

WELCOME TO ADMIRAL CHESTER W. NIMITZ ELEMENTARY SCHOOL

Aloha and welcome to Admiral Chester W. Nimitz Elementary School. The information in this planner is provided to help you and your family become familiar with the facilities, activities and guidelines of our school.

This planner serves as a communication tool for students, parents and teachers. As students, you should use it daily to write down all assignments, messages, and projects. As parents, you should review your child's planner daily to become familiar with his/her academic work and to help your child monitor daily and future assignments.

The planner will allow both parents and teachers to ask questions, clarify concerns and work together to help the students complete their work on a timely basis. Students will also learn how to organize and prioritize their work.

Our challenge and hope is that you leave Admiral Chester W. Nimitz Elementary School more successful and more prepared for the future than when you arrived. We will help you meet this goal and expect you will strive to be the best you can be. We encourage you to take an active part in all of our school activities. We wish you an enjoyable year!

Telephone Numbers

Office	307-4400
Health Room	307-4400
Student Support Coordinator (SSC)	307-4441
A+ (After School)	421-4171
Central District Office	307-3900

(When your child is absent or tardy for school, please call the office between 7:30 a.m. – 8:30 a.m.)

Office Hours

7:30 a.m. – 4:00 p.m. Monday through Friday
(closed on State holidays)

Daily Schedule

Monday, Tuesday, Thursday, Friday

7:45 a.m.	Opening/Homeroom
*9:22 a.m.	Recess
10:45 a.m.	Preschool, K-2 Lunch
11:37 a.m.	3-6 Lunch
*12:07 p.m.	Recess
2:00 p.m.	Student Dismissal

Wednesday

7:45 a.m.	Opening/Homeroom
*9:22 a.m.	Recess
10:45 a.m.	Preschool, K-2 Lunch
11:37 a.m.	3-6 Lunch
*12:07 p.m.	Recess
1:10 p.m.	Student Dismissal

*Recess – 15 minutes long

School Hours

7:45 a.m. – 2:00 p.m.	Monday, Tuesday, Thursday, Friday
7:45 a.m. – 1:10 p.m.	Wednesday
8:30 a.m. – 2:00 p.m.	Daily (Registration Hours)

Please do not drop your child off at school before 7:15 a.m.

Breakfast is served from 7:15 a.m. – 7:40 a.m. There is no supervision of students prior to this time.

Please pick up your child after school no later than 2:30 p.m. on Mondays, Tuesdays, Thursdays and Fridays, and no later than 1:40 p.m. on Wednesdays. There is no adult supervision for the students after this time. If you need after school care, the A+ program is available for a nominal cost.

Our Philosophy

At Admiral Chester W. Nimitz Elementary School, students are accepted as individuals who are entitled to an education, which challenges and nurtures them to achieve their full potential as life-long learners and to live as caring, productive citizens of our democratic society.

Our Vision

Admiral Chester W. Nimitz Elementary School provides a safe, nurturing environment, which challenges students to attain the highest levels of achievement and excellence.

Our Mission

Our mission is to provide an environment where all students and teachers are active participants in learning that is relevant to present and future needs.

The Nimitz Creed

The NIMITZ WAY is to have PRIDE by . . .

- *doing my BEST,
- *showing RESPECT,
- *being SAFE,
- *and SMILING.

Alma Mater

Nimitz Eagles stand tall together
Waving colors yellow and blue
We will strive to do our best
For we're proud of the Nimitz way.

From day to day we practice
Sharing, loving, and caring too
Like soaring eagles
Rise to the summit
We are proud of Nimitz School.

Lyrics by: Jennie Kawasaki
Music by: Puanani Higgins
1991

Our Goals

General Learner Outcomes of Standards-Based Education (Hawaii DOE)

- ❖ The ability to be responsible for one's own learning.
- ❖ The understanding that it is essential for human beings to work together.
- ❖ The ability to be involved in complex thinking and problem solving.
- ❖ The ability to recognize and produce quality performance and quality products.
- ❖ The ability to communicate effectively with a variety of audiences for a variety of purposes.
- ❖ The ability to use a variety of technologies effectively and ethically.

