Parent & Student Handbook

School Year 2026-2027

President Thomas Jefferson Elementary School
Home of the Surfers
Our Family… Our Culture… Our Land…

http://jeffersonsurfers.k12.hi.us

JEFFERSON ELEMENTARY SCHOOL
2026-2027 SCHOOL CALENDAR

Teachers' Work Year - 1st Semester: July 28, 2026 - January 4, 2027; 2nd Semester: January 5, 2027 - May 31, 2027
Students' Work Year - 1st Semester: August 3, 2026 - December 18, 2026; 2nd Semester: January 5, 2027 - May 27, 2027

	Su	M	T	W	Th	F	Sa		
July 2026	19	20	21	22	23	24	25	**1st SEMESTER - 89 Student Days (Ends December 18)**	
August	26	27	28	29	30	31	1	July 28: Teachers' First Day	
	2	3	4	5	6	7	8	July 28 - July 31: Teacher Work Days (no students)	
	9	10	11	12	13	14	15	August 3: JES Waiver Day #1	Q1
	16	17	18	19	20	21	22	**August 4: Students' First Day**	43 days
	23	24	25	26	27	28	29	August 21: Statehood Day	
September	30	31	1	2	3	4	5		Ends
	6	7	8	9	10	11	12	September 7: Labor Day	Oct. 2
	13	14	15	16	17	18	19		
	20	21	22	23	24	25	26		
October	27	28	29	30	1	2	3		
	4	5	6	7	8	9	10	**October 5-9: Fall Break*** **	
	11	12	13	14	15	16	17		
	18	19	20	21	22	23	24		
	25	26	27	28	29	30	31		Q2
November	1	2	3	4	5	6	7	November 3: Election Day	46 days
	8	9	10	11	12	13	14	November 11: Veterans' Day	
	15	16	17	18	19	20	21	November 26: Thanksgiving	Ends
	22	23	24	25	26	27	28	November 27: School Holiday****	Dec. 18
December	29	30	1	2	3	4	5		
	6	7	8	9	10	11	12		
	13	14	15	16	17	18	19	**December 21-January 1: Winter Break***/****	
	20	21	22	23	24	25	26	**2nd SEMESTER - 93 Student Days (Ends May 27)**	
January 2027	27	28	29	30	31	1	2	December 25: Christmas	
	3	4	5	6	7	8	9	January 1: New Year's Day	
	10	11	12	13	14	15	16	January 4: Teacher Workday (no students)*	Q3
	17	18	19	20	21	22	23	January 5: Kaimuki Complex Day (no students)	46 days
	24	25	26	27	28	29	30	**January 6: Students Return**	
February	31	1	2	3	4	5	6	January 18: Dr. Martin Luther King Jr. Day	Ends
	7	8	9	10	11	12	13	February 8: Institute Day (no students)	Mar. 12
	14	15	16	17	18	19	20	February 15: Presidents' Day	
	21	22	23	24	25	26	27	February 26: JES Waiver Day #2	
March	28	1	2	3	4	5	6		
	7	8	9	10	11	12	13		
	14	15	16	17	18	19	20	March 15 - 19: Spring Break***	
	21	22	23	24	25	26	27	March 26: Good Friday	
April	28	29	30	31	1	2	3	March 29: Kuhio Day (school observed)	
	4	5	6	7	8	9	10		Q4
	11	12	13	14	15	16	17		47 days
	18	19	20	21	22	23	24		
May	25	26	27	28	29	30	1		Ends
	2	3	4	5	6	7	8		May 27
	9	10	11	12	13	14	15		
	16	17	18	19	20	21	22	May 27: Last Day for Students & Second Semester Ends**	
	23	24	25	26	27	28	29	May 28: Last Day for Teachers	
June	30	31	1	2	3	4	5	May 31: Memorial Day	
	6	7	8	9	10	11	12		

STATE HOLIDAYS: 2026-2027 SCHOOL YEAR

Statehood Day:	August 21, 2026	New Year's Day:	January 1, 2027
Labor Day:	September 7,2026	Dr. Martin Luther King Jr. Day:	January 18, 2027
Election Day:	November 3, 2026	Presidents' Day:	February 15, 2027
Veterans' Day:	November 11, 2026	Good Friday:	March 26, 2027
Thanksgiving Day:	November 26, 2026	Prince Jonah Kuhio Kalanianaole Day:	March 29, 2027
Christmas Day:	December 25, 2026	Memorial Day:	May 31, 2027

JOSH GREEN, M.D.
GOVERNOR

KEITH T. HAYASHI
SUPERINTENDENT

STATE OF HAWAIʻI
DEPARTMENT OF EDUCATION
KA ʻOIHANA HOʻONAʻAUAO
P.O. BOX 2360
HONOLULU, HAWAIʻI 96804

PRESIDENT THOMAS JEFFERSON ELEMENTARY SCHOOL
324 Kapahulu Avenue
Honolulu, HI 96815

Aloha Jefferson Elementary School ʻOhana,

Welcome to the 2026–2027 school year! After 12 years at Jefferson Elementary School, Principal Garret Zakahi retired at the end of May. We extend our heartfelt gratitude for his years of dedicated service to our students, families, and community, and wish him all the best as he begins this exciting new chapter.

I am honored and grateful for the opportunity to serve as Jefferson Elementary School's new principal and to join such a dedicated and hardworking team. I look forward to partnering with our faculty, families, and community to build upon the strong initiatives already established at Jefferson and continue creating engaging learning opportunities where every student can thrive.

Prior to coming to Jefferson, I served as a temporarily assigned principal at Likelike Elementary School, vice principal at Keʻelikōlani Middle School, and curriculum coordinator and science teacher at McKinley High School. I am a proud graduate of Hawaiʻi's public schools and the parent of two children currently attending Hawaiʻi DOE schools. These experiences have strengthened my commitment to ensuring that every child learns in a safe, caring, and engaging environment where they can reach their fullest potential academically, socially, and emotionally. Together, we will continue building a solid foundation that prepares our students for success in middle school and beyond.

My door is always open, and I am looking forward to meeting all of our students and families. Please feel free to contact me at **(808) 730-0800** or by email at **kristen.ono@k12.hi.us** at any time. We are excited to welcome our students back to campus and look forward to a successful school year ahead!

