

RED HILL

ELEMENTARY SCHOOL



Parent Handbook 2014 – 2015

Phone: (808) 305-1530 / Fax: (808) 831-7861

ALOHA!

We welcome all our families to Red Hill Elementary School. We are very proud of our school. Our dedicated teachers encourage your participation in the activities which occur throughout the school year. We look forward to working with each of you.

This handbook has been prepared to help familiarize you with school procedures and policies. Please take time to read the handbook, as it contains important information. Also, keep it on hand so that you may refer to it throughout the year. These procedures have been established to enable us to more efficiently and effectively work with your children here at school.

A Message from our Complex Area Superintendent

Welcome to the Moanalua Complex in Central District Southside. It is my pleasure to welcome you to Red Hill Elementary where the school pursues excellence in providing standards-based education, comprehensive student support, and continuously strives to improve performance and quality. I urge you to become an active member of this school learning community, so together, we can support your child to excel.

Aloha,
Mr. John Erickson

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Philosophy

We believe that:

- Every child can learn and is worthy
- High expectations foster high achievement
- A positive school climate is conducive to learning
- Learners do their best work in a nurturing environment where effort and achievement are recognized
- Education is a cooperative effort of the school, home, and community
- Modeling of acceptable behaviors and positive attitudes is essential for achieving our mission

Vision

We envision Red Hill Elementary School as a community of learners in an innovative and challenging educational environment in which skills and attitudes of life-long learners are acquired, socially responsible citizens of the world show respect for self and others, and every citizen works cooperatively to provide quality education.

Mission

The mission of Red Hill Elementary School is to provide the guidance and instruction which will enable students to reach their maximum potential, empowering them to meet the challenges in our ever-changing society.

Our Mission...For Students in the Moanalua Complex

Students in the Moanalua Complex will be able to...

- Demonstrate a proficiency and integrity in academics
- Think critically, creatively, and ethically
- Use effective intra-personal and inter-personal skills
- Contribute positively to our global society
- Problem solve and make responsible decisions

Our Vision...of a Moanalua Complex Graduate

Moanalua Complex Graduates will be able to...

- Realize their individual goals and aspirations
- Possess attitudes, knowledge and skills necessary to contribute positively and compete in a global society
- Exercise the rights and responsibilities of citizenship
- Pursue the post-secondary education and/or careers without the need for remediation

General Learner Outcomes

- **Self-directed Learner**
The ability to be responsible for one's own learning
- **Community Contributor**
The understanding that it is essential for human beings to work together
- **Complex Thinker**
The ability to demonstrate critical thinking and problem solving
- **Quality Producer**
The ability to recognize and produce quality performance and quality products
- **Effective Communicator**
The ability to communicate effectively
- **Effective and Ethical User of Technology**
The ability to use a variety of technologies effectively and ethically

Red Hill Elementary School

Bell Schedule

7:50 A.M. Students report to class

7:55 A.M. School Day Begins

Recess - Upper Field

9:30 – 9:45 Pre-K, K, 1

9:45 – 10:00 Grades 2 & 3

10:00 – 10:25 Grades 4, 5 & 6

Lunch - Cafeteria

11:00 – 11:30 Pre-K, K & 1

11:30 – 12:00 Grades 2 & 3

12:00 – 12:30 Grades 4, 5, & 6

Recess – Upper Field

11:30 – 11:45 Grades K & 1

12:00 – 12:15 Grades 2 & 3

Wednesdays, no afternoon recess.

2:05 Dismissal (M, T, Th, F)

1:15 Wednesday Dismissal

Office Hours: 7:30 a.m. – 4:00 p.m. M-F except holidays

Teachers are not on duty until 7:45 a.m. CPOs are on duty from 7:30 a.m. Students should arrive on campus after 7:30a.m., unless having school breakfast. Breakfast service starts at 7:15 a.m.

Students should leave campus promptly after school, no later than 2:30p.m., unless they are officially enrolled in the A+ After-School Program

ATTENDANCE

Red Hill Elementary School pays close attention to a student's attendance. Students who are chronically late or excessively absent will be referred to the Counselor and/or Administrator for follow up action with parents.

Family vacations should be scheduled during school breaks to minimize absence from class.

LATE/TARDY

A child entering class after 7:55 a.m. is considered **late** and will be marked as such on the attendance record.