History of Admiral Chester W. Nimitz Elementary

Admiral Chester W. Nimitz Elementary School is named in honor of Fleet Admiral Chester William Nimitz, America's outstanding five-star admiral. Opened in 1954, Admiral Chester W. Nimitz Elementary School is located at 520 Main Street next to Joint Base Pearl Harbor/Hickam. Most of our families are active duty or as civilians have military connections.

Motto

Kulia i ka Nu'u
(Rise to the Summit)

School Colors

Blue and Yellow

School Mascot

Eagle

Standards of Behavior

As a member of Admiral Chester W. Nimitz Elementary School, each student shares in the responsibility for maintaining a school environment that is conducive to the physical, emotional and mental well being of all students. To fulfill this responsibility, student conduct must be guided by a respect for self, others, and properties. Adherence to rules is expected from each student. The cooperation of all is essential if we are to have a positive school environment which is necessary for learning and growth.

Teachers and parents have the responsibility to review conduct rules with their children and to assist them by providing guidance and counseling if necessary.

The following guidelines apply to all students during school hours, on school premises, or during department supervised activities:

DEPARTMENT OF EDUCATION CHAPTER 19

Disciplinary rules adopted by the State Board of Education and approved by the Governor were in effect as of September 1, 1982 and revised in 2009. These rules specify four classes of offenses and are listed as A, B, C, and D. Please refer to the current Hawaii Administrative Rules Chapter 19, Student Misconduct, Discipline, School Searches and Seizures, Reporting Offenses, Police Interviews and Arrests, and Restitution for Vandalism.

Any student found in possession of a dangerous weapon, intoxicating liquor, or illicit drugs while attending school, may be excluded from school up to ninety-two (92) school days.

Any student found to be in possession of a firearm shall be dismissed from school for not less than a one-year period.

“Firearm” is defined in Chapter 19 as any weapon (including but not limited to a starter gun, shotgun, air gun, or cross bow), which will or is designed to or may readily be converted to expel a projectile; the frame or receiver of any such weapon; any firearm

muffler or firearm silencer; or any destructive device. BB guns, pellet guns, and paint ball guns are considered to be air guns. Any student who brings a firearm to school shall be excluded from attending school for not less than one calendar year.

Contraband on Campus

For safety and security reasons the following items are not allowed in school:

- Trading cards
- Electronic games and equipment including cell phones
- Sports equipment
- Electronic cigarettes
- Any item which may lead to bodily injury or disruption of school operations

Updating Information

Please notify the school office if there are any changes in:

1. Address
2. Phone number (home, work and cell)
3. Place of employment
4. Change in medical insurance
5. Emergency contact

It is **extremely** important that school personnel have current contact information in case of an emergency.

Library

Welcome to the Information Age! The Nimitz Library Media Center is filled with fun and informational books and magazines, computers, and learning materials. It is open during morning recess for reading and borrowing books.

During lunch recess students will find a quiet place for reading or doing homework. Pre-School – Grade 6 students visit the library with their class every two weeks. During this time students in the lower grades learn to use the library and participate in a read aloud time to enhance their comprehension, listening, and thinking skills. Learners in the upper grades are taught to effectively and ethically navigate today's Information World, i.e., the Internet, so they can be successful in future academic endeavors, their careers, and as community contributors.

Books are on loan for a two week period. Student's who DO NOT RIDE THE BUS and parents are invited to visit our Nimitz Library to borrow books after school. Studies show that reading for several minutes everyday boosts learning and test scores!

Care of Books

Students are responsible for the textbooks and library books assigned to them until the teachers or librarian recall the books. Books assigned to the student and left in the classroom are still the responsibility of the student. It is suggested that all textbooks be protected with book covers. Books need to be handled with care at all times and kept away from food, water, babies and pets.

Payment for Lost and Damaged Books

Any student who is found to be responsible for loss, destruction, breakage, or damage of school books, which shall include library books and/or materials and textbooks, will make restitution to the school, this includes payment by the student of the actual replacement cost of the book.