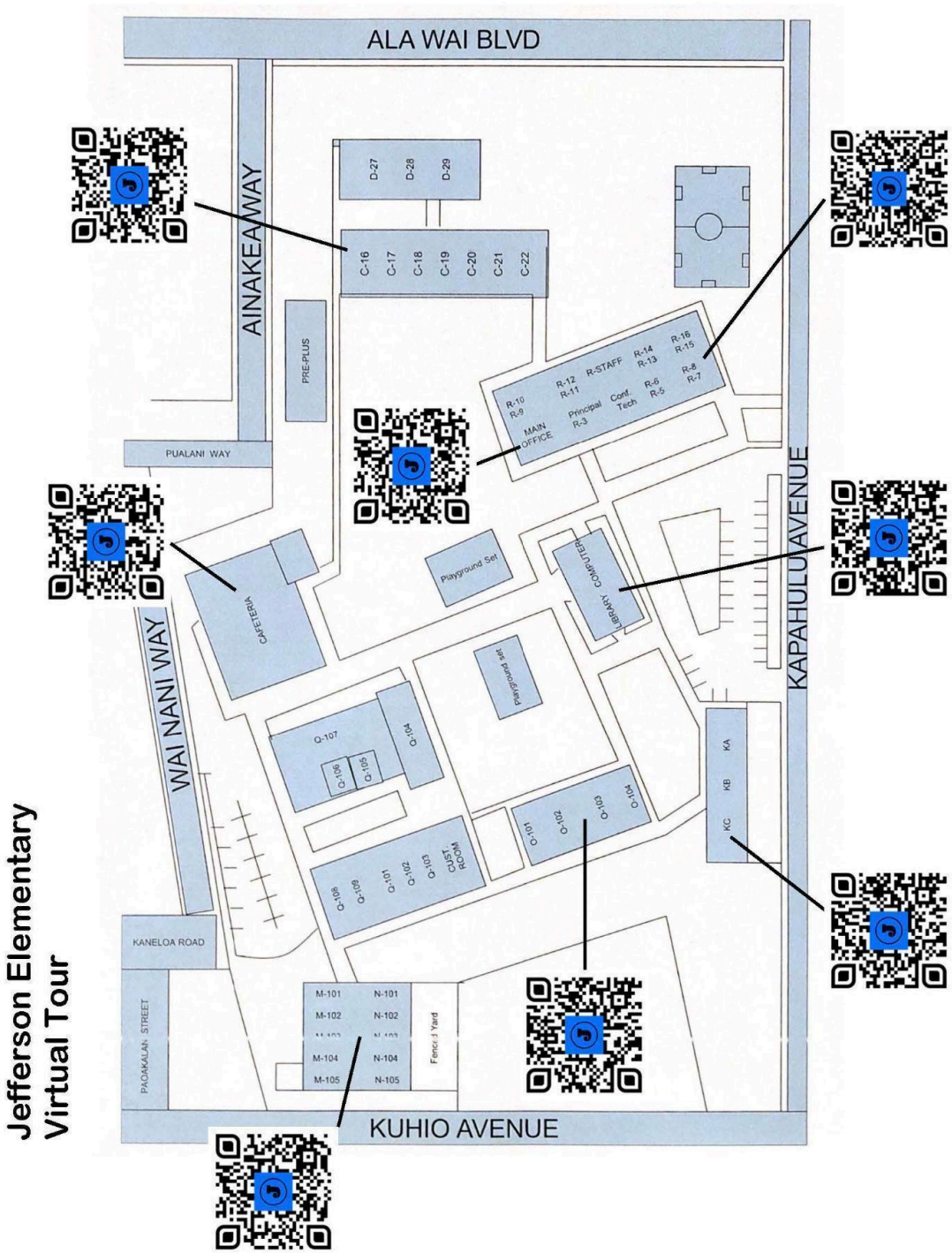
Sincerely,

Kristen Ono

Principal

AN AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY EMPLOYER

School Campus Map



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WELCOME TO PRESIDENT THOMAS JEFFERSON ELEMENTARY SCHOOL

Aloha and welcome to President Thomas Jefferson Elementary School, located in a modern urban setting in Waikiki, Oahu. The school sits on 14.3 acres of land, and is made up of approximately 400 students in grades kindergarten thru 5. The school formerly housed an orthopedic unit, which has since been closed.

Of the 375 students who attend Jefferson, approximately 60% receive free and reduced lunch, 40% are English as Second Language learners, and 10% receive Special Education services. Jefferson is as diverse a school community as is Hawai`i in general.

PRESIDENT THOMAS JEFFERSON BIOGRAPHY

(1743 – 1826)

Thomas Jefferson was the third President of the United States (1801–1809) and the principal author of the Declaration of Independence (1776). An influential Founding Father, Jefferson envisioned America as a great "Empire of Liberty" that would promote republicanism. He was the first United States Secretary of State (1789–1793) under George Washington and advised him against a national bank and the Jay Treaty. He was the second Vice President (1797–1801) under John Adams. Winning on an anti-federalist platform, Jefferson took the oath of office and became President of the United States in 1801. As president he negotiated the Louisiana Purchase (1803), and sent the Lewis and Clark Expedition (1804–1806) to explore the vast new territory and lands further west.

Jefferson was a polymath who spoke five languages and could read two others. He was a major book collector with an enormous library, much of which he sold to the Library of Congress in 1814 after the British set fire to the Capitol, which destroyed most of its works. He wrote more than sixteen thousand letters and was acquainted with nearly every influential person in America, and many throughout Europe. Jefferson is constantly rated by historical scholars as one of the greatest U.S. presidents.

SCHOOL SONG

Thomas Jefferson, Thomas Jefferson, 'Tis the school we love so well. Boys and girls all work so happily, Neath the palms at Waikiki.	Thomas Jefferson, Thomas Jefferson, All the years we've been with you We have learned to stand together, Everyday throughout the year.
Thomas Jefferson, Thomas Jefferson, We will always be faithful and true, Loyal sons and daughters of Hawaii, Thomas Jefferson, we love you.	Thomas Jefferson, Thomas Jefferson, We will keep our colors flying ever high For we love our dear old Alma Mater We shall always remember you.

ESSENTIAL SCHOOL INFORMATION

School Hours

7:55am Warning Bell

Monday, Tuesday, Thursday, Friday

8:00 am – 2:15 pm

Wednesday

8:00 am – 1:30 pm

Telephone Numbers

Main Office	(808) 730-0800
Counselor	(808) 730-0812
Health Room	(808) 730-0813
Cafeteria	(808) 730-0863
A+ After School Program	(808) 262-4538
Attendance (Absences & Tardies)	(808) 730-0800

Student Arrival Procedures

Children 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 7:15-7:45 a.m. in the cafeteria.

Children may not be on the playground unless supervised by Jefferson Elementary School Staff or Faculty Member.

There is no supervision provided to students who arrive on campus for breakfast or while on the playground.

Arrival by Car

The school DROP OFF/PICK UP zone is in front of the office and the Q-Building parking lot.

No Parking, No Drop Off/Pick Up Areas:

- Staff parking lots at the back of the cafeteria
- FIRE LANE
- Coned off areas
- RED MARKED CURBING AREAS

Parking Reminders:

1. 15 feet from crosswalks (at least one car length away)
2. 4 feet from driveways
3. 15 feet from corners (at least one car length away)
4. 10 feet from a fire hydrant

Students Remaining on Campus after 3:00 PM

Any unattended students on campus after 3:00 PM will be turned over to the Honolulu Police Department for assistance in locating parents/guardians.

ATTENDANCE

Attendance Policy (State of Hawaii)

Jefferson Elementary encourages daily attendance for all students in order to achieve academic growth and meet its obligations of the compulsory school attendance law. Hawaii law states:

Hawaii Revised Statutes (HRS) 302A-1132 requires "all children who will have arrived at the age of at least five years on or before July 31 of the school year, and who will not have arrived at the age of eighteen years, by January 1 of any school year, shall attend either a public or private school for, and during, the school year, and any parent, guardian, or other person having the responsibility for, or care of, a child whose attendance at school is obligatory shall send the child to either a public or private school."

HRS 302A-1136 places the responsibility for enforcing compulsory attendance with the Department of Education (DOE). Agreements have been developed with all police departments within the state regarding truant students. The DOE may refer students who are chronic absentees to Family Court.

HRS 302A-1135 provides that a parent or guardian who does not enforce the child's regular attendance may be guilty of a petty misdemeanor. The penalty for a petty misdemeanor is a fine up to $1,000.00 (HRS 706-640) or jail time for up to thirty (30)days (HRS 706-663).
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.

Absences

If your child will be absent, please inform the school by the following methods:

1. Send a note to the office through a sibling or neighbor's child stating the reason for your child's absence
2. **Before 8:30 a.m. call the Office at (808) 730-0800**

Extended Leave of Absence/Trips/Family Vacations (Unexcused Absences)

Personal trips are considered "time away" from classroom instruction, so please plan vacations to coincide when school is not in session (i.e. Spring Break, Winter Recess, Summer, etc.) if at all possible. Please notify the office using the "Notification of Trip Form" when a trip is planned. Personal trips and family vacations are Unexcused Absences. Teachers are not required to provide homework or make-up work for children. **Absences/Vacations/Trips of 10 or more consecutive school days will result in students being released from Jefferson, but students may be re-enrolled upon return.**

Tardies

When a child arrives in school after 8:00 a.m. he/she must report to the office for a tardy slip before going to class. If a child is chronically tardy, the counselor will contact the child's parents to determine the causes for such tardiness and work out remedial procedures. (After 8:00 a.m., a parent/adult must escort and sign-in the child at the office.)

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 the teacher when a student has three (3) absences (**excused or unexcused**) **and/or tardies.**

2. Second - contact with parents will be made by phone and a letter from a counselor when a student has five (5) or more absences (**excused or unexcused) and/or tardies.**
3. Third - contact with a second notification letter will be sent as certified mail when a student has ten (10) or more absences **(excused or unexcused) and/or tardies**. A copy of this letter will be placed in the student's cumulative folder. A meeting will be scheduled with the Counselor and Principal and a referral may be made to School Social Worker and Family Court.. A home visit may be conducted by the school's counselor and at least one of the following: schools Social Worker, HPD, and/or a school Official.

Securing the Campus During School Hours

As part of the Department of Education's security and safety policy, **ALL VISITORS/PARENTS** must report to the office to sign in for a school visitor pass. A valid government issued photo ID will be required and must be left at the office while visiting campus.

After 8:00 a.m. parents/visitors must leave the campus promptly. Volunteers and scheduled visitors must report to the office to sign in for a school visitor pass.

Before 2:15 p.m. (1:30 PM on Wednesday), parents wishing to pick up children after school **must remain in designated waiting areas**. Parents SHOULD NOT be on campus before 2:00 p.m. and 1:15 p.m. on Wednesdays. Waiting areas are:

- Jefferson Annex courtyard (old Orthopedic Unit office)
- Along the Library, in front of the Main Office, and in parking lots

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 submit a written request for approval with his/her teacher/administration.

Early Dismissals/Student Pick Up Procedures During School Hours

For safety reasons anytime a parent/guardian wishes to sign a student out early from school, they **must**:

- Report to the school main office.
- Provide a valid form of government issued identification.
- Provide written documentation to verify the need for the student to be released (i.e. a doctor's appointment note).
- The office staff will call the student's classroom and the student will be escorted to the main office by school staff – **parent/guardian must remain in the main office to wait for the student. Parents/Guardians will no longer be allowed to go to the student's classroom.**
- Upon student's arrival to the main office, the student will be signed out and released to parent/guardian.
- Any persons listed as emergency contact for pick-up must also show a valid ID.
- No students will be released to anyone not listed on the student's emergency card.
- No students will be released to anyone not listed on the emergency card.
- Anyone listed on the emergency pick-up list will need to provide a Valid Picture ID in order for the school to release the student.

