



International<sup>®</sup>  
Baccalaureate

# Iroquois Point Elementary School Parent Handbook



5553 Cormorant Avenue  
Ewa Beach, Hawaii 96706

## Important Telephone Numbers

Office .....	499-6500/499-6501
PCNC/ Transition Center .....	499-6500 X 255
Health Room.....	499-6502
Lunch Clerk.....	499-6500 X 230
Counseling Office .....	499-6500 X 270
Fax .....	499-6508

## **School Mission Statement**

Iroquois Point Elementary School aims to develop lifelong learners empowered to meet the challenges of tomorrow's world.

## **School History**

Iroquois Point Elementary School is a Hawaii State public elementary school, built in 1960. The school derived its name from its neighborhood, Iroquois Point Pu'uloa Naval Housing.

The Iroquois Point area was named after the United States Navy Tug, *USS Iroquois*, which was stranded near the entrance of Pearl Harbor in the late 1890's.

## **School Colors and Mascot**

Our school colors are red & white. Students are encouraged to wear red & white on Wednesdays, our school spirit day. The mascot is an Ali'i child, a Hawaiian child of royalty.



## **International Baccalaureate (IB)**

IPES is an International Baccalaureate World School.

The aim of all IB programs is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help create a better and more peaceful world.

IB learners strive to be: Inquirers, Knowledgeable, Thinkers, Communicators, Principled, Open Minded, Caring, Risk-Takers, Balanced and Reflective.

It is vital that there is also focus on the development of personal attitudes that contribute to the well-being of the individual, the environment and of the group. The following attitudes are an essential element of our IB program .... Appreciation, Commitment, Confidence, Cooperation, Creativity, Curiosity, Empathy, Enthusiasm, Independence, Integrity, Respect and Tolerance.



# Principal's Message

Dear Ohana:

Welcome to Iroquois Point Elementary School.

As we begin this new school year, we hope that this handbook will provide you and your child with helpful information about IPES. Families are given this handbook to become acquainted with information relating to school procedures and policies. Take time to read and discuss this handbook with your family.

Please feel free to call the school office at 499-6500 should you have any questions about the information in this handbook.

We look forward to working together with you to ensure that your child's experience at IPES is enjoyable and successful. Please work with us as we strive to carry out our mission to "develop lifelong learners empowered to meet the challenges of tomorrow's world."



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Iroquois Point Elementary School has been helping children discover the joy of learning since 1960. Located 2.5 miles from the Ewa Beach business district, we serve children and families living in the Waterfront at Pu'uloa community. Our student body is drawn from a combination of military and local families, which reflect the ethnic, cultural and socioeconomic diversity of Hawai'i.

The child-centered learning environment in each of our classrooms provides a nurturing, structured and stimulating place where our students can develop creativity and build critical thinking skills. IPES teachers strive to meet the individual needs of each student while making learning challenging and fun. The physical environment is important to student success. We are a totally air-conditioned school.

IPES's curriculum is aligned with the Common Core State Standards and is supported by programs and textbooks that are nationally recognized and research-based. IPES is an "authorized" International Baccalaureate World School. Through this curriculum framework we emphasize an inquiry base approach to learning. Computers are available in every classroom. Iroquois Point Elementary has three "state of the art" computer labs as well as mobile wireless labs.

Recognizing the importance of developing the whole child, we offer different opportunities through our music, band, and physical education programs. Athletic activities at our school are designed to teach fundamental concepts like teamwork and fair play. Our intramurals include basketball, track, volleyball and flag football.

Because we believe so strongly in the importance of the home school connection, Iroquois Point provides many opportunities for families to gather in the celebration of and support for learning. Activities and meetings are held regularly throughout the year to keep our parents and community informed and involved in our school.

Our school encourages voluntarism and involves parents, teachers, community and administrators in decision making through the School Community Council. Our Parent Community Networking Coordinator (P.C.N.C) serves as a liaison between home and school, providing opportunities for families to get involved in their children's education. Our Transition Center is available to aid all incoming families with a variety of assistance and information. Our dedicated Parent Teacher Association (PTA) provides another venue for parent support and advocacy. The PTA is extremely active and supportive of school improvement efforts and promoting excellence in all areas.