Student Arrival Procedures

- Students may arrive on campus **no earlier than 7:15 a.m. for breakfast only** and 7:30 a.m. for regular arrivals. Breakfast is served from 7:15 – 7:40 a.m. in the cafeteria.
- **Students may SIT by classrooms no earlier than 7:30 a.m.** The lack of adequate supervision makes early arrivals prior to 7:30 a.m. a safety/security concern.

Arrival by Car

To provide a safer traffic pattern for our school community, parents may drive into school and drop their children along the Administration Building between the hours of 7:30 a.m. – 7:45 a.m. Please observe the following rules:

1. Drive as far forward toward the exit before stopping to let your child(ren) off. This prevents backups into the street.
2. This is a **Drop and Go** area. Do not park for any reason. Parked cars create congestion and a dangerous situation for our students and staff. If you must stop to see your child off or come into the office for any reason, please park your car on the street and walk your child(ren) over.
3. The speed limit on Main Street is 15 miles per hour. The speed limit in the school driveway is 5 miles per hour.
4. Drop children off only at the curb. Drivers are not expecting children to be walking between cars.
5. **Do not drop off/pick up students in the faculty parking lot next to the cafeteria.**
6. Do not reverse or make U-turns on Main Street or use the church parking lot as a turnaround point.

Arrival by Bicycle and Walking

1. Bicycles must be parked and locked in the bike racks near the Aupaka Gate. Joint Base Pearl Harbor Hickam policy requires helmets. Parents should discuss the safest route to be traveled to school with their child.
2. Scooters and skateboards are to be carried to school once students pass through the Aupaka Gate.
3. Students are allowed to use the crosswalk fronting the school if their **parent** accompanies them. **Children walking alone are to use the crosswalk with the crossing guard.**

Aupaka Gate

The gate for Joint Base Pearl Harbor Hickam students is open as scheduled:

Monday, Tuesday, Thursday, Friday	7:15 – 8:00 a.m.	1:50 – 3:00 p.m.
Wednesday	7:15 – 8:00 a.m.	1:00 – 2:00 p.m.

Arrival by Bus

The Department of Education Student Transportation Service Branch (586-0170) provides bus transportation for those living in Catlin Park, Nimitz Best Western Plaza Hotel, and Airport Honolulu Hotel. Roberts Hawaii School Bus services the contract.

1. The Hawaii Department of Education (DOE) provides a subsidized bus program for students living at least 1 mile away from their home school.
2. Based on income, using State guidelines (not the same as Free/Reduced Meal federal program), the DOE partially or fully subsidizes student bus fare.
3. Currently, partially subsidized students pay \$1.25 cents per ride (or \$2.50 per day).
4. Please turn in the mandatory form (ST-70) as soon as possible to register your child to ride the bus. The form must be submitted before a child can be approved to ride the school bus.
5. There are three payment plans available to pay for your child's bus pass. A signed agreement for the payment option and financial responsibility is mandatory.

You may pay by cash, check, money order or cashiers check made payable to the "Department of Education." Payment will be accepted at the office.

6. Once students receive their official Department of Education bus pass, they must present it to the driver daily. Students may be denied bus service without the proper bus pass. There will be a \$5.00 charge to replace a lost pass. If it is lost have your child go immediately to the office and pick up a Request for Duplicate Bus Pass (Form ST-73). A parent or guardian should complete the form and deliver the completed form with \$5.00 to the school office. School administration will verify that your child is a registered rider that has paid for the month, and issue a temporary bus pass good for 15 calendar days. **You will need to provide alternate transportation for your child** if you do not pay the duplicate bus pass fee before the temporary bus pass expires.
7. Housing rules require that parents accompany and supervise their children 10 years and under while waiting for the bus.
8. Children must be physically present to hold a place in line. No backpacks or other individuals may hold a place. Children must wait at the stop closest to their home.