If the student returns before the end of the school day, the parent/guardian must bring the student to the main office where the student will be "logged" back in and then escorted back to class by school staff.

Emergency School Closure

There may be a health, safety and/or sanitation emergency that necessitates the closing of Jefferson School. In the event of an emergency closing, these are the procedures parents/guardians should follow:

- Check radio, TV, or phone for emergency information regarding the closure.
- Do NOT call school. This will tie up phone lines that the school relies on to get updates and directions.
- If directed to, pick up your child at school or designated location. Be sure to update and designate emergency contact information.
- In an emergency situation and with the advice/assistance of the Honolulu Police or Fire Departments, students of Thomas Jefferson Elementary will be escorted/evacuated to one of several safe, alternative sites.
- The alternative site includes Hawaii School for the Deaf and Blind, 3440 Leahi Avenue, Honolulu, Hawai`i.

REGISTRATION & RELEASES

Registration Requirements

- All parents/guardians enrolling a student must present a valid government issued photo ID at the time of registration.

Parents and guardians will need to bring the following documents and forms to enroll a child in their neighborhood school. Read further down for details.

- Student Health Record
- Parent/Guardian Official ID (Driver's License, State ID, Green Card, Passport)
- Birth Certificate or Passport if child was born in a foreign country
- Proof of current address, not more than 6 months old
- Documents from a previous school
- Legal documents

Student Health Record

We work in conjunction with the Department of Health to ensure that students meet key health and immunization requirements. By the first day of school, all students entering school in Hawaii for the first time must have:

- Tuberculosis (TB) clearance, AND
- A completed student health record (Form 14) that includes:
- Physical examination (PE)
- All required immunizations
  OR,
- a signed statement or a medical appointment card from your child's doctor to prove that your child is in the process of completing missing immunizations or the PE

Students who have not completed these requirements by the first day of school will not be allowed to attend school until these requirements are met. If your child requires emergency rescue medications or other daily/routine medications, please obtain a doctor's note.

Birth Certificate

If a student is from a foreign country, the student's passport or student visa is acceptable.

Proof of Current Address

Documentation by the parent or legal guardian that the child resides at an address within the school's attendance boundary. Preferred documentation to establish proof of residence includes the following. A school may request one or more of the following be provided:

1. Rental/lease agreement, mortgage document, or current real property assessment document in the parent/guardian's name. A signed and accepted offer to a lease agreement from the leasing office is acceptable, if the following are included: Parent/legal guardian's name and signature with date of acceptance; residential address; effective date of offer; available unit date; and deadline to respond date.
2. Utility bill for water, electric, gas or telephone that indicates that the billing is in the parent/guardian's name and is being sent to the house; and
3. If the parent or legal guardian cannot provide documentation of legal residence because the parent/legal guardian is living with a relative/friend, a notarized statement by the relative/friend can be accepted by the school with the following stipulation: (a) Notarized statement must state that the parent/legal guardian and child are living with the relative/friend; (b) Notarized statement must state the name of relative/friend that is on the relative/friend's proof of legal residence; (c) Notarized statement must state the same address of relative/friend that is on the relative/friend's proof of legal residence; (d) A copy of the relative/friend's proof of legal residence must be attached to the notarized statement; and (e) Notarized statement must be signed by same name of relative/friend that is on the relative/friend's proof of legal residence.

Falsification of documents submitted is subject to penalty under Hawaii Revised Statutes 710-1063, resulting in the child being sent back to the school where he/she should properly be attending. The Department may pursue prosecution at its discretion.

Children experiencing homelessness are covered by enrollment guidelines provided in the McKinney-Vento Act.

Documents from a previous school

These can include a release packet with an unofficial transcript or latest report card, and for special education students, the Individual Education Plan.

Legal Documents

Documents may include:

- Power of Attorney if the child is not living with the parents.
- Temporary Restraining Order
- Guardianship documents.
- Legal name change.
- Court orders.
- Official court custodial documents
- Power of Attorney (legal guardianship) *if applicable – see notes below*
    - *Legal documents that support physical custody of the child include guardianship documents and a power of attorney that expressly states custody of the child.*
        - *A legal guardianship is created by a formal family court order which specifies the duties of the guardian in a document called "Letters of Guardianship."*

- *Under HRS §560:5-105, a power of attorney is created when a parent or legal guardian of a minor delegates to another person for a time period no longer than one year, any power regarding the care, custody, or property of the child. The name of the child and time period of one year must be stated upon the power of attorney document.*

Transfers (IN)

Pupils transferring to Jefferson from a public school in Hawaii must present to our office the release card (Form 211) that was issued by the releasing school, as well as the Form 14.

Pupils transferring from a non-public school in Hawaii or from an out of State school should present a release card, report card, or any information that would facilitate registration and placement. If the child has special needs, this information must also be provided at the time of registration.

Transfers (OUT)

A parent or guardian is requested to report to the school office to complete forms requesting a student to be released at least *five days* prior to the child's last day of school. In certain situations, a written request will be accepted. This will enable the office staff to secure the necessary information and prepare a release packet for your child. Lunch loans must be paid off, and all school property (textbooks, library books, supplies, etc.) must be returned.

Please give your new home address, telephone number and the name of the new school, if possible. A parent/guardian should personally pick up the release card on the child's last day of school since it contains confidential information.

End of Year Early Release Policy (DOE)

A student leaving during the last four weeks of school will be given a report card with grades for the school year and an indication as to promotion or non-promotion based on his achievement and effort up to his date of release. Count the last week as a full week, even though it may not be a full five days for pupils.

A student leaving during the fifth and sixth weeks before school closes will be given a report card with grades up to time of departure, with a recommendation as to promotion or non-promotion based on a stated estimate of anticipated final grades.

A student leaving school prior to the sixth week before school closes will be released through normal procedure, except that the report card and a progress report will be given at the time of departure. School records will be forwarded later upon request of the receiving school.

These dates have been set in the assumption that students who leave prior to this date will enroll in a new school in time for that school to determine the final grades. If the student does not enroll in a new school before the end of the school year, it will be up to the receiving school the following year to determine promotion or non-promotion for early departure.

Geographic Exception (GE)

If your child is currently attending Jefferson on a GE from your actual home schools and you move to a different address which belongs to another home school, you must submit a new GE application.

Change of Address & Phone Number & Email Address

The school must be notified whenever there is a change in your address and/or phone number. Up-to-date information is necessary when in an emergency parents, close relatives or neighbors need to be contacted right away. ***Please keep your information current.***

Lost & Found Articles

Parents are advised to label all articles belonging to their children. This will facilitate finding the rightful owners when lost items are turned in. Lost and found articles are located in the health room and with the A+ program located in the cafeteria.

A+ After School Program

Children attending Jefferson Elementary School may be eligible for this on-campus program, administered by Kamaaina Kids.

The After School Program is open for child-care every day that school is open (except on school half-days) and the hours of operation is immediately after school until 5:30 p.m. To obtain an application or for further information, please call (808) 262-4538..

A+ applications may also be obtained from the school main office.

LUNCH INFORMATION & eTrition

All meals (breakfast & lunch) as well as the milk-only option and 2nd lunch option will be debited from a student's account through the eTrition.

All students will have an account in the school's Meal Tracker System identified by their name and barcode.

1. **No cash will be accepted in the meal line.**
2. **Deposits must be made in the office at least one day in advance of the meal purchase. No money will be collected in the cafeteria at any time.**

A minimum of $25.00 should be deposited in students' lunch accounts at the beginning of the year.

Parents are encouraged to make deposits on a weekly basis. Please keep track of your child's account to be sure that they have breakfast/lunch money available. The school will provide receipts for meal payment deposits, and provide reminders about lunch account balances in the Thursday folder.
Payments will be accepted by CASH, CHECK, MONEY ORDER, CASHIER'S CHECK OR ONLINE VIA (www.ezschoolpay.com**)**
All excess funds will be refunded when your child leaves the school.

Visiting parents must pay for meals in the cafeteria before school to receive a meal ticket (adult lunch $7.50, adult breakfast $3.50). This may be done in advance or on a same day basis. Accounts for parents are not available at this time.

Applying for Free & Reduced-Price School Meals

Children need healthy meals to learn. The public schools in Hawaii offer healthy meals every school day. Your child(ren) may qualify for free or reduced-price meals. Applications will be given in your first day packet or available throughout the year in the front office.

You may also apply online at ***ezmealapp.com*****.** Incomplete applications will not be processed, so please be sure to fill out all required information. Return the completed paper application to the school office.

