

Ewa Makai Middle School Handbook

SY 2023-2024

Vision

Empower, Explore, Excel Together!

Mission Statement

1. To cultivate a safe, nurturing, and rich environment in our school.
2. To engage in a dynamic and a responsive curriculum to produce life-long learners.
3. To foster a sense of pride in our students by building relationships with people and businesses in our community.
4. To employ technological advancements in our school to help our students to be productive and successful citizens in the future.

General Learner Outcome (GLOs)

The essential overarching goals for all grade levels, from elementary through middle to high school.

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

SOCIAL-EMOTIONAL LEARNING AT EWA MAKAI MIDDLE SCHOOL

Social-emotional learning (SEL) is the process through which children and adults acquire and apply the skills necessary to understand and manage emotions, set and achieve goals, feel and show empathy for others, establish and maintain positive relationships and make responsible decisions. SEL has been proven to increase grades, attendance, and focus, while reducing aggression, anxiety, substance abuse, and other issues.

The **Choose Love for Schools™** program is a comprehensive curriculum that supports, nurtures, and fosters the whole child. Students will learn skills and tools they will use throughout their lives to be honest, trustworthy, caring and compassionate, self-disciplined, intellectually curious, fair and respectful. Students learn how to thoughtfully respond by choosing love. The program’s foundation is a formula:

Courage + Gratitude + Forgiveness + Compassion in Action = Choosing Love.

We use courage daily to choose love over fear. Practicing gratitude helps us focus on what we have. Forgiveness is the key to healthy relationships and compassion in action helps us connect with and help others.

The School Year At a Glance in Advisory:

Q1 Focus	Q2 Focus	Q3 Focus	Q4 Focus
Courage	Gratitude	Forgiveness	Compassion in Action

Offices and Resources: Who and What You Need To Know

For all inquiries related to school business, please call Ewa Makai at (808) 687-9500 to get connected to who can help you. For more information please visit our website at <https://www.ewamakai.org>.

Administration

Principal: Mrs. Kim Sanders

Administration Team: 6th grade Vice Principal, 7th grade Vice Principal, 8th grade Vice Principal

Front Office

The Front Office is the hub of communication and school operations and a centralized location where parents, students, school personnel, and guests come to obtain information about general school and business matters.

Registrar's Office

The Registrar and staff assist families with registration, withdrawal, scheduling, school documents, and student information.

Withdrawal Process

Students transferring to another school (public, private, mainland, foreign country, etc.) must complete the *INTENTION TO WITHDRAW* form. The form must be submitted by the legal parents/guardian 10 working days prior to the withdraw date for processing and issuing of the Certificate of Release.

Attendance Office

The school attendance office keeps daily attendance records and assists the school in monitoring student attendance.

School Counselors

The Counseling Department provides direct and indirect services to support students, families, school staff, and the community. The focus of the counseling program is on academic skills, career awareness, and personal/social skills.

Health Aide/Health Room

The Health Aide is available to assist all students with minor illnesses and injuries and provide first aid care. The Health Aide (or designated staff) is available from 8:00 AM until the end of the school day. Parents will be contacted if the situation warrants immediate attention or treatment is provided.

The Mark Takai Transition Center

The Takai Transition Center (TTC) provides a space for students new to Hawai'i or Ewa Makai Middle to be introduced to the school and the culture of the Aloha State. The center offers a gathering place for returning and new students alike to meet, get to know each other, and have a safe space in school to unwind and make friends.

Additional Information

School Communication

SchoolMessenger provides a means of communicating emergencies and other important announcements directly to parents/ guardians through phone calls and emails. A monthly school newsletter will be distributed throughout the school year and our school's website (www.ewamakai.org) also provides important information on school procedures, activities and programs.

Contacting a Student/Parent During the School Day

Students are not permitted to use their cell phones during school hours for any reason. For an urgent concern or emergency, students are permitted to call parent/guardian from an available phone in the classroom or front office. If parents must get a hold of their child, they may call the school office to leave a message for their child, who will be informed. Students may check voice and text messages at the *end of the school day*.

Attendance Policies and Guidelines

School attendance matters! Students should miss no more than nine days of school to stay engaged, successful and on track to graduation. Chronic absenteeism is defined as missing 15 or more days of school. *Per. Section 298-9, Public schools; attendance: Hawaii Revised Statutes (HRS) provides that all children between the ages of 6 and 18 must attend school.* Ewa Makai Middle School, together with students and parents, are accountable for absences.