Parents of Primary Students

To the parents of young students (kindergarten to grade 2), please do the following:

- Make arrangements for after school pickup with siblings or neighbors before the first day of school. Arrange a pickup point and stress that all participants arrive directly after class is let out;
- Inform your child(ren) if they are going to the A+ After School Program, the Youth Center, catching the bus, or walking home after school. Please make sure they know where to go before coming to school;
- Make sure your child(ren) have an alternate plan for after school pickup if the person who meets them is sick;
- All children should know their street address, home and work phone numbers of their parents, and parents' name. If your child is a bus rider and does not know this information, please write it on a luggage tag along with the bus route number and attach it to their backpack.
- Be sure your child knows where to get off the bus. Familiarize them with landmarks to look for before getting off the bus.

Attendance

The school pays close attention to a student's attendance. Students who are in school less than one-half of the school day are marked absent for the entire day.

Tardies

It is important to come to school on time. If your child arrives **AFTER** 7:50 a.m.:

1. The student must report to the school office with an explanation as to why they are tardy.
2. Student will be given a tardy slip.
3. Arrival after 11:00 a.m. will be recorded as absent.

Absences

Regular attendance is important and children should not miss school unless it is absolutely necessary. Please inform the school of an absence by one of the following methods:

1. Send a note to the teacher through a sibling or a neighbor, stating the reason for your child's absence.
2. Call the school office between 7:30-8:30 a.m. and provide your child's name, room number and reason for the absence.

Trips/Family Vacations (Unexcused Absences)

Trips are considered "time away" from classroom instruction, so please plan vacations to coincide with school recesses if at all possible. Please notify the office in writing in advance when a trip is planned. **Teachers are not required to provide homework or make-up work for children on trips.**

Chronic Tardiness/Excessive Absences

Students who are chronically tardy or excessively absent will be referred to the counselors and administrators for follow up action with parents.

1. First, contact with parents will be made by letter when a student has six (6) absences or nine (9) tardies.
2. Second, a counselor will make contact with parents when a student has eight (8) or more absences or twelve (12) tardies. A meeting will be scheduled with the counselor, parent and school social worker.
3. Third, a counselor will schedule a meeting with the counselor, parent, teacher, administrator and social worker when a student has eleven (11) or more absences or fifteen (15) tardies. A child is considered chronically absent after missing 15 or more days of instruction.
4. Fourth, a counselor will schedule a Student Focused Team conference and present a service plan. When a student has 17 or more absences or 18 tardies.
5. Further absences could result in referral to Family Court.

Homework Procedures in Case of Absence

Parent cooperation in adhering to the following procedures will enable the school office to expedite the request for pick up of homework without interruption to the classroom. Please inform the school office between 7:30 - 8:30 a.m. if your child is going to be absent.

- A student who has been absent for one day is expected to complete assignments upon returning to school.
- Parents may request homework on the second day of absence by calling the school office at 307-4400 between 7:30 a.m. – 8:30 a.m.
- Assignments/books may be picked up at the office on the day of the request from 2:15 p.m. – 4:00 p.m. (M, T, Th, F) and 1:30 p.m. – 4:00 p.m. (W).
- Parents are to return the homework on Friday if absence continues. Students who return before Friday should take homework directly to their teacher.

Early Dismissals/Student Pick Up Procedures During School Hours

To expedite the early release of students, parents must send a note to the teacher/office regarding the time of departure.

1. Call for early release should be made **at least an hour** before departure to allow the teacher and child time to prepare for release.
2. Parents arriving without notice should expect a 15-20 minute wait.

NOTE: For safety reasons, teachers are not allowed to release a child from the classroom. Students will be called to the office for departure and will be released after a parent has signed the school log and been given a student pass.

Visitors on Campus During School Hours

As part of the Department of Education's security and safety policy, **ALL VISITORS and PARENTS must report to the office to sign in for a school visitor badge.**

Parents/visitors must promptly leave the campus **by 7:45 a.m.** Volunteers and scheduled visitors must report to the office to sign in for a school visitor badge.

To minimize classroom distractions and interruption to instruction, parents are asked not to “drop in” on their child's classroom. A class may be in various locations on campus, taking a test, or in the middle of a teacher-directed lesson.

- Please stop at the office if there is anything that needs to be delivered to your child. The office will have the item(s) delivered for you.
- If you wish to visit your child's class, please make prior arrangements with their teacher or through the office.