USDA is an equal opportunity provider and employer.

Lunch Loan Policy

In an emergency, the school will "loan" a student money for their lunch. It is **mandatory** that this loan be repaid the next school day.

The maximum amount loaned to a student will be based on the following:

- For students eligible for free meals — No Loan
- For students eligible for reduced price meals — No Loan
- For students who pay the regular student price for meals — $25.00

If there are no funds in your child's meal account, and the "lunch loan" maximum amount has been reached, you should send your child to school with a home lunch.

Regular Price Meals

- Student Lunch $2.50
- Student Second Lunch $7.50 (no loans allowed for 2nd lunch)
- Student 2nd Entree $2.25 (no loans allowed for 2nd entree)
- Student Breakfast $1.10 (7:15-7:45 a.m.)
- Student Second Breakfast $3.50 (no loans allowed for 2nd breakfast)
- Adult lunch $7.50
- Adult Breakfast $3.50 (7:15-7:45 a.m.)
- Extra – milk $0.90

Free/Reduced Price Meals

- Student lunch All free/reduced lunches are FREE for the first lunch
- Student breakfast All free/reduced lunches are FREE for the first breakfast

Note: All meals come with a carton of milk. If a student on free/reduced lunch status does not take a full breakfast and/or a full lunch BUT ONLY takes a carton of milk, his/her account will be charged.

Home Lunch Option

- Bringing a home lunch is an option.
- Milk may be purchased for $0.90 (through meal accounts)
- Soda, caffeinated beverages, and candy should not be part of a student's home lunch.
- Please pack napkins and utensils (no plastic knives) in your child's home lunch.

Milk or Food Allergies

If your child is allergic to milk, please complete a **Form J-1**, located in the front office, and return it to the office after a physician has signed off on it. A child allergic to milk will not be required to take milk. No substitute drink (per Department of Education) is provided without paperwork signed by a doctor. Children may have water.

Due to the risk of students with peanut allergies having a severe or even life-threatening allergic reaction, Jefferson Elementary is a peanut-free school. Please keep this in mind while packing a snack or lunch for your child.

Lunch Menus

Menus will be sent home monthly, and will be available on-line at the school's website.

Lunchroom Visitors

Due to limited space and the need to serve students quickly, occasional visits are permitted. Parents having lunch with their children must check in at the office for visitors' passes. Adults must deposit cash in the office before receiving lunch. Parents are encouraged to purchase school meals. Please help us model habits for a healthy lifestyle by avoiding fast foods, caffeinated and sugary drinks in school.

Toys enclosed in fast-food lunches are not allowed in the cafeteria. They have become a source of distraction and conflict.

Parents and ‘Ohana of JES Students Eating Lunch Together

Once a quarter, with the exception of quarter 1, parents and ‘ohana of JES students may have lunch with their child in the cafeteria during the assigned lunch period.
Who: Parents and ‘Ohana of JES Students
What: Eat lunch with your child at JES
Where: School Cafeteria
When: **Tentative Dates - subject to change**

1) Friday, December 4, 2026
2) Thursday, March 25, 2027
3) Friday, May 7, 2027

Why: To spend more time with and eat what the students eat.
How: Forms will be sent out 1 week in advance (payment must be included so that there is no conflict in funds) so that the cafeteria staff can prepare enough food for the amount of ‘ohana that will be joining the student. Exact cash payments will only be accepted. No refunds will be given.
NOTE: Outside food is not allowed into the cafeteria from parents. Parents are strongly recommended to eat the lunches provided by the school, to be an adult example of lunch service. For allergy purposes, students may not share food amongst themselves or an adult to student sharing.

Proper Nutrition and Sharing of Foods

Students are strongly encouraged to eat nutritionally sound foods and snack items on campus. If parents/guardians send a student to school with food or snacks, they should not include candies, soda, energy drinks, chips, or foods/drinks high in sugar and those that contain caffeine.

Students will not be allowed to share foods/snacks with other students to prevent food allergies and to ensure proper nutrition for others.

Adults Eating Food Intended for Students

According to USDA guidelines and state regulations, adults may not take or eat any food previously served to students, even if the students do not plan to eat or drink the food item(s). E.g., adults cannot take, for their consumption or for their child to consume later, any unopened milk or pre-packaged food, or anything else leftover on their child’s plate. If any adult is found to have consumed anything from their child’s plate, the DOE and/or Jefferson School may be subject to termination of the School Breakfast Program (SBP) and the National School Lunch Program (NSLP).

Cafeteria & Lunch Transition Expectations

In order for everyone to enjoy lunch and lunchtime, we expect all students to eat politely, behave properly, be considerate to others, and respect all cafeteria supervisors. Please take time to discuss lunchtime manners with your children.

Cafeteria Expectations

- Use "soft" voices
- Sit on seat, feet on floor
- Eat your own food
- Say "please" & "thank you"
- Keep your area clean
- Single file lines, no "cutting"
- Good table manners
- Raise your hand for help
- Respect the personal space of others

Lunch Transition Expectations

- Use equipment properly
- Quiet lines, use "soft" voices
- NO chase or tag games
- Respect the personal space of others
- Stay in assigned areas
- WALK when excused
- Respond to whistle, or school bell
- Single file lines, no "cutting"
- No food outside cafeteria except for ice pops on special days

School Service

It is the policy of the State of Hawai`i, Department of Education that student assistance be given in such areas as the library, office, and cafeteria. Besides being of help to the school, children learn essential lessons in courtesy, responsibility, neatness and techniques for application in career skills areas.

- School service in the cafeteria is based on BOE policy and recognized by the Federal Government as a viable part of our school lunch program. Students in grades 4 and 5 serve several hours in a school year.
- Questions regarding student safety, child labor laws, sanitation, supervision, legality and the like have been adjudicated to the courts and found to be within the purview of the BOE to prescribe such a policy. The school seeks your cooperation in helping your children become a part of the school community by performing this service, and helping to maintain the cost of Hawaii's lunches as the lowest-priced school meals anywhere in the United States.

"Many parents think the purpose of public education is to provide their children with the skills necessary to earn a living, but in a healthy school--a truly healthy learning environment--students learn the skills necessary to be responsible citizens in a democratic society. They learn how to participate and be productive in their community--locally, nationally or globally. We have to change our attitude about schools to see service learning as a means through which students develop a personal set of values, a sense of social and moral responsibility."

Report of the Sixth Forum, Civic Forum on PublicSchools (October 2002)

SCHOOL INFORMATION

Notice of Nondiscrimination Rights of Students & Civil Rights Complaints Procedure

No public school student shall be excluded from participation in, denied the benefits of, or be subjected to discrimination on account of the students' race, color, national origin, sex, religion, or handicapping condition under any program or activity of the Department of Education.

If you feel you have been discriminated against in one of the department's educational programs or activities, you are encouraged to bring the matter to the attention of the school Principal for discussion and resolution. If the matter cannot be resolved at this level, you are encouraged to make full use of the Department of Education's *Civil Rights Complaint Procedure for Students* and file a written complaint with the complex area superintendent. The complaint form is available at the complex area superintendent's office. Upon receiving your discrimination complaint, a District Complaint Board will hear and decide on the merits of your complaint in a prompt and fair manner.

A copy of the *Civil Rights Complaint Procedure for Students* is available from the Principal.

Annual Notification of Privacy Rights

Know your privacy rights as they apply to 1) student record information; 2) directory information; 3) surveys and other information collection; and 4) military recruitment information. For more information on your privacy rights, the laws that protect them, and how to exercise your rights, contact your school administrator or visit http://ferpa.k12.hi.us

School Mission

Jefferson Elementary is a multicultural 'ohana where everyone is supported and encouraged to work together to learn and connect to their community through a spirit of ALOHA.

Curriculum Vision

With the spirit of ALOHA, students will learn through multisensory, project-based learning experiences designed to include and support all students.

Instruction Vision

Jefferson Elementary uses instructional practices that foster positive community learning with respect and a growth-mindset.

Assessment Vision

Teachers utilize a variety of student-centered assessments to promote growth in self-directed learning and use data to direct future instruction.

Learning Environment Vision

We continuously strive to provide a safe, positive, and engaged community filled with all the teachings of ALOHA.

Our "BRAND"

Our Family… Our Culture… Our Land…

School Website

http://jeffersonsurfers.k12.hi.us

Up-to-date news and information for the school can be found on our school website. You can also find important announcements, school related documents, the school calendar, the monthly school newsletter, café menus, Parent and Community information, Teacher Resources, and Technology Resources.

School Newsletter

A school newsletter is being made available through the school's website. This is an important means of communicating general school information to parents and must be given careful attention.

Parent's/ Guardian's Agreement

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

- See that my child attends school regularly and on time;
- Communicate regularly with my child's teachers;
- Attend all conferences/ meetings for my child;
- Volunteer in my child's classroom when possible;
- Encourage and be aware of my child's learning;
- Provide positive use of extra-curricular time; and
- Participate in decisions related to the education of my child

Student's Agreement

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

- Attend school on time with a positive attitude about learning;
- Complete daily homework during study time;
- Return all assignments on time; and
- Follow classroom and school rules.