School Policy on Absences/Tardies

- a. Students are expected to be SEATED in their first class of the day by 7:50 a.m. A courtesy bell sounds at 7:40 a.m.
- b. Students who arrive after 7:45 a.m. are considered tardy. Parents/guardians will receive an automated phone call about their child's tardy.
- c. If a student is absent, the school must receive notification prior to 8:30 a.m. on the morning of the absence. If the school is not notified, parent will receive an automated phone call reporting the absence.
- d. Parent/guardian must provide a written note for all absences and tardies and submit to the Attendance Office.
- e. **Homeroom/Advisory Teacher will call home after 3 unexcused tardies.**
- f. Disciplinary Action for excessive unexcused absences and tardies may be implemented by administration.

School Guidelines on Absences/Tardies

The school will ONLY excuse absences and tardies when written documentation (note) is submitted within two days upon student's return to school, and absences are for one of the following reasons:

- a. Medical or dental related reasons, injury, quarantine (e.g. COVID-19, chicken pox, etc.). A verifiable note provided by a doctor or dentist is required for five or more days of consecutive absences.
- b. Death in the family
- c. Special cases approved by the Principal

Notifying School of Absences/Tardies

The student's **absence/tardy note** should include the following information:

- a. Date note was written
- b. Child's legal name
- c. Date(s) of absence/tardy; Reason for absence/tardy
- d. Parent/guardian name, signature and contact number

Request For Extended Family Leave/Vacation

- a. Under special circumstances, parents/guardians may request to take their child out of school. Parent/guardian must provide a written note at least one week prior to family leave/vacation. Homework requests may be made.
- b. Students who plan to be absent for 11 or more school days must withdraw from school and re-enroll upon return. School work will NOT be provided while the student is withdrawn from school.

Further School Action for Chronic Absenteeism

Unexcused absences/tardies affect a student's academic achievement. Therefore, the following actions may be taken:

- a. Phone calls, parent conferences, and check-ins with students
- b. Attendance letters and/or home visits generated by administrators or counselors
- c. Student or family may be referred to seek further assistance from other agencies or complex area social worker
- d. A truancy petition may be submitted to Family Court

Early Release Procedures

Students intending to leave campus during the day must bring a note from their parent/guardian to the Front Office **before 7:40 AM**. Parent/guardian may request early release by calling the Front Office at least one hour prior to pick up

Early Arrival On Campus

For safety reasons, students are encouraged to wait until 7:15 a.m. to arrive on campus. Upon arrival to campus, students will walk to and wait in their designated courtyard or area according to the first period of the day.

Academic Information

Infinite Campus

The Hawaii State Department of Education student information system, Infinite Campus, will provide students and parents with the ability to view students' academic information through the Infinite Campus Portal. Login information will be provided to students and families during the first quarter of the school year. Logging into this web-based system will permit you to view attendance, grades, class schedules, and assignments.

Homework

Homework may be assigned from teachers and is the responsibility of the student to complete and submit assignments on time. Students are required to record assignments daily in their student planner. Parents/guardians should check their child's planner on a regular basis.

Homework During Absences: For absences of two days and up to 10 days, homework may be requested by calling the Front Office. Teachers are not required to provide work ahead of time for absences of more than 10 days. Please allow 24 hours for teachers to prepare assignments for short duration absences. Upon return, students should ask their teachers for any further assignments or make up tests/quizzes.

Report Cards/Progress Reports

Report cards are issued four times a year and can be viewed on Infinite Campus. The fourth quarter report card will be mailed home approximately two weeks after school releases. To have the final report card mailed home, please provide a self-addressed stamped envelope with the student's name and grade written in the lower left corner of the envelope.

Mid-Progress & Final Grades

Mid-Progress and final grades of each quarter, semester, and year are posted in Infinite Campus (IC) for students and parents to view using their IC Portal account. Please log into your account to view or print the grades report after the posted dates.

REPORTING PERIODS	DATE POSTED IN IC
<i>Mid-Quarter 1</i>	<i>TBA</i>
Quarter 1	October 14
<i>Mid-Quarter 2</i>	<i>November 11</i>
Quarter 2 & Semester 1	January 10
<i>Mid-Quarter 3</i>	<i>February 2</i>
Quarter 3	March 24
<i>Mid-Quarter 4</i>	<i>April 20</i>
Quarter 4, Semester 2 & Year	June 2

Grades/Courses of Study

All middle school students are required to take English Language Arts, Mathematics, Science, and Social Studies every year. Additionally, all students participate in Advisory class and two elective classes per year. Ewa Makai uses a standard letter grading system and grade point average (GPA).

Ewa Makai Middle is an AVID School

AVID – Advancement Via Individual Determination, is an elementary through post secondary college readiness system that is designed to increase school wide learning and performance. Ewa Makai Middle School implements AVID strategies school-wide, including teaching advanced organization skills, meaningful goal tracking, and collaborative discussions using focused notes to deepen students' critical thinking skills.