- You may eat lunch with your child on the picnic benches. However, for safety and supervision reasons, please do not invite your child's friends to join you.

Meal Ticket Policies

1. Prepayments are required. **No cash will be accepted in the breakfast or lunch line.** Cash payments will be accepted in the office.
2. Parents may prepay monthly or quarterly.
3. The **maximum** loan amount for students who pay the regular price will be \$12.50 (5 regular student lunches) and for those who pay the reduced price will be \$2.00 (5 reduced student lunches).
4. If there are no funds in your child's meal account, and the lunch loan maximum amount has been reached, you should:
 - 1) pay the loan amount and add funds to your child's meal account or
 - 2) send your child to school with a home lunch.
5. If you had a lunch loan balance outstanding at the end of the last school year, that lunch loan balance will carry forward to the new school year. If the loan balance at the beginning of the school year is greater than the loan limits set forth above, your child will be served a meal on the first day of school but not thereafter until you pay the lunch loan.
6. If you have any questions, please contact our Meal Ticket Clerk at the school office.

Free and Reduced Price Meals

Students who received free or reduced-price meals for the school year 2016-2017 will be on the same status for the first ten (10) days of this school year (August 7, 2017 to August 21, 2017). Siblings newly registered in kindergarten should fill out the Temporary Extended Meal Benefit of Newly Enrolled Student(s) form.

Applications are available online at hionlineapps.primerledge.com. Parents will be notified via a letter if student qualifies for free or reduced meals. **If an application is not approved before September 19, 2017 your child's status will automatically be changed to full price.**

- If a student was on reduced-price meals last school year, s/he pays \$0.30 for breakfast and \$0.40 for lunch the first ten (10) days. Extra milk - \$0.60
- If a student was on free meals last school year, there is no cost for lunch and breakfast for the first ten (10) days. Extra milk - \$0.60
- If a student was on full price last school year, s/he is to bring \$1.10 for breakfast and \$2.50 for lunch. Extra milk - \$0.60 Second Entrée - \$5.50
- If a student has a negative balance they will not be served Breakfast or Extras

USDA is an equal opportunity provider

School Service

Students in grades 4 through 6 periodically serve the school in the Library, Office and cafeteria. Department of Education policy states that students will not work for more than one full day per month or seven full days per school year in the cafeteria.

Through these service days students show pride in their school, teamwork and practice responsibility. It is a valuable way for them to practice the General Learner Outcomes in a real world context.

Lost and Found

Parents are advised to label all articles (clothing and supplies) belonging to their children. This will facilitate finding the rightful owners when the items are turned in. The lost and found articles are kept in the cafeteria. They are displayed for the students to look over and claim. At the end of each semester, items not claimed are donated to a worthy charity.

Health Aide

The health aide is on duty from 7:30 a.m. to 2:30 p.m. on school days. She is available to render first aid care and to arrange for parents to pick up children from school due to illness. Students may not walk home unaccompanied from the health room.

Medication

Please do not send medication to school with your child. Make an effort to schedule medications so your child can take them before coming to school or as soon as they return home. If it is absolutely necessary that your child take medication during school hours, both a parent and the doctor must sign a "Request for Administration of Medication in School" Form SHS - 36, before the medication can be stored in the health room and administered by the Health Aide.

Illness in the Morning

If your child is ill, the child should be kept at home. This will help to lessen the incidences of illnesses at school. Parents should check with their child's private physician or the school health aide if they have any questions. Certain communicable diseases need medical clearance before reentry to school.

Significant Medical Conditions

Significant medical conditions should be indicated on the Emergency Card. If special conditions or physical restrictions are needed in school, a medical statement will need to be submitted yearly.

Field Trips

Field trips help to enrich and enhance the curriculum by increasing understanding of the unit or topic under study. Parents or guardians must submit field trip permission forms and payments by the deadline stated on the permission form. Failure to do so will result in the student not going on the field trip. The reasons for collection deadlines are to finalize plans, to teach students about responsibility, and to help the office collect and remit the money in an efficient and timely manner.

Payment for bus fare will not be refunded if the student is absent on the day of the field trip. Admission fees will be refunded.

