

MOMILANI ELEMENTARY SCHOOL

“Quality Education in a Caring Environment”

GENERAL SCHOOL RULES and DISCIPLINE POLICIES

SCHOOL PHILOSOPHY

We believe that the best kind of discipline is self-discipline, one that comes from within rather than that which is imposed. We believe that discipline is best when it is preventive rather than punitive. This kind of discipline will come about only when teachers work with students consistently towards establishing and maintaining effective classroom discipline. It is also important that the parents work together with the school towards these same goals.

In working with children, teachers use those means that will promote and build good student attitudes. They recognize discipline problems early and handle them in their own classroom as much as possible. Our school principal and counselor are available for assistance.

SCHOOL/SAFETY RULES

1. Be punctual; report to school and class on time.
 - a. School begins at 7:50 a.m.
 - b. If a student arrives in school after 7:55 a.m., he/she needs to report to the office.
 - c. There is no adult supervision until 7:30 a.m., students are not to come to school before 7:30 a.m., unless they are enrolled in the Early Morning Care Program.
2. For safety reasons, no students are allowed on the upper level of B Building (classroom building) before the 7:50 a.m. bell.
 - a. There are designated waiting areas around the office building.
 - b. At 7:50 a.m., students will safely assemble outside their classrooms and the teacher will open the classroom doors for students to enter.
3. Strive to be present in school every school day. In case of absence, parents/guardians should notify the school office by telephone or by note as early as possible.
 - a. You may leave a detailed, clear message on our answering machine, phone # 453-6444, at any time. You are encouraged to request for and pick up makeup/homework assignments.
 - b. Absences due to personal vacations are unexcused absences.
 - c. Remember to notify the teacher in writing upon the student's return to school.
4. Settle disagreements by discussing the problem and arriving at a solution that is fair to all concerned. Seek help from a teacher or other school adult.
5. Keep all buildings, facilities and the campus neat and clean.
 - a. Do not deface or damage school property.
 - b. Do not throw anything from the second floor.
6. Walk in a quiet, orderly manner while on the school campus.
 - a. Running is the chief cause of injuries in school.

7. Remain within school boundaries at all times.
 - a. Students leaving campus during school hours must have a Student Pass issued by the office, and be accompanied by a parent/guardian.
8. Use of abusive and profane language and gestures is prohibited.
9. Climbing trees, hillsides, gates, railings, fences and school buildings is prohibited.
 - a. In the courtyard, do not run around; do not jump off or run on the courtyard platform.
10. Respect the property of others.
 - a. DO NOT TOUCH things that are not yours unless you have permission.
11. When leaving the classroom (to go to the library, health room, office, etc.), please take a buddy with you.
12. Loitering at school after hours is prohibited: leave the campus (or arrange for pickup) as soon as school duties and responsibilities are completed.

CONTRABAND ITEMS

1. Please use good judgment and be safe. Items used for educational purposes by the school are not subject to these rules.
 - a. A contraband offense is a Class D offense in the Hawaii Administrative Rules (HAR) Title 8 Chapter 19 Student Misconduct, Discipline, School Searches and Seizures, Reporting Offenses, Police Interviews and Arrests, and Restitution for Vandalism.
 - b. Consequently, a student in violation of this offense is subject to the disciplinary actions under the provisions of this chapter.
2. Leave the following items at home:
 - a. Extra money and valuables, items of sentimental value
 - b. Electronic equipment that includes but is not limited to items such as:
 - i. Cell phones, Digital cameras, iPods, iPads, iPhones, Electronic games, etc.
 - c. Skateboards, roller skates, shoes with wheels
 - d. Footballs, soccer balls and other personal play equipment
 - e. Toys, especially potentially dangerous toys like yo-yos, darts, tops, sling shots
 - f. Pets
 - g. Firearms
 - i. Including air guns, BB guns, fireworks, and matches (any combustibles)
 - h. Foods that can be messy
 - i. Such as: packaged saimin, boxed jello/pudding, seeds, nuts, gum, etc.
 - i. Electronic cigarettes or E-cigarettes