Teacher's Agreement

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

- Provide high quality curriculum and instruction;
- Provide a supportive and effective learning environment that enables students to meet the state standards;
- Use appropriate teaching strategies and materials for different learning styles;
- Provide a positive classroom environment;
- Provide frequent reports to parents on their child's progress;
- Ensure regular two-way, meaningful communication with family members; and
- Provide an effective and supportive learning environment.

Principal's Agreement

I support this School's Compact and I will do the following:

- Provide a supportive environment that allows for communications between student, parent, and teacher;
- Ensure teachers have high quality curriculum that meets the needs of all students;
- Provide a plan for School Wide Parent-teacher conferences; and
- Ensure that parents have reasonable access to staff with opportunities to volunteer/ observe

CURRICULUM & INSTRUCTION

Common Core State Standards (CCSS)

Hawaii Common Core Standards are a call to take another leap forward in our efforts toward ensuring that all of our students graduate from high school college-, career- and community-ready. The aim was to create a set of common learning expectations for Mathematics and for English Language Arts/Literacy in subjects including literature, history, social studies, science and technical subjects.

It's important to note that the ***Common Core is not curriculum or teaching methods, but standards.*** Standards define what students should understand and be able to do at each grade level. Schools and teachers choose curriculum, and choose how standards are taught in the classroom.

Schools began phased implementation of Common Core in 2011-12 with grades K-2 and 11-12, and full implementation in 2013-14. Teachers are working collaboratively with principals and leadership to design educational tools and practices that best deliver on these standards. Common Core will help the state reach its goals of greater college attendance, readiness and graduation for our keiki.

STEM – Science Technology Engineering Math

STEM education integrates the study of science, technology, engineering and mathematics by using scientific inquiry and engineering design as unifying processes. STEM emphasizes innovation and the development of problem-solving, critical thinking and collaboration skills. Emphasizing arts creates engaging new pathways for learning.

Mission

To prepare all students for the challenges and opportunities in the 21st century global economy by providing rigorous, equitable and accessible education in STEM.

Why STEM?

Advances in science and engineering are essential for ensuring America's and Hawaii's economic growth and our national security. During the next decade, U.S. demand for scientists and engineers is expected to increase at four times the rate for all other occupations. STEM is infused within every facet of our society and plays a major role in determining Hawaii's future viability. STEM education develops tomorrow's innovators who will overcome the unforeseen challenges in healthcare, public safety, the economy and the environment. The goals of STEM education in Hawaii's schools are:

Transform and revitalize the teaching and learning of science and mathematics in grades K-12 by purposefully integrating science and mathematics with technology and engineering.

Proliferate the number of highly qualified and effective STEM teachers as well as the public school system's capacity to continuously support and develop them.

Expand STEM learning opportunities and performance expectations for all public school students.

Significantly increase the number of graduates, especially those from traditionally underrepresented groups, who attain college degrees in STEM fields or pursue STEM-related careers.

Cultivate partnerships with community and corporate partners to offer internships and other real-world learning experiences to public school students.

Smarter Balanced Assessment System (SBA)

The Smarter Balanced Assessments are a key part of implementing the Common Core and preparing all students for success in college and careers. Administered online to students in Gr. 3-5, these assessments provide an academic check-up and are designed to give teachers and parents better information to help students succeed.

Scores from the new assessments represent a realistic baseline that provides a more accurate indicator for teachers, students, and parents as they work to meet the rigorous demands of college and career readiness.

Next Generation Science Standards (NGSS)

Through a collaborative, state-led process managed by Achieve, new K–12 science standards have been developed that are rich in content and practice and arranged in a coherent manner across disciplines and grades to provide all students an internationally-benchmarked science education. The NGSS are based on the *Framework for K–12 Science Education* developed by the National Research Council. Students in Gr. 5 are provided with one opportunity to be assessed on the NGSS through the Hawai'i State Assessment in Science.

The National Research Council's (NRC) Framework describes a vision of what it means to be proficient in science; it rests on a view of science as both a body of knowledge and an evidence-based, model and theory building enterprise that continually extends, refines, and revises knowledge. It presents three dimensions that will be combined to form each standard.

GT – Gifted & Talented

Differentiated instruction within the classroom setting allows the needs of our GT students to be met.

GLO (General Learner Outcomes)

General Learner Outcomes (GLOs) are the overarching goals of standards-based learning for all students in all grade levels. Observable behaviors, which are demonstrated in daily classroom activities, are evidence of GLOs. Student effort, work habits, and behavior are important, and they must be evaluated separately from academic performance in the content areas (in accordance with Board of Education Policy 4501: Assessing/Grading Student Performance).

The six GLOs are:

- **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.

SuSTEAMability

STEAM at JES



At Jefferson Elementary School. STEAM is more than just another buzzword. STEAM is at the heart of what we do. STEAM exemplifies our school's brand "our family . . our culture . . our land" and connects our school's vision and mission statement. STEAM prepares our students to successfully participate in the society of their time (mission) by developing the whole child to their fullest potential (vision statement)

At Jefferson Elementary, STEAM is more than just a buzzword.

Parent volunteers helped revive a now-thriving Hawaiian garden used in the curriculum. We recently received 20 hydroponics kits through a generous grant awarded by the Rotary Club of Honolulu Sunset. And in February 2015, the campus completed the installation of 700 solar panels – enough to produce all the energy it needs.

Jefferson Elementary embeds Science, Technology, Engineering, Arts and Math (STEAM) practices to enhance Common Core teaching and utilize resources efficiently. Former Principal Zakahi envisioned Jefferson Elementary as a model of environmental sustainability for Waikiki and Kapahulu.





At Jefferson Elementary School we enrich classroom learning with hands-on, inquiry-based projects. One way that we bring learning to life is through aquaponics. Aquaponics involves the delicate balance between raising both plants and fish. A well-balanced system will produce healthy plants and will allow fish to grow and reproduce. As the plants and fish begin to grow, adjustments in the systems must be made. Plants that we have experimented with include, but are not limited to: cherry tomatoes, green onion, taro, ong-choy, ginger, peppermint, sage, basil, and ti leaf. There are 3 varieties of fish that you will find in our systems: gold tilapia, blue tilapia, and a hybrid gold/blue tilapia. There are a total of 14 aquaponics systems in our 21st Century Learning Center. These systems range in size from 40 gallons up to 3,000 gallons.

STEAM Efforts at JES

Our 21st Century Learning Center contains a total of 14 aquaponic systems that range in size from 40 gallons to 3,000. Our students and community volunteers take care of each system, feed our fishes, trim back the vegetation, and monitor each system on a regular basis.

Our raised garden beds are maintained by our STEM enrichment teachers, our students, and our community volunteers. There are not a lot of opportunities to garden in Waikiki. Our school provides an opportunity for our community members to grow fruits and vegetables in one of our 15 garden beds. Our Kindergarteners have their own greenhouse as well as their own kinder"garden". They learn about "farm to table", as they grown . . . then eventually eat the vegetables that they have grown.

TEXTBOOKS & LIBRARY MATERIALS POLICY

Textbooks are to remain free of any markings and should be covered to protect them from being soiled. (Do not use sticky, contact-type paper, which may ruin book bindings.) All textbooks are to be returned at the end of the school year or when a student is released from school. Textbooks not returned at the end of the school year or when a student is released from school will be considered lost.

Library Books and/or materials borrowed are to be returned or renewed by the due date. Students in Preschool, Kindergarten and grades 1 and 2, are allowed to borrow a maximum of one book, while students in grades 3 to 5 may borrow a maximum of two books.

All library books and materials are to be returned at the end of the school year or when a student is released from school. Library books and materials not returned at the end of the school year or when a student is released from school will be considered lost.

Outstanding Loans, Overdue Books, Lost Books/Textbooks

Students who accrue loan balances for lunch or who have overdue library books, or lost library or classroom textbooks will need to clear these obligations before being allowed to participate in extra and co-curricular field trips and off campus activities, as well as end of the year classroom parties.

It is essential that parents ensure that all outstanding school obligations for their child be addressed, before paying for extra or co-curricular activities.

Lost Library books and textbooks must be cleared with the school.

Outstanding lunch loans may be cleared with the school office.

Lost or Damaged Books, Technology, and Materials

Students will be charged for books, technology (computers) or materials lost or damaged. The original copy of the bill is issued to the student.

Students returning books or materials for which they have been charged must bring the books or materials to the office for a refund.

Report cards for students with any outstanding lunch loans, overdue books, or failure to remit payment for lost textbooks/damaged computers will be held at the main office and released only when the outstanding balances have been cleared.

Field Trip Information

During the course of the year, students may go on several field trips. Field trips are designed to extend learning beyond the classroom walls. Since each field trip may have different requirements or preparations, carefully read the detailed notices sent home by the teacher.