## New Registration



All students must be registered at least two days prior to entering a classroom. All students must reside in the Waterfront at Pu'uloa Housing at the time of registration. The following documents must be presented at the time of registration:

1. **Birth Certificate:** Original or Certified copy.
2. **TB Clearance:** X-Ray or negative PPD test with results in millimeters and the month/day/year the test was given. A student will not be allowed to enroll in school without the TB clearance.
3. **Certificate of Release and Proficiency from last school attended.**
4. **Health Record:** Including recent (within 1 year) physical exam, up to date immunizations (Hepatitis B vaccine, 3 doses, is required for students born after 12/31/92). A signed statement must accompany religious exemptions from an authorized person. **If health requirements are not met, your child will be excluded from school.**
5. **Proof of Residency:** A copy of your current rental agreement from the Waterfront at Pu'uloa property management.

### Tips for School Success

Iroquois Point Elementary has “*Wednesday Folders*”. Wednesday folders are sent home with students grade PK-6, as the name indicates, each Wednesday of the school year. The intent of the *Wednesday Folder* is to provide parents with timely information on a uniform day about school activities. You will be receiving information during the week from your child’s teacher but the “*Wednesday Folder*” will contain the bulk of the notices and bulletins sent home. Parent involvement in education begins with reading bulletins carefully and responding to notices promptly. Every student, grades 1-6, is issued a student planner. Student planners are a great tool to enhance organizational skills and keep parents informed with daily communication.

Important school dates are listed on the front page of the school’s newsletter. Watch the marquee for other school reminders.

Standards for each grade level and subject area can be found on the DOE’s website at



## School Hours / Schedule

- 7:00 a.m. ....Back Gate Opens  
7:00—7:30 a.m. ....Breakfast  
7:45 a.m. ....Classroom Open/First Bell  
7:50 a.m. ....School Begins/Tardy Bell

**All students should be on campus 5 minutes before the start of school.**

This allows students time to get settled in and get needed supplies and papers out of their backpacks. By the time the 7:50 a.m. bell rings, all students should be in their seats and ready to begin class. Students eating breakfast in the cafeteria should remain in the cafeteria until 7:30 a.m.

- 9:30-9:45 a.m. ....Morning Recess

### Lunch Schedule

Grade	Lunch
Kindergarten	10:50—11:20 a.m.
First	11:10—11:40 a.m.
Second	11:15—11:45 a.m.
Fifth	11:20a.m.—11:50 p.m.
Fourth	11:35a.m.—12:05 p.m.
Third	11:30 a.m.—12:00 p.m.
Sixth	11:45a.m-12:15 p.m.

2:00 p.m. Dismissal (Mon., Tues., Thurs., Fri.)

1:10 p.m. Dismissal (Wednesdays only)

**Office Hours:** 7:30 a.m.-4:00 p.m. (Monday through Friday, except State and Federal Holidays)

Registration Hours: 8:30-11:00 a.m. and 1:30-3:00 p.m.

In the interest of security and the safety of students and staff, the IPES campus is fenced and after 8:15 a.m., all gates are locked and the only entrance is through the front of the school. At the end of the school day, the gates will be unlocked to allow students go home at dismissal time.



Please remember the cafeteria and library gates are not access gates. Do not walk or drive through these gates. Privately owned vehicles (POV's) are not allowed to drive on campus at any time. All parking spaces in the front parking lot are reserved for staff only. Parents may not park in these reserved spaces.

There are 4 visitor spaces available for quick in and out business.

## **Attendance is Important!**

Consistent school attendance is essential for your child's success in school. Attendance problems hinder your child's progress and teaches them that school is not important. If your child is absent, please call the school's office (499-6500 X 221) before 8:00 a.m. to report the reason for the absence. It is also important that students be at school on time every day. Any student reporting to school after 7:50 a.m. is considered tardy and must report to the office for a tardy slip to present to their classroom teacher.

## **Attendance Policy**



The Department of Education attendance policy states that students must be physically present in school for at least half of the day to be marked present. Any student who arrives after or leaves before 11:00 a.m. on Mondays, Tuesdays, Thursdays and Fridays or 10:30 a.m. on Wednesdays will be marked absent.

Regular attendance is essential to a student's success in school and is necessary in order to achieve maximum benefits from the school program. Persistent absenteeism and/or tardiness creates a genuine hardship for a student.

### **Excused and Unexcused Absences**

Absences will be excused only for the following reasons:

- ◆ Personal illness or enforced quarantine (illnesses that last 5+ days require a physician's note).
- ◆ Necessary emergency medical, dental, or optometric appointments that could not be scheduled during non-school hours.
- ◆ Serious family emergency.
- ◆ Observation of a holiday or ceremony of the family's religion.
- ◆ Planned extended absences that have been pre-approved.
- ◆ Other justifiable reasons may be evaluated on a case-by-case basis.