Students who do not go on field trips should report to school on the day of the trip. They will be given assignments to do with another teacher.

Release From School

If your child is moving to another school or leaving the islands, please inform the office, and complete a Request for Student Release Form.

RELEASE FORMS:

1. Please give the office at least **five working days** to prepare the release form.
2. The release form will be sent home with your child on your child's last day.
3. Take the release form to your new school to register the student.
4. Your child's records will be sent directly to the school when they are requested.

Head Lice Guidelines

Head lice are a fairly common occurrence. They can be identified in a number of ways:

- Nits (white eggs) are firmly attached to hairs. The hair at the back of the neck is a favorite area.
- Gray bugs (lice) 1/16 of an inch long move quickly and are difficult to see.
- The scalp itches and has a rash.
- The nits are easier to see than the lice because they are white and numerous.

Nimitz Elementary School currently follows the State of Hawaii DOE guidelines on head lice:

- The school health aide contacts parent/guardian of suspected student.
- Effective non-toxic treatments are recommended.

Peanut Policy

There are students who are highly allergic to nut products and their by-products such as peanut butter, peanut oil, peanut flour, bread with nuts, rice cake with nuts, granola bar with nuts, trail mix with nuts, etc. Nut allergies are often severe and can be fatal, which is why we need everyone's cooperation. Even a tiny amount of nut particle or residue ingested through the eyes, nose, or mouth can cause a severe reaction or death. A major health issue such as this one needs to be taken very seriously, and it has always been the policy of this school to make the safety and well being of our students our top priority.

Therefore, we are asking that parents NOT send any nut products to school. This will help prevent an accidental ingestion.

- Please do not send any nuts, peanut butter, or foods containing nuts or peanut butter to be eaten as snacks in the classroom.
- Birthday parties are a special time for children, but they can be a difficult time for the food-allergic child. If you would like to send in baked goods, please be careful about the ingredients. Please look over the ingredients on the outside of the package and when preparing "treats", please pay close attention to cross contamination in your kitchen. To prevent cross contamination, it is necessary that cooking utensils and preparation surfaces be carefully washed after each food is touched. It would be especially helpful if you could let your child's teachers know a few days ahead of when you would like to celebrate your child's birthday, so that the food-allergic child can be provided with his own safe treat.

Tobacco Free School System

The Department of Education is continuing its efforts to provide its students with a safe and secure learning environment by enforcing a ban on smoking and other tobacco products at all times, including the following:

- On public school campuses, school vehicles, and off campus sites under the operational control of the principal or designee, except as part of a bona fide classroom instruction or theatrical production approved by the principal; and
- In all building and facilities, or portions thereof, which are assigned to the district and state offices of the Department of Education.

Your cooperation and support in this matter will assist the school in providing our students and employees with a safe learning and working environment.

Americans with Disabilities Act

In accordance with the Americans with Disabilities Act (ADA), we are committed to ensure that individuals with disabilities are not denied an opportunity to participate in and benefit from any service, program, or activity offered by the school. Individuals with disabilities are welcome to participate in and benefit from the events at our school. School officials wish to assist in making the event a memorable experience for all.

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

Mrs. Marcy Kagami – Principal	307-4400
Mrs. Melissa Goo – Vice Principal	307-4400
Mrs. Julie Shiroma – SASA	307-4400



Review of Student Planner

The entire student planner is reviewed in the homeroom class during the first two weeks of **each semester**. This information is very important and the review is the student's warning of the rules set forth. The student is to sign and date to show that the material was reviewed in school. The homeroom teacher will initial in this area to indicate that it was signed when the review was completed.

1st Semester Signature: _____ Date: _____

2nd Semester Signature: _____ Date: _____

Proof of Review of Student Planner

After reading the front section of the student planner, both parent and student are required to sign below as acknowledgement of the material covered in the planner. This sheet and the entire contents of the planner must remain intact in the planner for the entire school year.

Student's Name (Printed): _____

Homeroom Teacher: _____ Room # _____

Student Signature: _____

Parent/Guardian Signature: _____ Date: _____

Teacher Signature: _____ Date: _____

