied, regarding the use of HIDOE owned or leased digital devices, Network, Internet, or the accuracy, correctness, completeness, or reliability of any information, files, or software. HIDOE will not be responsible for damages for any of the foregoing, including loss of data, non-deliveries, or service interruptions, whether caused by its negligence, user errors or omissions, or other defects. Use of any information obtained via the internet is at the user's own risk.
  - vii) If a student believes that their user account and password has been compromised they should immediately contact their teacher or school administrator.

## **8) *Unauthorized Uses of the Internet or HIDOE Digital Device***

- A) Obscenity and harassment
  - i) Students will not use the Internet for illegal, unethical, or obscene purposes. Students are to inform their supervising teacher if they access information or messages that are inappropriate or make them uncomfortable in any way. Use of the HIDOE network to post, send, or retrieve pornographic material, inappropriate text or graphic files, or files that could damage the network (i.e., files containing malware, worms, viruses) are prohibited.
  - ii) Students will not harass other users by sending unsolicited, commercial, annoying, obscene, libelous, offensive or threatening messages (such as, but not limited to, email, social network postings, and direct messages), or use any form of electronic media to harass another person or group (i.e., cyberbullying). Students are to report any conduct they feel can be defined as harassment to a teacher or school administrator immediately.
  - iii) Sending or receiving unlawful information via electronic communications, using electronic communications illegal in ways that violate local, state, federal or international laws or statutes are prohibited.

B) B) Copyright laws and plagiarism

- i) Students will not plagiarize or download unauthorized copyrighted or licensed material. HIDOE is not responsible or liable for materials in violation of copyright laws. Users are responsible for the content of their postings and obtaining all necessary permissions or licenses for any material used.
- ii) Students will not duplicate or distribute unauthorized copyrighted or licensed materials.

C) Downloading, accessing, or copying materials for non-educational purposes

- i) Students will not download or install any software, apps, movies, or games onto the digital devices, or change system configurations.
- ii) Students shall not make copies of system configuration files for their own unauthorized personal use or to provide to other people/users.

D) Commercial and political business

- i) Students will not use the internet to access or disseminate "for profit" or commercial business material. No personal money-making activity may be conducted using HIDOE computing and networking resources.
- ii) The HIDOE network and computing resources shall not be used for political lobbying or outside interests not related to HIDOE's business.

E) Device and network security

- i) Students shall not attempt to hack or otherwise breach security of any HIDOE-owned or leased digital devices, HIDOE servers, or any other user's account.
- ii) Students shall not download, install or run security programs or utilities which reveal weaknesses in and/or bypass the security of a system. Students will not attempt to circumvent or uninstall monitoring software from HIDOE-owned or leased devices. For example, the students shall not run password cracking programs on any of HIDOE's computer systems or install rootkits which bypass system security.

F) Use of the HIDOE network or a HIDOE digital device for any unlawful purpose is prohibited.

## Student Schedule

Time	Monday	Tuesday	Wednesday	Thursday	Friday

## Student Login Information

Program	Username	Password
Google Apps for Education <a href="https://www.google.com/">https://www.google.com/</a>		
Achieve 3000 Smarty Ants <a href="https://play.smartyants.com/">https://play.smartyants.com/</a> Kidbiz/Teenbiz <a href="https://portal.achieve3000.com/index">https://portal.achieve3000.com/index</a>		
i-Ready <a href="https://login.i-ready.com/">https://login.i-ready.com/</a>		
IXL <a href="https://www.ixl.com/signin/ahrens">https://www.ixl.com/signin/ahrens</a>		
Wonders <a href="http://connected.mcgraw-hill.com/connected/login.do">http://connected.mcgraw-hill.com/connected/login.do</a>		