Guidelines for field trips:

1. In order for students to participate in a field trip, parents need to give permission in writing.

2. Department of Education policy requires all fees/monies for field trips be sent in by the due date for the field trip, or no later than seven days prior to the day of the field trip. Students not meeting this requirement will not be able to accompany their class on the field trip and will remain in school.

3. This school accepts payments by CASH ONLY for field trips to be sent in an envelope marked with your child's name, room number, and purpose for which money is sent.

4. Only those chaperones/volunteers who have signed the "Field Trip Chaperone Form" can accompany the class. Chaperones will be selected by the teachers on an as needed basis. Not all field trips will require additional chaperones. Should you be asked to chaperone the following will be in effect:
    - Chaperones must ride on the bus with the students.
    - Parents are not allowed to bring siblings or other children who are not a member of the class on the trip. (No exceptions will be made.)

5. A student may be excluded from a field trip, should the teacher or administration determine that their participation would not be in the best interest of health and safety for the student, other students in the class, and the teacher. Prior notification will be made to the parent/guardian should your child not be allowed to participate.

6. Students should have a good night's rest the night before and should eat a hearty breakfast on the day of the field trip. Students should wear a Jefferson School t-shirt, if possible. The t-shirts may be purchased through our office.

7. All outstanding loans, lost book/textbook charges, or charges for damaged technology (computers) must be cleared.

Progress Reports & Conferences

A Standards-Based Report Card for each pupil is made at the end of each quarter. Further information on report cards will be given via our School Newsletter.

Parent-Teacher conferences are encouraged at Thomas Jefferson Elementary School. They are an integral part of the reporting system and, by far, the best means of communication between teacher and parent providing invaluable information and procedures in working for the common welfare of the child. If there are any questions concerning your child, please contact the teacher so adequate preparations can be made for the conference. The teacher, too, may request a conference on matters concerning your child. (Please note--to avoid distractions and interruptions during this brief meeting, only adults and the affected child/student should attend Parent-Teacher conferences.)

Students who are present for less than 20 days in a given quarter may not have sufficient evidence to allow for grade marks to be provided.

Parent/Family Involvement Policy

The Board of Education recognizes that a child's education is a responsibility shared by the school and the family during the entire period the child spends in school. To support the goal of the Department of Education (Department) to educate all students effectively, schools and parents must work as knowledgeable partners.

Although parents are diverse in culture, language, and needs, they share the schools' commitment in the educational success of their children. The Department and its schools, in collaboration with parents, shall establish programs and practices that enhance parent involvement and reflect the specific needs of students and their families.

To this end, the Board of Education supports the Department in the development, implementation, and regular evaluation of parent involvement programs in each school. The implementation will involve parents at all grade levels in a variety of roles, including input in decision-making processes and practices. The

parent involvement program will be comprehensive and coordinated in nature. It will include, but not be limited to, the following components of successful parent involvement programs:

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

The Department shall implement administrative guidelines that support professional development opportunities for staff members to enhance understanding of effective parent involvement strategies. The Department recognizes the importance of administrative leadership in setting expectations and creating a climate conducive to parental participation.

Engaging parents is essential to improved student achievement and to realize the Vision of a Public School Graduate.

STUDENT TECHNOLOGY POLICY

Internet Access and Student Email Accounts

Various Internet access forms are distributed to students at the beginning of the year. The purpose is to ensure school-level as well as state- and district-level compliance with all guidelines concerning Internet access. Any student who does not comply with the guidelines and appropriate use policies will lose network and technology privileges. ALL TECHNOLOGY FORMS MUST BE SIGNED AND RETURNED BEFORE ANY TECHNOLOGY IS TO BE USED BY THE STUDENT.

Release forms for electronically displayed work will be distributed to individuals or classes when student work and/or photographs are to be published on the school website.

Students in grades 3, 4, and 5 will have Student Email Accounts established using a secure version of Gmail. Access and use of Student Email Accounts will be limited to: teacher-to-student. We anticipate that this will help teachers and students to better disseminate information and classroom assignments.

Use of Cell Phones and Other Personal Digital Devices

In addition to the Technology Responsible Use Form (TRUF) and the technology Responsible Use Guidelines (TRUG) the following will apply specifically to personal electronic devices:

Hawai'i Department of Education Policy 301-11 states "at the elementary school level, use of cell phones shall be prohibited during school hours." Other Personal Digital Devices– Electronic devices of our modern day are incredible tools, quite valuable when used properly; however, can be a disturbance and be misused. Other personal digital devices may include, but are not limited to: Smartwatch (Apple Watch), bluetooth devices, tablet.

Therefore, the following rules apply:

a. Students in grades PK-5 may only use their phone before or after school. Inappropriate uses include social networking, playing games, texting, or otherwise being engaged in activities unconnected to the educational purposes of the institution. If in doubt, check this out with a teacher or an administrator.

b. Electronic devices used inappropriately may be taken from the student and turned into the office until the end of the day. Repeated violations will result in disciplinary action, including a parent conference and, if the behavior persists, may result in a more serious disciplinary consequence.
c. Parents, if there is an emergency and you need to get in touch with your son or daughter during the school day, please contact the office. Please do NOT call or text your son or daughter as this can be disruptive to others and for students a violation of school rules. If visible, they may be confiscated until the end of the day. If the behavior is chronic, it will be seen as insubordinate and a parent meeting will be set up.

Technology Acceptable Use Guidelines Relating to HIDOE-owned or Leased Digital Devices, Network, and Internet Service

(for students and parents at the Hawaii State Department of Education)

1) Introduction

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

Parents and Guardians (hereafter collectively referred to as "Parent" or "Parents") should review the guidelines with their child, and both the parent and the child should sign the attached Agreement form. The signed agreement form should be returned to the school so the student may begin using HIDOE-owned or leased digital devices, network/internet services, as well as online educational services.

HIDOE reserves the right to modify the terms and conditions of these acceptable use guidelines at any time. Students shall abide by all rules, regulations, and guidelines relating to the use of HIDOE-owned or leased digital devices, network/internet services as may be changed or added from time to time by HIDOE. The most current version of these guidelines is available at http://bit.ly/HIDOE-TechAUG.

2) Technology Use is a Privilege, not a Right

The use of HIDOE-owned or leased digital devices, network, and internet services is a privilege, not a right. It is the responsibility of the students and Parents to ensure HIDOE-owned or leased digital devices, network, and internet services are used in accordance with these acceptable use guidelines.

3) No Expectation of Privacy

The digital devices, e-mails, network, and other accounts are the property of HIDOE. HIDOE monitors all digital devices, networks, and internet services owned, managed, or leased by HIDOE 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 retains the discretion to alert appropriate law enforcement authorities of suspected illegal activity that involves the use of the digital devices and network/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 data records used on HIDOE's system which violate these guidelines.

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, HAR, Title 8, Chapter 19, entitled "Student Misconduct, Discipline, School Searches and Seizures, Reporting Offenses, Police Interviews and Arrests, and Restitution for Vandalism."

HIDOE shall determine the appropriate disciplinary action for any prohibited student conduct. The

Principal, or designee, shall consider the intention of the offender, nature and severity of the offense, the impact of the offense on others including whether the action was committed by an individual or group of individuals (e.g., gang, etc.), the age of the offender, and if the offender is a repeat offender. Interventions to teach students appropriate behaviors will be instituted when disciplinary actions are imposed. Students will also be counseled in addition to any disciplinary action taken.
HIDOE reserves the right without notice to freeze and delete an account that is engaging in activities that violate HIDOE's policy or the source of spamming, abusive or malicious activities and while conducting investigations. HIDOE reserves the right to disconnect any device that is the source of 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 will not use any other electronic devices in the classroom unless the teacher authorizes the student to do so.

C) If a digital device is assigned to a student, the student will only use that device assigned to him/her and will not allow other persons (including, but not limited to, parents, guardians, family members, and other students) to use his/her 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.

F) HIDOE assumes no responsibility for any unauthorized charges made by students 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 the assigned device 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) may 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."**

ii. If a student's device is lost or stolen, the student and/or their Parents 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, 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 for educational purposes. 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) Accounts and 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, the network, the 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, missed-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.

E) 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 harass or otherwise annoy another person or group (i.e., cyberbullying). Students are to report any conduct they feel can be defined as harassment to their teacher or school administrator immediately.

iii. Sending or receiving unlawful information via electronic communications, using electronic communications illegally in ways that violate local, state, federal or international laws or statutes are prohibited.

F) 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 respect copyright laws and licensing agreements pertaining to material entered into and obtained via the internet, social media, and online/cloud services. Students will not duplicate or distribute unauthorized copyrighted or licensed material.

G) 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 with unauthorized uses.

H) 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 through the use of the HIDOE's 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.