Please visit our website for more information at <https://www.ewamakai.org/avid> or see the AVID coordinator

School Meal Procedures

Ewa Makai Middle School utilizes a computerized system for purchasing school meals. Each student will be issued a student ID/meal card at the beginning of the school year.

Free and Reduced Meal Application

Free and reduced meals are provided to families who meet federal criteria. All households are encouraged to apply for reduced or free meals. The USDA publishes qualifying income guidelines each school year. For more information please refer to the Free And Reduced Meal Application or see the Front Office.

More information about School Meal Procedures may be accessed on our school's website under the "Parents" tab and the "School Meal Procedures" link.

Home Lunch

Students are permitted to bring a lunch from home. Home lunches may be eaten in the cafeteria during meal time. If a student forgets their home lunch, parents may drop it off at the front office.

NOTE The school will NOT accept any other type of food delivery for individual students (ex: GrubHub, UberEats, pizza delivery, etc.)

Breakfast/Lunch Expectations and Procedures

- Students are expected to have their school ID for all meals.
- Students are expected to be polite, courteous, and welcoming to others.
- Students should stand in line while waiting to get their food. Cutting in the meal line is not permitted.
- Upon completion of a meal, students should remove all food waste/trash to throw away in the proper bins.
- Students are NOT PERMITTED to buy meals or snacks for other students.
- Students may only buy one meal at a time.

Student Bicycles & Skateboards Policy

Students are highly encouraged to adopt healthy habits such as riding a bicycle or skateboard to and from school. To prevent theft or misuse of bikes/skateboards, please adhere to the following:

- Riding bicycles or skateboards are not permitted on campus. Please walk your bike or carry your board.
- Lock bikes and/or skateboards to the racks with a padlock (combo or key). *Please provide your own lock.*
- Students are not permitted to share a lock or lock bikes together*.

*For safety and security, daily inspections of the bike/board racks are conducted. If a bike is not properly locked or locked to another bike, the lock may be removed and bike stored for safekeeping. Report to Front Office to claim.

School Uniform and Dress Code Policy

Dress Code

To ensure safety and identification of our students, all students attending Ewa Makai Middle School are required to wear the school uniform and ID badge when on the school campus at all times. Students are required to follow specific criteria for uniform requirements as set forth in the Uniform Description section.

Waivers may be requested. Parents wishing to exempt their student from the uniform policy may “opt-out” by requesting the Application for Exemption form available in the Front Office. Parents should (1) return the completed forms to the Front Office; (2) meet with the Principal or Vice Principal to discuss the student uniform policy and nature of the objection; and (3) review the acceptable student attire.

School Uniform Description:

- Student ID badge must be worn and easily visible at all times.
- Ewa Makai Middle School uniform shirts must be visible at all times.
- Pants, capris, skirts, or shorts must be at least mid-thigh in length.
- Dress code still applies to Spirit Weeks and Free Dress days.

School Uniform Violation:

- Hoodies and pullovers are not allowed, however, students may wear them **UNDER** their school shirt.
- If a student violates dress code, they will be referred to the Front Office and parents will be contacted. Parents may bring a change of clothing or student may borrow a uniform from the Front Office
- Failure to return the borrowed clothing will result in a financial obligation.
- Repeated offenses may be deemed as insubordination and result in disciplinary consequences.

ID Badge Procedure

As a means to promote safety and security, picture ID badges will be distributed to every student at Ewa Makai at no charge once per school year. ID badges **MUST** be worn daily and be easily visible at all times. *Students are responsible to replace a defaced or significantly damaged ID badge for a fee of \$5.00.*

- Students who do not have an ID for the first class of the day will be sent to the front office.
- Students will be given the opportunity to call home for someone to bring their ID to school.
- If no one is able to bring the ID to school, a new ID will be issued with a \$5.00 obligation charged to the student's school account.

In addition to safety and security, ID badges are required for the School Meal Program. It is important that students **DO NOT** share their ID badges and report lost or stolen badges immediately.

Behavioral Expectations

Board of Education: Student Code of Conduct

- **Respect for Self and Others** - Students are expected to be honest, behave with dignity and treat others with respect and courtesy. Behavior of the individual should not interfere with the rights of others. Students are expected not to harass others verbally and/or physically. Students are expected to come to school free from the influence of tobacco products, alcohol or drugs.
- **Respect for Authority** - Students are expected to comply with all school rules and to obey all laws. Students are expected to respond in a respectful manner to all adults while under the jurisdiction of the school and while participating in school-sponsored activities.
- **Respect for Property** - Students are expected to treat all property belonging to the school and to others with care.
- **Freedom from Fear** - Students are expected to contribute to a safe school environment free from fear. Acts of violence, weapons and contraband are never acceptable.