DRESS STANDARD

1. With parental guidance/supervision, students are encouraged to dress comfortably but appropriately for their well-being and safety at school. Practice good hygiene and grooming. The way one dresses should not interfere with anyone's learning.
2. Hairstyles must not be extreme styles, or styled or colored in unnatural colors or patterns.
3. Clothing and accessories must be neat, clean and appropriate.
 - a. No holes, rips or ragged appearance; no offensive language or imagery.
 - b. No spaghetti straps, backless halter or overly-revealing, low-cut or tight tops/bottoms/dresses, shorts, skirts, dresses at least thumb-tip length.
 - c. No underwear or bare midriffs showing.
 - d. No long dangling earrings, necklaces.
 - e. Remove hats, caps, and hoods indoors.
 - f. Appropriate, covered athletic shoes must be worn at all times (i.e., no "Heelies" (shoes with wheels), no dressy or high-heeled shoes or boots) or crocks.
4. Parents will be notified in the event that a student's attire/accessories may be in question.

RECESS/PLAYGROUND RULES:

1. Safety and fair play at recess are essential!
2. All students should be on their playground during recess, unless given permission to go elsewhere under adult supervision (i.e. library, tutoring). Stay away from off-limits areas
 - a. Grades K to 2 play on the Lower Field (by the cafeteria)
 - b. Grades 3 to 6 play on the Upper Field (across the office parking lot)
3. Students are expected to use playground equipment properly, as supervised by the yard duty teacher. Play safely: do not jump from, stand or sit on the top of playground equipment or other elevated places benches, etc.
4. Be careful when playing. Avoid bumping into or hurting others. Rough contact sports and games are not allowed.
5. Play with balls only on the playground. Hold the balls in the hallways and driveways. Inform the yard duty teacher whenever a ball goes over the fence, onto the roadway or on the roof.
6. Report any accidents to the yard duty teachers.
7. Settle disagreements or problems by discussing them fairly: NO FIGHTING. Ask yard duty teachers or supervisors for help if necessary.
8. Do not play with or throw rocks, sticks, dirt or sand, or anything that may hurt you or others.
9. When the bell rings or the whistle blows, stop playing and stop all activity. Line up and walk promptly back to class when directed by the teachers.
10. If you choose to go to the library for recess, you must remain there for the entire recess period.

CAFETERIA

1. Teachers will escort classes to the cafeteria for lunch. Wait patiently in line: do not push, shove or cut in line.
2. Take care of your lunch card: If it becomes bent, damaged and unusable, you will be charged for a replacement. Please do not put the card in your mouth.
3. Pick up your lunch tray carefully with both hands, and sit at your assigned table area.
4. Soda/carbonated drinks for lunch are not allowed for students.
5. Table Manners
 - a. Do not share, exchange, or take food from others.
 - b. Keep your table and floor areas clean. Clean up your own spills and ask an adult supervisor if you need a cloth or mop.
 - c. Keep your hands and feet to yourself. No “horseplay” (fooling around) or yelling.
 - d. When you are finished with your meal, please talk quietly with others.
6. Dismissal
 - a. When dismissed by the Lunch Supervisor, walk in single file to dispose your tray as directed.
 - b. Walk quietly to the assigned waiting area or playground.

PEDESTRIAN SAFETY

1. Cross the street or driveways safely, with adult supervision, if needed. Look both ways and cross when clear. Use marked crosswalks.
2. Obey the Crossing Guard and Junior Police Officers (JPOs) on duty.
3. Refuse rides from strangers.

BICYCLE SAFETY

1. Learn and practice bicycle safety rules.
 - a. Do not ride on sidewalks or on campus. Unless supervised by a teacher specifically for educational purposes.
2. Walk your bicycle in crosswalks, and park it at the designated area by the flagpole.