Any absence from school will be counted as an absence in all school records.

Teachers do not have the authority to excuse a student's absence from school.



## Absences

If your child is or will be absent, please inform the school before 8:00 a.m.

1. Please call the office at 499-6500 X 221 to report absences or tardies.
2. Homework requests must be placed through the office before 9:00 a.m. at 499-6500 X 221. Homework may be picked up in the office between 2:00 & 4:00 p.m.
3. If your child has a communicable disease/illness, please submit a doctors clearance upon returning to school. (See page 11).

## Tardies

Children who arrive on time and with all their supplies will have a more successful day of learning. Students arriving at school after 7:50 a.m. will be marked tardy and must report to the office for a note before going to class. Please call the school office if your child is going to be tardy or absent.

## Students Leaving Campus

Once children arrive at school, they may only leave campus with an authorized person (parent or emergency contact). The authorized adult must come to the office, present an ID card, and obtain an “Official Student Pass”. No child will be called to wait in the office because of potential loss of instructional time. If the student returns to school before the end of the day, he/she must report to the office and be signed back in.

**Early Arrivals:** Please do not send your child to school too early, as there is no morning supervision. Students are to wait quietly outside their classroom until their teacher opens the classroom door at 7:45 a.m.

**Dismissal:** Students are to leave campus immediately upon dismissal, unless involved in a supervised school activity. Siblings of students participating in after school activities should be picked up immediately after school or enrolled in the A+ program. Teachers and coaches running after school programs are not able to supervise siblings. Children who are unsure about after-school pickup plans should go to the office. If school personnel are unable to contact an authorized adult, Honolulu Police Department will be called to assist.

**After School Room Access:** Once a teacher locks a classroom door, only a school administrator can open it. If custodians are asked, they will refer the requestor to the office (even if they are in the room cleaning it). Remind your child to be sure and gather all belongings before leaving the classroom for the day.



## Health Services

### Parents must keep their student's emergency card information updated by notifying their child's teacher or the office.

A full time health aide (not a registered nurse) is usually available during school hours. General first aid services are provided, and parents are notified by telephone if further attention is needed.

Children should remain home from school if they are ill. School is not the place for sick kids. This helps prevent the spread of contagious infections.

PLEASE keep your child home if any of the following symptoms are present. If we detect any of the following conditions you will be notified to pick up your child as quickly as possible.

- \* Vomiting and/or diarrhea, (even 1 episode), your child should stay home for 24 hours AFTER the last episode.
- \*Fever of 99.6 degrees or more. Your child can return 24 hours after temperature has returned to normal, (without the help of fever reducing medications, i.e. Tylenol/Advil).
- \* Physical injury from home/practice causing pain to the child. Please consult with your doctor!! Do not send child to school if he/she requires narcotics for pain.
- \* Green or excessive nasal drainage
- \* Red eyes with colored eye discharge
- \* Undiagnosed skin rashes or sores indicating contagious infection. Check with your doctor before sending your child back to school.
- \* Earaches or ear drainage
- \* Headache
- \* Croupy or excessive cough; difficulty breathing
- \* Unusual listlessness/lack of sleep

To prevent the spread of viruses at school, the teachers and staff continue to urge good hygiene including frequent hand-washing and using disinfectants on surfaces.



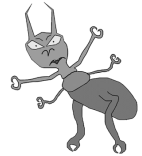
We love to have the children at school and ready to learn, attendance is important, but not at the risk of their health or the rest of the students at our school.

Hawaii State law requires a physician's clearance to return to school after these communicable diseases:

- |   |                           |
|---|---------------------------|
| Strep Throat                                    | Scarlet Fever             |
| Impetigo  | Conjunctivitis (Pink Eye) |
| Hepatitis                                       | Hand Foot & Mouth Disease |
| Chicken Pox (all blisters dry and scabbed over) |                           |

### **Head Lice**

Head lice is a common problem nationwide. In Hawaii head lice are called "ukus". To keep this potential problem under control, IPES conducts a school wide check 4 times a year. Parents should also check hair, especially at the nape of the neck and around the ears. Look for a pearly, teardrop shaped egg attached to the hair shaft. This is the nit or the egg and is easier to spot than the live uku. The first sign of an infestation may be an intense itching of the head. Parents suspecting an uku infestation should call their physician or ask the pharmacist for appropriate treatment. Also, call the school health aide so that contacts can be screened and referred for appropriate care. When lice are discovered on a child at school, the child is sent home for treatment, and must be cleared by the health aid before returning to school. Classmates are also screened.