7:55 am – 8:15 am Student goes directly to his/her class. "TEACHER" marks him/her late.

After 8:15 am Parent/Guardian & Student "**MUST**" report to the office to sign in for a "**LATE PASS.**"

If a child is often late, counselor will be notified and parent will be contacted.

Absences

Students must be in the classroom or on a school related activity a minimum of three hours to be marked present for the school day.

Please inform the school of any absences. Call the school office, 831-7866 and state your child's name, room number and reason for absence.

If your child is not feeling well in the morning, please keep him/her home.

EARLY RELEASE at Parent's Request

Parents are requested to send a note to school if it is necessary to take the child out during school hours. Parent should arrive at school in sufficient time to take children to the appointment on time.

- Please report to the office before picking up your child.
- The parent (or authorized adult) may be asked to prove his/her identify by means of some form of identification.
- The parent or authorized adult will sign out in the log book and obtain a Student Pass before picking up the child.
- Parent or authorized adult will proceed to the child's classroom, and present the Student Pass to his/her teacher. Child will then be released to parent.

Under no circumstances will children be allowed to leave campus during school hours without adult supervision.

BUS TRANSPORTATION

US Army Garrison, Hawaii had been providing bus transportation for AMR students who attended Red Hill Elementary. Due to the current financial situation, US Army Garrison, Hawaii regret to inform you that this service will no longer be available beginning School Year 2011-2012.

AMR residents living in Red Hill Makai and Valley View are expected to transport their child or make other transportation arrangements. The following options are available for consideration: a) the AMR School Age Services Before and After School Program provides transportation for RHES students (to register, please contact Child, Youth and School Services at (808) 833-5993 and, b) the School also has an after school A+ Program, which can be reached at (808) 3051573. Another alternative would be partnering with neighbors to coordinate carpooling.

Parents are reminded that USAG-HI Policy Memorandum No.#34, Child Supervision Policy for Army Installations in Hawaii, states that children less than 10 yrs old cannot walk to and from school alone.

PARKING

Traffic patterns have been established to avoid unsafe conditions in the parking areas. Your compliance will help ensure your child's safety as well as your own.

Do not park in the **turn around area** and zone marked "**NO PARKING**". Drivers of buses transporting students to and from school make wide turns.

The **striped area fronting the cafeteria is reserved** for delivery trucks bringing supplies to the cafeteria. If you must park your car, park in one of the stalls on the lower end of the parking lot. Vacant stalls are available for this purpose.

Pick-up

If you are **picking up your child after school, follow the road up to the large play field. School staff will direct you as you enter and exit the field.**

ADMISSION

Exhibit B Guild to Hawaii Immunization & Examination Requirements for Schools (July 1, 2002)

1. Hawaii Law Requires each student to present:
 - a. Completed TB within 1 yr of entry (NO Provision). Date Give, Date Read, results in mm & Signature/Stamp Clinic. 10mm & over Chest X ray is required AND TB Certificate/Clearance.
 - b. Completed Physical Exam within 1 yr of entry
 - c. Completed Required Immunization

Provisional Entry is allowed for PE and Immunization “IF” a written proof of an appointment to complete the missing requirements is submitted Prior OR on the First day of school.

2. Proof of Residence
3. Birth Certificate
4. Power of Attorney (POA) if NOT living with parents
5. Documents from previous school

KINDERGARTEN REGISTRATION

Registration begins in February.

Hawaii Law Requires each student to present:

1. Completed TB (NO provision)
2. Physical Exam within 1 yr of entry
3. Completed Required Immunization
4. Proof of Residence
5. Birth Certificate
6. Power of Attorney (POA) if NOT living with parents
7. Kindergarten age has changed. Starting August 2014, your child must be 5 on or before July 31, 2014 to enter kindergarten.

TRANSFERS / RELEASE OF STUDENTS

A telephone or written request at least five days prior to students last day in school is needed to begin processing a release. The office staff and teachers need ample time to gather necessary information and to prepare a student’s release. Please have available the new school or state.

CHANGE of ADDRESS, PHONE NUMBERS, NAME

Immediately notify the school of any change in address or phone number (home, work). For your child’s welfare, it is most important that this data be current so that you can be contacted in case of an emergency.

TELEPHONES

Students will be allowed to use the phones in emergencies or for school business only. Please restrict phone messages to your child via school office to emergencies only. The school telephones are for official business.