CONSEQUENCES/DISCIPLINARY MEASURES

1. Whenever a student violates a school rule and shows disregard for its importance, school personnel will institute the consequences or disciplinary actions of Chapter 19
 - a. Hawaii Administrative Rules: Rules/Regulations Governing Student Behavior/Misconduct/Discipline: <http://lilinode.k12.hi.us/STATE/BOE/HomePage.nsf>
2. The following will be considered:
 - a. Students will be counseled (to include proactive problem solving), in addition to any disciplinary measures.
 - b. The severity and frequency of the misbehavior will be taken into consideration in determining the specific consequence. For example, a mild infraction may be handled with a reprimand and warning, moderate infraction may warrant detention/parent conference, severe infraction may result in suspension.
 - c. The classroom teacher will refer a student to the administrative office when consequences/efforts to help the student have not altered the offending behavior or when there may be injury to self or others.
 - d. Corporal punishment is not used in school. We firmly believe that appropriate alternatives are available in disciplining students. School personnel will use reasonable precautions as deemed necessary to prevent a student from hurting himself or any other person.

SPECIFIC DISCIPLINARY MEASURES

1. Reprimand and warning.
2. Parental notification or conference (by note, phone, direct personal contact).
3. Detention
 - a. Loss of privileges (e.g., recess)
 - b. Time out
 - c. After school detention (after informing parents)
 - d. Lunch/cafeteria clean up (e.g., wipe tables, sweep floor)
 - e. Campus clean up (e.g., sweep, weed, pick up litter)
 - f. Other consequences
4. Other
 - a. Behavioral contract
 - b. Financial restitution
 - c. Confiscation of contraband (return of offending article to student is dependent on the nature of the contraband and repetition of offense.)
 - d. Varying periods of suspension (in-school or out-of-school suspension)

SUSPENSION

1. When intervention plans fail and the offense/problem persists, it may become necessary to suspend the student from school. Suspension is considered as a last resort. Whenever possible, in-school suspension will be utilized. This will allow the student to work on class assignments, under supervision, without the privileges of recess and other class activities/interaction. Teacher, parent, counselor and principal will guide the student.
2. There may be instances in which a student's behavior is severely disruptive to the learning environment or a clear threat to others. In such cases, parents will be notified and the student will be suspended.

RULES AND REGULATIONS

GOVERNING STUDENT BEHAVIOR/MISCONDUCT/DISCIPLINE

Chapter 19

HAWAII ADMINISTRATIVE RULES

TITLE 8 Department of Education

SUBTITLE 2 Education

PART 1 Public Schools

CHAPTER 19 Student Misconduct, Discipline, School Searches and Seizures, Reporting Offenses, Police Interviews and Arrests and Restitution for Vandalism (based upon Department of Education “Rule 21, Relating to Student Discipline”)

This disciplinary rule adopted by the State Board of Education and approved by the Governor was effected on September 1, 1982. The rule specified four classes of offenses, listed as A, B, C and D, with types of disciplinary action that may be taken. In the past, disciplinary action ended with each school year in June. The current rule allows disciplinary action to be continued or carried over to the new school year if a student commits a serious violation within the last twenty (20) days of the previous year.

TYPE OF MISCONDUCT/OFFENSE	TYPE OF DISCIPLINARY ACTION THAT MAY BE TAKEN (Grades K-6)
CLASS A OFFENSE- Prohibited by State Law	
Assault, possession, use or sale of dangerous drugs, possession or use of a dangerous instrument, extortion, sale of intoxicating compounds, sale of marijuana, or marijuana concentrate, property damage; robbery, sexual offense, terroristic threatening. Police notification mandatory.	Reprimand and warning Parental conference Referral to an alternative educational program Crisis suspension Suspension of 1-10 days Suspension of 11 or more days Disciplinary transfer Dismissal
CLASS B OFFENSE – Prohibited by State Law	
Burglary, disorderly conduct, gambling, harassment, possession or use of intoxicating compounds, possession or use of marijuana or marijuana concentrate, theft, trespassing.	Same disciplinary actions as for Class A Offenses.
CLASS C OFFENSE – Prohibited by DOE Rule	
Class cutting, insubordination, leaving campus without consent, smoking or use of tobacco substance, truancy.	Same disciplinary actions as for Class A Offenses.
CLASS D OFFENSE – Prohibited by School Rules	
Possession or use of contraband. Any other conduct prohibited by individual school rules.	Same disciplinary actions as for Class A Offenses.