### **Medication**

Students who require medication as prescribed by a doctor must submit the Department of Health medication verification form before the Health Aide can administer the medications. For more information please contact our Health Aide at 499-6500 X 226.

### **Medical Exemptions**

1. **Cafeteria Service (Grades 4-6):** A physicians note is required if a student is unable to participate as a cafeteria helper.
2. **Milk Allergies:** A physicians note is required. If a student is allergic to milk, juice or water may be substituted.

# School Library

Grades K-6 classes are regularly scheduled for library skills instruction and book borrowing. The skills instruction program helps students develop research skills and appreciation of literature. Students are also encouraged to visit the library during recess.

## **Library Policies**

Students must follow all school rules when visiting the library.

### ◆ Borrowing Limit

1 book for grades K—1

2 books for grades 2—3

3 books for grades 4—6

- ◆ Students will visit the library with their classroom but can visit the library during recess and at that time, books can be returned and new ones borrowed.
- ◆ Library materials are for IPES students and faculty borrowing only, unless otherwise specified.
- ◆ Notices will be sent home to students whose books are overdue.
- ◆ Bills will be sent home to students whose books are overdue by more than one month.
- ◆ All overdue books must be returned before borrowing privileges are restored.
- ◆ Students are responsible for the books they borrow. All books that are lost or damaged must be paid for before borrowing privileges are restored.
- ◆ Students with outstanding obligations will be prohibited from participating in school sponsored activities such as field trips, intramural sports, student council, etc.

We like to see all students participate in school activities. Please help us to help your children by assuring all school books are returned when they are due.



## Library Policies Agreement

We have included a copy of this agreement, which was signed and returned to the school on the first day.

*Iroquois Point Elementary School Library*  
5553 Cormorant Ave.  
Ewa Beach, HI 96706  
499-6500



Dear Parents, Guardians, and Students,

Welcome to Iroquois Point Elementary School (IPES)! I hope that you will find your stay at IPES an enjoyable and educational one. Please review the library policies that are written below. After reviewing the library policies, please fill out the bottom portion of this letter and return this letter to the school office. A copy of these library policies are located in the IPES Library brochure and IPES website.

Aloha,

Joann Akiyama, Librarian

Noted: Ofelia Reed Ofelia Reed, Principal

### Library Policies

- Students must follow all school-rules when visiting the library.
- Borrowing limit:
  - 1 book for grades K-1
  - 2 books for grades 2-3
  - 3 books for grades 4-6
- Students will visit the library with their classrooms but can visit the library during recess and books can be returned and new books borrowed.
- Library materials are for IPES students and faculty borrowing only, unless otherwise specified.
- The library is open only during posted hours unless otherwise specified.
- Notices and eventually bills will be sent to students whose books are overdue.
- All overdue books must be returned before borrowing privileges are restored.
- Students are responsible for the books that they borrow.
- Any books that are lost or damaged must be paid for before borrowing privileges are restored. Failure to make restitution for lost or damaged books can negatively affect your child's ability to participate in school sponsored co-curricular activities.

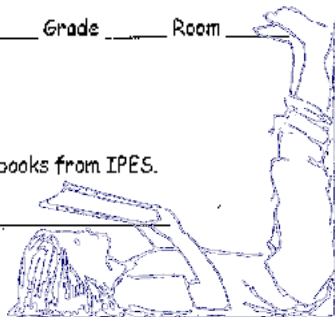
Child's Name \_\_\_\_\_ Grade \_\_\_\_\_ Room \_\_\_\_\_

(Please Check)

Yes, I have read and agree to the above policies.

No, I do not agree. My child may not borrow any library books from IPES.

Parent's/Guardian's Signature \_\_\_\_\_



## Phone Calls and Messages

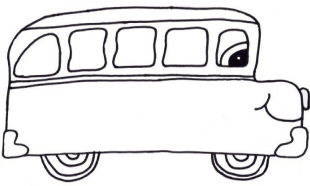
Only emergency messages from an authorized person can be delivered to students. Messages cannot be delivered from 7:30 a.m. to 8:30 a.m. and after 1:50 p.m. (1:00 p.m. on Wednesdays). Please confirm plans with your child each morning.