Students are not allowed to carry or cellular phones while at school. All devices must be placed in their backpacks until **after** school hours.

HEALTH SERVICES

The Health Aide will administer first aid treatment for illness or injury which occurs at school.

MEDICATION:

Inhalers, Pills, Ointment, over the Counter Medication etc., are **NOT** allowed in school **unless** authorized by Parent/Guardian, Physician, Department of Health and Principal. An SH-36 form **must** be filled out and it can be obtained from the Health Room.

HEAD LICE: (Uku)

Red Hill has a “NO-NIT” policy. If a student is found to have head lice./nits, the health aide will call parent/guardian to pick the child up..

CLASS DISRUPTIONS

To minimize classroom distraction and interruptions during instructional time, phone messages and dropping off of items are for emergencies only. Please discuss after school pick-up arrangements with your child the day before. Parents are asked not to “drop in” on their child’s classroom. If you wish to arrange a visit to your child’s class, please make prior arrangements with the teacher ahead of time.

SAFETY DRILLS

Fire

School-wide **fire drills** will be conducted once a month during school hours. Students will be led out of the classroom by their teacher to a designated area.

Lockdown

In the event of a suspicious situation on campus, a lockdown procedure will be activated. Students will report to their class, and teachers will secure the site. A closed circuit message will remind teachers of the lockdown procedures. Student will remain in the secured classroom until the teachers receive the all clear signal.

Evacuation

In the event that an evacuation to an off-campus site becomes necessary, the entire school will walk to the parking lot of Moanalua Hillside Apartment Complex. Teachers will lead their class to the designated areas. A staff member will organize classes by grade level and teachers will take roll. If students are unable to return to their classrooms, parents will be notified. Students will remain supervised by staff members until they are picked up by parents or an authorized adult at the evacuation site. Parents, or the authorized adult, will be required to sign out their child before his/her release.

Deposit money into your child’s account using a personal check, money order or cash. Meal Tracker Deposit forms can be obtained from the school office or on the back page of the monthly Parent Bulletin.

LOST AND FOUND

Parents are advised to **label** all articles belonging to their children. This includes personal school supplies, lunch containers, wallets, and clothing. It will facilitate finding the rightful owners when various items are turned in. Lost and found items are located in the Library. All unclaimed items will be donated to a local charitable organization at the end of the school year.

DRESS CODE / UNIFORMS

In keeping with a positive and safe academic environment, the following guidelines for proper school attire will be in effect. Note that uniform shirts **MUST** be worn **DAILY** unless noted for special “uniform free” days approved by the administration.

- Uniform shirts are **REQUIRED** to be worn daily.
- Sunglasses and head covering, such as caps, hats, visors, and bandanas are not allowed in the classrooms, and/or inside any other rooms/building.
- Make-up is not allowed.
- Clothing which depict drugs, tobacco, alcohol, sex,, violence, obscenities, illegal and/or gang activities is not allowed.
- Pants & shorts will be secured at the waist.
- Skirts, shorts and dresses should be longer than fingertips with both arms extended straight down the sides.
- Footwear is required during school hours. For safety, covered shoes should be worn.
- Athletic shoes must be worn during PE.

FEDERAL CENSUS SURVEY

When you receive the Federal Census Survey card early in September, please read the instructions carefully and answer each question completely. Use a ball point pen. Sign it and return it to your child’s teacher the following day.

After receiving the card, the teacher will check each card to ensure completeness of information. Should any card be incomplete, a call will be made to obtain the information.

The Department of Education participates in the Federal Aid Program which provides financial assistance to states with federally impacted areas. These programs compensate for tax losses suffered as a result of tax-free federal installations and require a survey that is conducted annually to determine the number and category of federally connected pupils in our public school system.

FIELD TRIPS

Field trips are encouraged and recommended by the school to supplement learning experiences. Written permission forms are required and will be sent home for each field trip. In the event a student is unable to participate in the field trip, money collected for bus fare is not refunded because the cost of the bus is prorated among students.

Money collected for admission will be refunded.

Field trip money **will not** be accepted past the permission form due date. No exceptions.

Please inform/arrange with teachers if your child needs to take any medication on the fieldtrip.