I) Device and network security

i. 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.

ii. Students will not intentionally develop programs or engage in activities that disrupt other users or infiltrate computer/network security and computing systems. Students are forbidden from using techniques designed to cause damage to, deny access by legitimate users of computers or network components connected to the Internet or result in the loss of the recipient's work. Students shall not attempt to hack or otherwise breach security of any HIDOE-owned or leased digital devices, HIDOE server, or any other person's account.

STUDENT HEALTH & SUPPORT SERVICES

Health Room Services

The Department of Education provides a Health Room and employs a Health Aide during school hours. If your child is injured or becomes ill, he/she will be sent to the Health Room by the teacher and/or other school personnel.

Injury or Illness

If your child is injured or becomes ill and requires a doctor's care, the Health Aide will attempt to notify you or authorized persons. Once a child's temperature reaches 100 degrees, he/she must be picked up. If parents or authorized persons cannot be reached, the student will remain in the Health Room.

Emergency Care

In an emergency, if a child is injured and requires immediate care of a physician and parents or other authorized persons cannot be contacted, the school will call Emergency Medical Services for assistance/ambulance.

Medication

The school personnel and other volunteer help are not authorized to administer any medication to students. In special cases and with proper authorization from physician and Public Health Nurse, the Health Aide can administer medication. No medication will be stored in the Health Room or given by the Health Aide without prior approval and completion of appropriate form.

Emergency Action Plan

Parents of children who experience unusual reactions (e.g. bee sting, food allergy, chronic medical conditions that require special attention, etc.) need to develop an Emergency Action Plan with the Health Aide.

Emergency Information

The school must be notified whenever there is a change in your address and/or phone number. Up-to-date information is necessary when in an emergency. Parents, close relatives or neighbors need to be contacted right away. **Please keep your information current and updated.**

Communicable Diseases

A student who contracts a communicable disease shall be excluded from school until a physical certifies that he/she may return. Regulations of the Department of Health shall apply.

Doctor's clearance is required of those pupils returning to school after having any of the following diseases:

Impetigo	*Ringworm*	*Scabies*	*Pink Eye*
Whooping Cough	*Strep Throat*	*Diphtheria*	*Poliomyelitis*
Scarlet fever	*Hand-Foot-Mouth*		

Head Lice & Nits

Parents should check their child's head weekly for Pediculosis (head lice).
Students who are found to have Pediculosis should be treated with a recommended shampoo at home. A DOE letter will be provided by the Health Aide and sent home with parents/guardians. The letter includes

treatment information (how to get rid of head lice in hair and at home). All nits (lice eggs) should be removed before returning to school.

Home Instruction Services

If your child will be hospitalized or incapacitated at home for a minimum of 2 weeks or more, three hours of home instruction per week may be provided for him/her. The school counselor must be notified so the necessary forms may be completed.

STUDENT CONDUCT & SAFETY

Student Safety & Welfare Policy

The Department of Education shall provide a caring environment conducive to the physical, mental, social and emotional well-being of students while they are participating in school activities.
Attention shall be given to the personal safety of each student during these activities and such attention shall include instruction in safety practices and attitudes; establishment and enforcement of proper rules of conduct at each school including a zero-tolerance of tobacco, alcohol and other drugs; and provision of services to safeguard students from the deviant behavior of those who fail to conform to standards of conduct compatible with the best interest of all.

Jefferson Elementary Student Discipline

Jefferson's standard of behavior is to promote courtesy and respect among students, parents, and staff.
The school will:

- Expect everyone to model standard behavior
- Develop responsible students, parents, and staff who will work cooperatively to promote the best educational opportunities for our students

The school will maintain a safe, clean environment by expecting everyone to observe the following rules:

1. Walk at all times, especially in the hallways and ramp areas.
2. Respect other people's property
3. Remain out of classrooms unless teachers are present
4. Refrain from bringing any toys, electronic devices, or dangerous objects to school
5. Pick up litter on campus
6. Play safely and respectfully

Disciplinary measures will be taken for:

- Fighting/swearing
- Insubordination
- Returning to class late
- Damaging school property
- Answering back
- Unsafe actions
- Causing class/cafeteria disruptions
- Any unlawful conduct

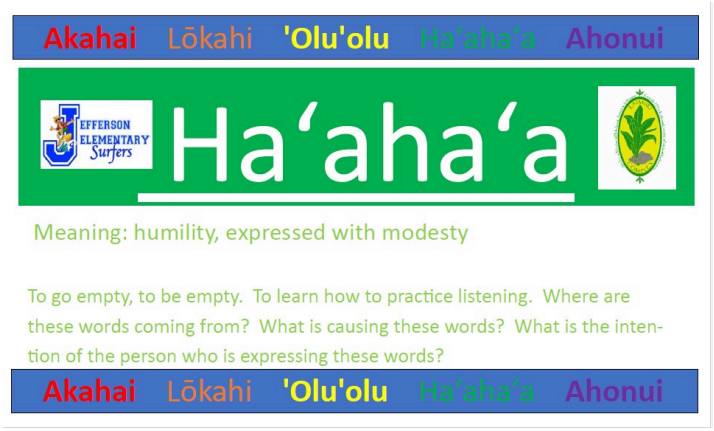
Disciplinary action for kindergarten through grade five may be as follows:

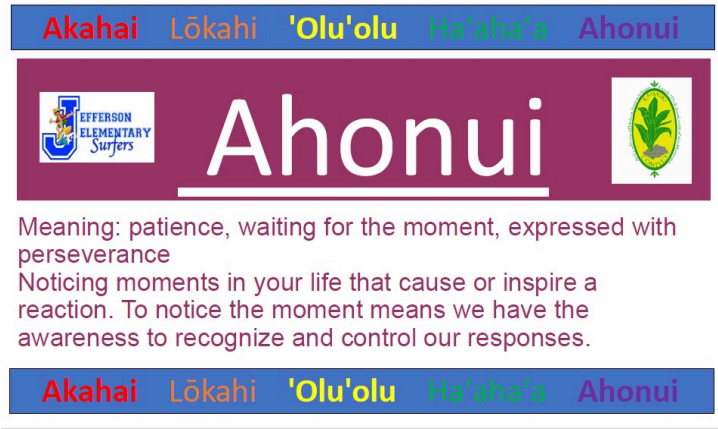
1. Reprimand and warning
2. Detention
3. Loss of activity
4. Parent Conferences

5. Suspension Referral to an alternative education program, Students, parents and staff are asked to refer to the Department of Education's Chapter 19 booklet regarding prohibited conduct in public schools -- during school hours, on school premises, and during department supervised activities.

Schoolwide Social-Emotional Learning: Values of ALOHA







Jefferson's Policy Regarding Harassment

"Harassment" means a person acts with intent to harass, annoy or alarm if he or she:

1. States abusive jokes to another person: Insults, taunts, or challenges another person in a manner likely to provoke a violent response.
2. Bullies, name-calls (teases) or threatens another person: Causes fear as to prevent others from gaining legitimate access to or use of school buildings, facilities or grounds such as, but not limited to, restroom facilities.
3. Physically assaults another person: Strikes, shoves, kicks, or otherwise touches a person in an offensive manner or subjecting such person to offensive physical contact.
4. Displays a "look-alike" gun or weapon.

Harassment is illegal, prohibited by D.O.E. policy and will not be tolerated at Thomas Jefferson Elementary School. Prompt action will be taken on offenders.

Consequences for offenders: (all offensives will be documented)*
1st warning - teacher will give a verbal warning.
2nd warning - teacher calls parent--notifies parent that the next offense will be sent to the Counselor.
3rd warning - offender will be sent to the Counselor.
4th warning - offender will be sent to the Principal.
**Some offenses will be sent directly to the Counselor or Principal.*

Contraband on Campus

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

- Toys (to include collectable cards, kendamas, toy guns, yoyos, fidget spinners, etc.)
- Colored bandanas or gang related paraphernalia
- Electronic games and equipment (to include iPods, Nintendo Gameboy, etc.)
- Sports equipment which can be used as a weapon
- Skateboards, Heelys, scooters and rollerblades
- Any item which may lead to "bodily injury or disruption of school operations"

Students who bring contraband to school will have it confiscated and held in the office. A parent/guardian will need to come to school to retrieve the item. The school **will not** be responsible for any contraband items brought onto campus that may result in damage or loss.

Progressive discipline will be implemented against students who bring contraband to school.

Inappropriate Attire for School

Clothing and jewelry that promote the use of drugs or alcohol, depict violence, abusive or gang type behavior, or contain pictures or designs of a sexual nature should not be worn. If children wear such clothing, parents will be contacted for a change of clothing. Make-up is not appropriate for elementary aged children and is not allowed.

Clothing should be appropriate in nature and for example, should not consist of strapless, or spaghetti strap tops, cut off shirts, clothing that exposes the midriff, and excessively short shorts.