## Progress Reports and Parent Conferences

Progress reports are issued at the end of each quarter. Parents are encouraged to work with teachers during the year to maximize their child's academic progress, social growth, and work habits. Parents may send notes or leave messages for the child's teacher at the school office requesting conferences. **Phone calls will not be transferred to classrooms during class time.** A school scheduled Parent/Teacher conference is held at the end of first quarter. However, if at any time you have a question about your child's progress, please contact your child's teacher.



## Field Trips



Educational Field Trips are an important part of the learning process. All grade levels participate in field trips during the school year. Students who do not go on the field trips or arrive late to school after the busses leave will do class work in another classroom at the school until their class returns.

**Permission Forms and Payments:** It is the child's responsibility (with parent's help) to bring the signed field trip permission form and cash payment to the teacher by the date and time specified on the permission form. The office staff **will not** accept any field trip payments.

**Field Trip Attire:** Red school t-shirt, closed toe and back shoes (No sandals, slippers or CROCs) are required for all field trips.

**Parent Chaperones:** If parent chaperones are needed for excursions, teachers will try to provide this opportunity equitably. **Chaperoning parents may not bring other children and must ride on the school bus with the class.** Parent chaperones are expected to follow the school dress code and adhere to field trip attire. All chaperones must be registered at [www.helphawaiischools.com](http://www.helphawaiischools.com). (see page 27)

## **Breakfast and Lunch Information**

(For Lunch Schedule see page 7)

Iroquois Point Elementary School students use the Meal Tracker 2 Computerized System to purchase breakfast and lunch. All students are assigned a meal account and Personal Identification Number (PIN). Paying students (regular and reduced) may deposit a maximum of \$300.00 into their Meal Tracker Account. A Low Balance notice is printed every day (except Wednesday) to be taken home by the student. Your child will receive a notice if her/his balance is low (\$6.00 for regular paying students and \$4.00 for reduced paying students). The School Connects phone service calls daily for any student with a negative balance.

### **Meal Payments:**

Meal account payments must be made in the school office by 9:00 a.m. by cash only - Checks will not be accepted. Parents may contact the lunch clerk at 499-6500 X 230 any time to inquire about meal account balances.

### **No Lunch Loans:**

Loans are not given for breakfast or lunch. If your child does not have enough money in his or her lunch account, you or your emergency contact will be called to bring money or home lunch. We recommend keeping at least two weeks worth of lunch money in your child's account. Students with outstanding obligations will be prohibited from participating in school sponsored activities such as field trips, intramural sports, student council, etc.

We like to see all students participate in school activities. Please help us to help your children by assuring their meal account is kept current.

### **Free and Reduced Meals**

Applications for free and reduced meals are sent home on the first day of school and must be submitted each school year. Students who received free and reduced meals last year will keep this status for the first 10 days of school only, thereafter they will revert to full price until a new application is received. Students who enroll after the first day may pick up an application in the main office. Applications are also available at the school office or apply online at [www.ezmealapp.com](http://www.ezmealapp.com).

### **Student Identification Cards:**

All students are issued 1 free lanyard and school identification card. This card is required for the students to purchase meals and check out library books.

**Following DOE guidelines, it is required for students and staff to wear an ID card during the school day.**

Lost or damaged ID cards or lanyards may be replaced for the cost of **\$2.00** each in the main office.



## Refunds:

Please notify the office at least 14 days prior to the student's last day in school in order to receive a refund for the balance of the meal account.

## Meal Charges:

Children not enrolled at IPES but are having a meal at the school will be charged an adult price.

If you have any questions please contact the Lunch Clerk at 499-6500 X 230.

Students may bring lunch from home or purchase lunch in the cafeteria. If your child is bringing home lunch and snack, please be aware that **heating & refrigeration is NOT available**. Trading food items is not allowed.

	Regular	Reduced	Free
Student Breakfast	\$1.00	\$0.30	\$0
Adult Breakfast	\$2.20		
Student Lunch	\$2.25	\$0.40	\$0
Adult Lunch	\$5.00		
Milk or Juice Only	\$0.50		

## Parents joining their children for lunch

Parents are welcome to eat lunch in the picnic area with their child. When doing this please follow these guidelines:

1. If purchasing an adult/non-student cafeteria meal, please inform the school office before 9:00 a.m. The cafeteria needs notification for additional lunches to ensure enough meals are prepared. Children not enrolled at IPES, but are purchasing a cafeteria meal, will be charged an adult price.
2. Sign in and pick up a visitors badge in the main office.
3. Invite your own children to join you in the garden court for lunch. **You may not invite your children's friends or classmates.**
4. Children joining their parents for lunch in the garden court must follow school rules: no running, standing on tables or seats, climbing poles, etc.