BREAKFAST & LUNCH PROGRAM

Breakfast is served in the cafeteria from 7:15 – 7:45a.m. Students wishing to purchase breakfast **must** be in the cafeteria before 7:45a.m.

Prices Effective September 1, 2011

BREAKFAST:

Adult	\$2.20
Child not of school age	\$2.20
Red Hill Elementary Student	\$1.00
Red Hill reduced-price student	\$.30
Red Hill second & subsequent student	\$2.20
Red Hill free students	FREE

Once your child(ren) meal tracker account is negative your child(ren) will not be served breakfast.

The School Lunch Program is designed to provide nutritious meals at minimal cost. We try to keep meal time a wholesome social experience where desirable eating habits can also be emphasized.

LUNCH:

Adult	\$5.00
Child not of school age	\$5.00
Red Hill Elementary student	\$2.25
Red Hill reduced student	\$.40
Red Hill second & subsequent student	\$5.00
Red Hill free students	FREE

One-half pint carton of fresh milk is included with each lunch.

Milk can be bought separately without the hot lunch.

NEW: Children allergic to milk (an attachment J-form must be filled out and completed by a Physician. Forms are available in the Health Room.

ALL students are expected to eat lunch daily. Lunches may be purchased at school or brought from home. Students without money should follow loan procedures. Students who refuse to eat lunch must be sent to the Principal. Parents will be called.

Lunch and breakfast menu will be sent home each month.

Persons to be served by the school cafeteria are students, staff, and guests of Red Hill Elementary School.

**Checks payable to
DOE SCHOOL LUNCH COLLECTION**

Drop all payments off at the Administration Office

Students receiving free meals may deposit money in their account if they plan to purchase a second lunch(\$5.00) or drink each day.

Breakfast and lunch loans—**Prompt repayment of the breakfast/lunch loans are required.**

Free and Reduced-Price Meal Application

If you wish to apply, a completed application for “Free & Reduced-Price Meal Program” must be submitted. Income criterion for determining eligibility changes from year to year and must be

updated as your financial situation changes. Submit all forms to the school office.

All applications will be verified regarding income. A copy of your **most recent** paycheck stub or LES **must** accompany the application. Copies will not be returned.

The school will then let you know whether your child:

- a. Qualifies for free meals
- b. Qualifies for reduced cost of meals.
- c. Does not qualify for free/reduced meals.

CAFETERIA

Approved by Department of Education Policy No. 5137

Students in grades 4, 5, and 6 have periodic duty in the cafeteria. The work assignments are for less than a 2-hour period on the day assigned.

Students receive free lunches on cafeteria duty days.

If your child has a medical problem and should be excused from cafeteria duty over a long period of time, please send a doctor's note

MEALTRACKER Lunch Payment System

Meal Tracker is a pre-payment system for meals at Red Hill Elementary School. No payments will be accepted in the cafeteria.

Each student and staff member will have an account with a personal identification number.

CONFERENCES

Conferences are an integral part of the reporting system and by far the best means of communication between teacher and parent. They provide invaluable information and procedures in working for the common welfare of the child. If you have any questions or doubts concerning your child, please contact the teacher.

Should you wish to schedule a conference, please send a note directly to the teacher so a mutually convenient time that allows adequate preparation for the conference can be arranged.

Remember, teacher will not be allowed to meet during the time students are in their classes so conferences should be arranged during non-class hours. Throughout the year, conferences may be arranged by appointment.

Parent-Teacher Conferences are scheduled in October for all students in grades Pre K - 6. Student-Led Conferences are scheduled in April for grades K-6.

PROGRESS REPORT

Reports to parents are prepared quarterly during the school year in Kindergarten through Grade 6.

HAWAII ASSESSMENT PROGRAM

During the school year, all students in grade 3, 4, 5, and 6 are administered a national achievement test and the Hawaii State Assessment as part of the statewide testing program. Parents will be notified of the test results at the beginning of the following school year.

PARENT BULLETIN

Parent Bulletins are sent home monthly. Please give it your careful attention since this is a very important means for the school to communicate with parents.

DISCIPLINE CHAPTER 19

Student Misconduct, Discipline, and Reporting Offenses

The following law and Department of Education rules have been adopted by the State Board Of Education. It is, therefore, mandatory that all school personnel enforce the law. It is also mandatory after investigation by the principal, that Class A and Class B offenses be reported to the Honolulu Police Department.

