

General School Rules and Discipline Policy

SCHOOL PHILOSOPHY

We believe that when all stakeholders collaborate to seek understanding and next steps, everyone moves forward.

Our CORE values of we care for ourselves, we care for others, we care for our place and we care for learning, speak loudly to the fact that each child's learning, both academically and socially/behaviorally, is a group effort where students, parents, teachers and staff are responsible for the learning.

Teachers shall address specific concerns with parents and students then refer the concern to the counselor/administration as needed.

1. SCHOOL RULES

- Be punctual; report to class on time. Children arriving after 7:50 a.m. should report to the office for a tardy slip.
- Once students arrive on campus, students are NOT allowed to leave campus for any reason.
- Strive to be present in school every day. In the event of an absence, parents/guardians should notify the office by telephone at 675-0195 ext. 1 as early as possible. Please send a note to the teacher upon return from an absence.
- Students must remain in their grade level designated area.
- Settle disagreements by discussing the problem and seeking a solution that is fair to all concerned. If necessary, ask a teacher or a school adult for help.
- Keep all buildings and the campus neat. Do not deface or damage school property. Do not throw anything from the second floor of C building.
- Walk in a quiet, orderly manner while on the school campus.
- Leave the following items at home (contraband):
 - CD players, iPods, iPads, other radios, cameras, and other electronic equipment including games and cellular phones (not to be used during school hours)
 - personal play equipment such as footballs...
 - valuables and money
 - all toys
 - pets
 - fireworks, matches (combustibles...)
 - foods that tend to become messy (packaged saimin, boxed jello/pudding, seeds, gum, etc.)
- Heelys (with wheels), razors/scooters, rollerblades, skateboards and bicycles are not to be ridden on the school campus.
- Do not use of abusive and profane language and gestures.
- Respect the property of others. DO NOT TOUCH things that do not belong to you unless you have permission.
- Do not loiter at school; leave the campus as soon as school duties and responsibilities are completed after hours.

2. RECESS/PLAYGROUND RULES: Safety and fair play at recess are essential.

- All students are expected to practice proper use of equipment at recess.
- Avoid bumping into or hurting others. Rough contact sports and games are not allowed.
- Play and remain in the designated grade level recess area. Avoid off limit areas.
- Balls should be controlled and used only on the playground. Avoid hurting others.
- Report all accidents to the yard duty teachers, supervisors or CPOs
- Settle disagreements or problems by discussing them fairly: NO FIGHTING. Ask teachers or supervisors for help if necessary.
- All students should be on the playground during recess, unless given permission to go elsewhere. Stay away from off-limits areas.

3. PEDESTRIAN SAFETY

- Cross the street (using the crosswalk) or driveways with adult supervision, if needed.
- Follow directions of Crossing Guard and Junior Police Officers (JPOs) on duty.

- Refuse rides from strangers.
- Do not loiter in the parking areas or back gate; go directly to your vehicle or walk straight home.

4. DRESS STANDARD

- With parental guidance/supervision, students are to dress comfortably and appropriately, for their well-being and safety, at school. Parents will be notified in the event that a student's attire/accessories may be in question.
 - Wear clean, appropriate clothing and footwear
 - Practice good hygiene and grooming
 - Covered shoes are required when working in the cafeteria, on field trips and during P.E. activities
 - Remove hats/caps when indoors
- The following attire shall be addressed:
 - Inappropriate pictures and/or messages on clothing
 - Exposure of any undergarment including bra straps and underwear
 - Length of shorts, skirts, dresses shall not be shorter than the middle finger when arms are on the side of the body. (This is an approximate length)
 - Excessive skin exposure
 - Inappropriate jewelry and accessories
- Kanoelani T-shirts are available for purchase at the beginning to the school year. Each Friday is school t-shirt day!

CONSEQUENCES/DISPOSITIONS AND DISCIPLINARY MEASURES/CHAPTER 19

When students violate a school rule and/or show disregard for its importance, school personnel will institute consequences or disciplinary actions in accordance with Hawaii Administrative Rules Title 8, Chapter 19. The following will occur:

1. The teacher or staff member will refer a student to the administrative office when consequences/efforts to help the student have not improved student behavior or when the severity of the offense requires disciplinary measures beyond the classroom.
2. Investigations for all referrals will include talking with the offending student, the victim and any and all students identified as witnesses to the offense and the teacher submitting a referral in a timely manner.
3. The severity of the infraction and number of times a student commits an offense will be taken into consideration in determining the specific consequence.
4. Counseling shall accompany all follow up measures.

SPECIFIC DISCIPLINARY MEASURES

- Correction and warning
- Parental notification or conference (by note, phone call, direct personal contact)
- Conference with student
- Individual instruction
- Time away from class/activity
- Loss of privileges
- Time in office
- Restitution
- Detention
- Suspension