Cell Phones (see p. 27-28 for additional information)

Hawai'i Department of Education Policy 301-11 states "at the elementary school level, use of cell phones shall be prohibited during school hours." Students may bring a cell phone to school, however, the cell phone must be turned off and its use limited to before or after school. Cell phones should be stored in the students backpack to avoid classroom interruption.
In an Emergency only, parents/guardians may call the school office (808)730-0800 to have information delivered to their child.
The school **will not** be held responsible for any cell phone, brought and used on campus that may result in loss or damage.

Campus Safety After-Hours:

This is a copy of an email that was sent out to all JES parents and guardians in May 2025. This was in regards to the after-school usage of our playground. Please pay careful attention to the last paragraph:

After School

1. Students should be picked up at 2:15pm on Mondays, Tuesdays, Thursdays and Fridays; 1:30pm on Wednesdays. During Parent-Teacher Conferences, students should be picked up at 1:15pm M-F.
2. Students attending A+ should report to the cafeteria shortly after dismissal.
3. Students may utilize the playground if supervised by a parent/guardian.

If there is no parent/guardian supervision, then the students should be walking home or should be sitting in front of building R (on the benches or on the seats on the grassy area). Any further non-compliance with

these expectations will lead to the closure of our school playground during the after-school hours for the remainder of this school year and possibly through next school year.

PARENT-SCHOOL CONNECTION

Primary School Adjustment Program (PSAP)

The Primary (K-3) School Adjustment Program (PSAP) is a prevention program that addresses the needs of those students who are identified as needing a little more attention or nurturing which could help them to adjust better to school.

Through PSAP's assistance, the child would be provided with positive reinforcement to help build their self-esteem. In turn, school may become a happier experience as they learn to relate to others and become more successful in class. If you have any concerns, please contact your teacher or Virginia Rose (Educational Assistant) at (808) 971-6931 x 222.

School Community Council (SCC)

Thomas Jefferson Elementary School has a School Community Council (SCC). Previously named School Community Based Management (SCBM), it is a system that assumes a collaborative, shared decision-making process through a council. The Council is composed of representatives from the major role groups in the school community: administration, teachers, students, support staff, parents and the community.

The SCC process gives schools greater flexibility and responsibility for developing educational programs and school initiatives that meet the needs of students. Decisions are made through a consensus of the Council members in areas critical to the school improvement efforts. Decisions must also be made within the parameters of Federal and State laws, the BOE's constituted authority to govern the school system, and to collective bargaining agreements.

The Council meets monthly from August through May.

Tips on School Success from the SCC:

The following tips are provided for parents to help their children achieve the state's standards and outcomes. The tips offered are for Home-Based Activities and Home/School Connections.

Home-Based Activities

- Create a "place" at home to do homework
- Monitor and check homework (but do not *do* the homework)
- Read a book to your child at least once a week
- Take trips to the library at least once a month
- Encourage your child's areas of interest
- Limit and monitor television viewing
- Offer opportunities for your children to make small decisions
- Explore opportunities to "take time" with your children
- Find ways to promote an appreciation of different cultures

Home/School Connections

- Check in with your child's teacher, at least once a quarter, to ask how your child is doing
- Write a note to your child's teacher about areas of difficulty.
- Let your child's teacher know when things are going well
- Always check both sides of a "story" when resolving issues regarding your child

Procedures for Dealing with Concerns & Issues

When you have a concern or issue, the following procedures (in order of importance) can be used:

- First, talk to your child's teacher.
- Talk to the Grade Level Chair for your child's grade level.
- Talk to the School Counselor
- Talk to the Student Services Coordinator (if your child is in SPED)
- Talk to the English Language Learner Teacher (if your child is in ELL)
- Make an appointment with the Vice Principal.
- Make an appointment with the Principal
- Call the Complex Area Superintendent

It is imperative that parents follow the process outlined above, as many times concerns or issues can be quickly addressed by talking to your child's teacher or appropriate school staff.

SPECIALTY PROGRAMS

Our school consolidates state, federal and local funds to provide an array of programs to support our students.

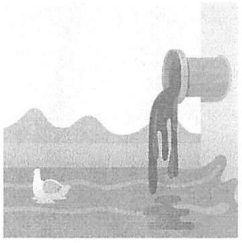
School Programs

SPED (Special Education)
EL (English Language Learners)
Counseling/Behavioral Health
Speech Therapy
Occupational Therapy
Physical Therapy
Hawaiian Studies
SEL- Social Emotional Learning
STEM
PE – Physical Education
Computer Keyboarding/Computer Science
Aquaponics
Hydroponics

Student Voice Groups

Student Support TEAM: Grades 4-5
Student Council: Grades 4-5
Speech Festival Team: Grades 4-5
Math Team: Grade 5
Spelling Bee: Grades 4-5
Digital Media: All Grades

Storm Water Pollution Prevention



Jefferson Elementary School

Fact Sheet: Storm Water Pollution Prevention

What's storm drain?

When it rains, water flows into our drains which lead to the ocean. They keep our school campus from flooding our playgrounds and keeps water away from our classrooms.

Where are they on our campus?

We have storm drains by Q-building and by Wai Nani Way.

Why is it important to keep our storm drains clean?

Keeping our storm drains clean helps to prevent flooding on campus. Dead leaves, small rocks, twigs, and rubbish covering the drains block water from flowing into the drain. Also, any trash chemicals, and debris entering our storm drains flows into the ocean and may harm or kill sea animals and coral.

How can we help?

- Throw trash like candy wrappers, food packaging, and paper in the rubbish cans located on our campus and in your classrooms.
- Place soda cans and plastic bottles in recycling bins or drop off at recycling centers.
- If you see any of the drains covered with dirt, leaves, rocks, and rubbish, please report it to our custodians or to your teacher so it can be cleaned.
- Participate in campus clean-up and recycling events.
- Help rake up cut grass after lawn-mowing.
- Do not pour leftover paint, chemicals, or oil in storm drains.

School Location Map



Annual Notice of Non-Discrimination and Anti-Harassment Statement HAR Chapter 19 Rule

Annual Notice of Non-Discrimination and Anti-Harassment Statement

The Hawaii State Department of Education (HIDOE) does not discriminate on the basis of race, color, national origin, ancestry, sex, gender identity, gender expression, sexual orientation, age, disability, and religion. This requirement extends to all of HIDOE's programs and activities, including employment and admissions as applicable. If you have difficulty understanding English, you have the right to receive language assistance at no cost to you. Please contact your school's principal for more information.

For the HIDOE high schools that offer Career and Technical Education (CTE) Programs of Study in arts and communications, business, health services, industrial and engineering technology, natural resources, and public and human services, there are no admission criteria. HIDOE high schools will take steps to assure that the lack of English language skills will not be a barrier to admission and participation in CTE programs, and will provide equal access to designated youth groups.

In addition, the HIDOE does not tolerate acts of harassment on the basis of race, color, national origin, ancestry, sex, gender identity, gender expression, sexual orientation, age, disability, and religion. Any student who believes that he or she has been subjected to harassment on the basis of race, color, national origin, ancestry, sex, gender identity, gender expression, sexual orientation, age, disability, and religion, is encouraged to report such harassment. Students and parents may report allegations of discrimination or harassment to the school's administrator or to the HIDOE's Civil Rights Compliance Branch at the address listed below.

HIDOE is committed to conducting prompt investigations. Support, including counseling and educational resources, will be available to students who are harassed, as well as to students found to have engaged in acts of harassment on the basis of race, color, national origin, ancestry, sex, gender identity, gender expression, sexual orientation, age, disability, and religion. Students found to have engaged in harassment may be disciplined, up to and including suspension, if circumstances warrant. Students, parents, and HIDOE staff should work together to prevent harassment on the basis of race, color, national origin, ancestry, sex, gender identity, gender expression, sexual orientation, age, disability, and religion.

HIDOE will not tolerate retaliation for reporting discrimination and/or harassment on the basis of race, color, national origin, ancestry, sex, gender identity, gender expression, sexual orientation, age, disability, and religion, and will take steps to protect those who wish to report the harassment.

Please direct inquiries regarding HIDOE nondiscrimination policies to:

Beth Schimmelfennig, Director
Rhonda Wong, Compliance
Aaron Oandasan, Title VI
Toby Yamashiro, Title VII
Nicole Isa-Iijima, Title IX
Krysti Sukita, ADA/504

Civil Rights Compliance Branch
Hawaii State Department of Education
P.O. Box 2360
Honolulu, Hawaii 96804
(808) 586-3322 or relay
CRCB@k12.hi.us

Inquiries concerning discrimination and/or harassment may also be referred to the Office for Civil Rights, United States Department of Education.

CRCB (April 2020) English

Superintendent of Education
Keith Hayashi

Complex Area Superintendent
Linell Dilwith

Principal
Kristen Ono

President Thomas Jefferson Elementary School
324 Kapahulu Ave
Honolulu, Hawai`i 96815

Tel: 808-730-0800
Fax: 808.971.6915

http://jeffersonsurfers.k12.hi.us