## Allergies

\*A physician's note is required to substitute juice or water for milk for students with milk allergies.

\*If your child has medical dietary requirements, contact the vice-principal to arrange for further discussion with School Food Services Branch personnel.

## Healthy Snacks

Healthy students are better able to learn and eating habits and active lifestyles developed in childhood will affect health throughout life. Therefore, we encourage healthy snacks and drinks for students during recess. Examples include raisins, crackers, go-gurt, string cheese, and fruit juice with at least 80% juice.

Classroom treats, i.e. for birthday celebrations, should also be nutritious.

The following snacks and drinks are NOT allowed in school:

- \* Lollipops, candy, gum and large bags of chips;
- \* Beverages high in sugar and drinks that contain caffeine, i.e. soda, red bull, coffee drinks.

## Cafeteria Rules

### **Lunch:**

1. No toys and hats off in the cafeteria. Books are okay.
2. Walk/stand quietly in line.
3. Keep hands, feet, objects to yourself.
4. Stay seated unless given permission to get up. Raise your hand to get permission.
5. Speak in a quiet voice only to others seated near you.
6. Do not share food or remove food or drinks from the cafeteria.
7. Pick up the rubbish from the floor and tabletop in your area.
8. When dismissed line up quietly outside. Walk in single file, quiet line.

### **Breakfast:**

1. Above rules 1 through 7 apply.
2. You must be eating breakfast to remain in the cafeteria in the morning, except on rainy days.

Students not following the cafeteria rules will be removed to the time out table located in the rear of the cafeteria.



## **Classroom Expectations:**

1. Be in your assigned seat/area, ready to work when the bell finishes ringing.
2. Have papers, pencils, books and all needed materials every day.
3. HFBO-Keep hands feet, books, and objects to yourself.
4. No profanity, rude gestures, teasing or put downs.
5. Follow the directions of any adult working at this school.
6. Follow the zero tolerance note passing policy.
7. Follow the zero tolerance policy for cell phones on campus during school.

## **Computers:**

1. I will treat people online with respect, as I would like to be treated.
2. I will observe all copyright laws, and check with my teacher before downloading and using information from the internet.
3. I will tell my teacher right away if I come across any inappropriate or offensive messages.
4. I will not give out personal information such as my address or phone #.
5. I will not send out messages with my picture or anything else without first checking with my teacher.

## **School Rules Against Bullying:**

1. I will not bully others.
2. I will try to help students who are bullied.
3. I will include students who are easily left out.
4. When I know someone is being bullied, I will tell an adult at school and an adult at home.



Fighting or play-fighting is not tolerated at IPES. Any form of participating in a fight, including watching a fight and not immediately informing an adult, will have consequences.

## **Playground Rules:**

1. I will use playground equipment safely.
2. I will only climb appropriate playground equipment.
3. I will only throw sports equipment approved for throwing to a participating receiver.
4. I will not engage in contact activities.
5. Playing tag is not permitted
6. Play fighting is not permitted.

## Playground Equipment Safety rules:

1. Only one person is allowed on each section at a time.
2. No one is allowed on top of the monkey bars, or handles of the stepping portion.
3. Head body or limbs are not allowed through the ladders or rings.
4. No chicken fighting is allowed. (Two or more people hanging and trying to kick the other person off the bar.)
5. If student falls from the apparatus, they are not allowed to start again at that point but must continue on to the next portion of the apparatus, or go to the back of the line and start again.

## Consequences:

### 1. Major safety infractions: **Consequences could lead to being banned from the apparatus for the quarter.**

- a. Climbing on the top of the apparatus.
- b. Chicken fighting.
- c. Pushing someone off or into the apparatus.
- d. Endangering oneself or others that may cause serious injury.
- e. Mistreatment of equipment.



### 2. Minor safety infractions: **Consequences could lead to being banned from apparatus for 1-5 days.**

- a. Cutting in line.
- b. Verbal confrontations.
- c. Going in the wrong direction.