Behavioral Expectations (continued)

Ewa Makai Middle School students must, at all times, abide by Hawaii State and Federal laws, D.O.E. regulations and school policies as defined in **Chapter 19** Student Misconduct.

HPD may be called in to conduct an investigation in the event that the school suspects that a criminal offense has been committed. The school may also administer school level discipline regardless of the outcome of an HPD investigation.

Contraband

- Cell phones and smart devices (ex. Apple Watch)*
- Electronic devices/games
- Balloons and other inflatable toys
- Any item that creates a disturbance in class/campus
- Any items depicting alcohol, drugs, profanity, or other inappropriate messages.
- Music devices with speakers
- Electronic cigarettes, cigarettes, or tobacco products
- Gum
- Illicit drugs, over-the-counter drugs, or paraphernalia
- Gang related items
- Permanent markers

***Cell Phones/smart devices:** Cell phones/smart devices must be turned off and concealed once students step foot on campus. Devices will be confiscated if seen or heard on campus. Appropriate after school usage is allowed. Any confiscated devices may be subject to parent pick up depending on the severity and/or frequency of the violation.

Chapter 19 Categories	Consequences
<p>Classroom Misconduct Teacher issues a warning, calls home, impose natural consequences, may assign detention, and/or implement other intervention strategies</p>	<ul style="list-style-type: none"> ● Counseling and/or conflict-resolution with teacher, counselor or administrator. ● Intervention Strategies ● Restorative Practices ● Detention/ Suspension ● Parent Conference ● Recommendation for educational evaluation ● Program Change ● Referral to an alternative educational program or other state agency(ies)
<p>Class D Offenses: School prohibited conduct Including but not limited to: False Report, Fighting, Hazardous Behavior that Poses Potential Threat to the Safety, Health, and Welfare of Self and Others, Swearing, Unauthorized sales of food or other items, and Possession of Contraband.</p>	
<p>Class C Offenses: Department-prohibited conduct Including but not limited to: Class Cutting, Insubordination, Leaving Classroom or Campus without Consent, Smoking and/or possession of smoking devices (including e-cigarettes)</p>	
<p>Class B Offenses: Unlawful conduct Including but not limited to: Disorderly Conduct, False Alarm (Rendering of), Gambling, Harassment, Theft, Trespassing.</p>	
<p>Class A Offenses: Unlawful conduct Including but not limited to: Assault, Burglary, Dangerous Weapons or Instruments (Possession or Use of), Extortion, Firearms (Possession or Use of), Illicit Substances, Property Damage, Robbery, Sexual Offense, Terroristic Threatening.</p>	

Refer to Chapter 19 Student Misconduct booklet for full text version of offenses and definitions.

Library Hours and Operation

The mission of the school Library is to serve as a safe haven and resource center offering books, computers, hands-on learning materials, games, and other resources that support student learning, wholesome recreation, and personal growth. Students are encouraged to take full advantage of the wide variety of free resources that are available in this welcoming 21st century library.

Checking out Books

Students may browse the library books and borrow up to three books a time. Borrowing time is limited to two weeks. Books are renewable every two weeks.

Sora (Online Library)

Ewa Makai Middle has a vast online library available through the website <https://soraapp.com/welcome/login/201171> and/or the Sora app. Students may use their 10-digit Student ID code to login to borrow online books and audiobooks. Books are accessible on Kindle devices or through the Kindle App (Apple, Android, Windows).

Summary of Technology Responsible Use Guidelines

Read the official Guidelines in your student packet or at <http://bit.ly/FERPAHJ>.

School technology is for school purposes ONLY. Be safe.

If we all act responsibly, we can afford more interesting and fun technology to get creative with learning.

Expectations & tips to keep students safe:

- Remember you are borrowing school technology (devices, accounts, network, etc.). Treat devices with care.
- Remember, the Tech Department, your teachers, and administration can see everything you do on school devices and can access your school accounts.
- Stay on task! Only use technology when permitted by a teacher and for the intended purpose.
- Keep your passwords and identity safe! Never share your password or personal information.
- Your Google Drive is not for storing downloaded music, personal files, pictures, or memes.
- Let a teacher know any time something is broken or could be a security risk.
- Do not attempt to override our restrictions/management to access blocked content
- If you see something, say something! Please report any inappropriate or abusive activity that you witness on school technology.

Consequences for misuse:

- Depending on the offense, consequences can range from getting your account suspended, parent conferences, to being arrested by the police.

Special Note

Ewa Makai Middle School has partnered with Google to provide students access to a service called Google Apps for Education (i.e. TigerApps). Please review Google's Terms of Service at <http://links.ewamakai.net/googleterms>

Family Educational Rights And Privacy Act (FERPA)

FERPA is a federal law that protects the privacy of student education records in public schools. Student educational records will not be released outside the DOE without prior consent from parents/guardians.