CLASS A OFFENSE – Prohibited by State Law

1. Assault
2. Burglary
3. Possession or use of dangerous weapons, substances, or instruments
4. Possession, use, or sale of drug paraphernalia
5. Extortion
6. Possession or use of firearms
7. Possession, use or sale of illicit substances
8. Murder
9. Property damage
10. Robbery
11. Sexual offenses
12. Terroristic threatening

CLASS B OFFENSE – Prohibited by State law

1. Disorderly conduct
2. False alarm; rendering of
3. Gambling
4. Harassment
5. Theft
6. Trespassing

CLASS C OFFENSE – Prohibited by State Law

1. Class cutting
2. Insubordination
3. Leaving campus without consent
4. Smoking, use of tobacco substances
5. Truancy

CLASS D OFFENSE – School Rules

1. Possession or use of contraband is prohibited. (Examples include, but are not limited to: audio equipment, fireworks, cigarettes, lighters, matches, slingshots, skateboards, roller skates. etc.)
2. Walk at all times
3. Students waiting for the bus may not leave campus.
4. Gum chewing and spitting are not allowed.
5. Objects which may injure and/or annoy others should not be thrown
6. All students should wait in assigned cluster areas before school.
7. Students should not climb over or crawl under fences.
8. Students should not play contact sports/games, unless supervised during P.E.
9. Playground equipment should be used properly.
10. Bicycles may not be brought to campus.

11. Teasing and use of inappropriate language are unacceptable.
12. Misuse and/or defacing of property is prohibited – textbooks, tables, chairs, etc.
13. Individual classroom rules are to be followed at all times.

FIREARMS, WEAPONS, and SUBSTANCES

Any student found to be in possession of a firearm shall be dismissed from school for not less than a **one year** period. The superintendent, on a case by case basis, may modify the punishment of the student. If a student is dismissed from school, that student shall be provided substitute educational activities or other appropriate assistance.

- Any student found to be in possession of a dangerous weapon, knife, intoxicating liquor, or illicit drugs while attending school may be excluded from attending school for up to (92) ninety-two school days, as determined by the principal and approved by the superintendent or designee.

DISCIPLINARY ACTIONS

Class A through Class D Offenses

1. Reprimand or warning; and or
2. Parent conference; or
3. Referral to an alternative education program; or
4. Detention – campus beautification chores; loss of recess; or
5. Crisis suspension of one to ten days; or
6. Suspension of one to ten days; or
7. Suspension of eleven or more days; or
8. Disciplinary transfer; or
9. Dismissal

ORGANIZATIONS

STUDENT COUNCIL

Red Hill Elementary School has a student council which plans and implements student, class and school wide activities. The student government is comprised of students in grades 3 - 6.

Practices and procedures are established to enable our students to gain experience and an understanding of our democratic form of government.

CAMPUS PATROL OFFICERS

Students from grades 5 and 6 serve as C.P.O.s to enable our students to arrive and depart from our campus safely. They are recommended by their teachers, then screened and selected by the advisor. Posts are located in the breakfast area, the bus loading/unloading areas and around the campus.

PARENT-TEACHER-STUDENT ORGANIZATION

The school is supported by the PTSO in various ways. Membership is open to parents, guardians, faculty, staff members and students.

Elections are held once a year. Executive board meetings are held once a month and general meetings are held as scheduled by the PTSO Board.

The PTSO Board serves in an advisory capacity to the school administration. The members support school programs, school activities and share school concerns. A fundraising activity is

held to fund projects/activities. Parents are strongly urged to participate in PTSO programs.

SCHOOL SAFETY COMMITTEE

Quarterly meetings of the School Safety committee are held. The committee includes the school administrator, teacher, custodian, student, and parent. Plans are reviewed for fire drills, annual evacuation and annual lockdown drills. Campus tours include inspection of grounds, restrooms, buildings, classrooms and playground.

SCHOOL COMMUNITY COUNCIL

The School Community Council is an elected advisory board that plays a vital role in involving the community in its local school's goal. The SCC empowers the school to analyze its academic standards, budget, and governance.

Quarterly meetings of the SCC include attendance from six role groups: administration, parent, community, student, certificated staff and classified staff.

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RED HILL ELEMENTARY SCHOOL

<http://redhillelementary.org>