### Immediate

\*Pre-minder-

When Possible

\*Cueing-When Possible

\*Verbal Redirect- "You are...I want" "The direction was..."

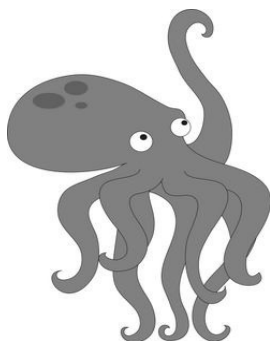
\*Redirect to a Refocus Area

\*Buddy Room

\*Office referral

### IPES Discipline

### Hierarchy



### Delayed

\*2-3X Refocus area=  
Parent Contact, Refocus Sheet  
signed

\*2XBuddy Room=  
All team conference with student,  
counselor intervention

\*3X Buddy Room= Parent  
conference with teacher having  
concerns

\*4X Buddy Room= suspension

## **Contraband**

1. Weapons, pocket knives, sharp objects (students may be expelled for possession)
2. Electronic Games and equipment, laser pointers
3. Chewing Gum
4. Matches, lighters, Electronic Cigarettes
5. Cap pistols, caps, fire crackers, fireworks, poppers, hand grenades or explosives of any kind.
6. Toy guns, Knives, water guns, sling shots, balloons, or any other projectiles
7. Spray bottles (including perfume, breath spray, hair spray, shaving cream)
8. Medication (all medications must be kept by the health aide)
9. Trading Cards of any type
10. Cell Phones: If a student must bring a cell phone to school for after school use, the phone must be given to the office during school hours. Cell phones seen in the classrooms or playgrounds will be confiscated. Confiscated phones must be picked up in the office by parents.
11. Gang paraphernalia such as gothic chains, spikes, black wrist bands, leather gang wear.
12. Silly bands

## **Student Conduct and Discipline**

### **Philosophy**

We believe that the best kind of discipline is self-discipline, one that comes from within the child, rather than one that is imposed. We also believe that discipline should be preventative rather than simply punitive, with the school staff working collaboratively with student and parents.

### **Disciplinary Procedures and Consequences**

Whenever a student violates school or classroom rules, school personnel will counsel the student and institute consequences after considering: 1) the severity of the infraction, and 2) the number of times the infraction has been repeated.

Lunch will never be revoked for disciplinary reasons. Field trip privileges may be revoked if the student's behavior restricts the rights of others to learn and enjoy the activity, or if the student's behavior puts themselves or the safety of others at risk.

School personnel will not use corporal punishment. However, school personnel may use reasonable restraint to keep a student from hurting themselves, another person, or property.

Whenever possible, behavior improvement plans will include natural or logical consequences, i.e., time out, loss of recess privilege or the clean up of graffiti.

IPES follows the Board of Education discipline code outlined in Chapter 19. Individual classrooms have rules, which teachers send home within the first week of school.

## **Chapter 19 Rules and Regulations**

### **Governing Student Behavior**

Chapter 19 is a set of disciplinary rules and procedures first adopted by the Board of Education in 1982 and revised in 2009. A copy of chapter 19 is sent home to all families. You may obtain an additional copy of the Chapter 19 document from the Vice Principal. These rules specify four classes of offenses, listed as A, B, C, and D, with types of disciplinary actions that may be taken. Chapter 19 allows disciplinary action to be continued or carried over to a new school year, if a student commits a serious violation in the last 20 days of the previous year.

### **Type of Offences**

**Class A Offense:** Prohibited by the state law; Must be Reported to Administration; police notified as needed. Includes: assault, burglary, use or sale of firearms, dangerous weapons, dangerous instrument or substance, possession, sale or use of marijuana, alcohol, or other illicit substances or drug paraphernalia, extortion, fighting, homicide, property damage or vandalism, robbery, sexual offense, terroristic threatening.

**Class B Offense:** Prohibited by state law; Must be reported to administration; police notified as needed. Includes: bullying, disorderly conduct, false alarm, forgery, gambling, harassment, hazing, theft, trespassing, inappropriate or questionable uses of internet materials or equipment.

**Class C Offense:** Prohibited by DOE rules. Includes: abusive language, class cutting, insubordination, leaving campus without consent, use of tobacco product; truancy, laser pen/laser pointer.

**Class D Offense:** Prohibited by Iroquois Point Elementary School. (See rules and regulations on pages 18-20).



# Possible Disciplinary Measures

1. Warning and reprimand
2. Behavior contract for repeat offenders
3. Restitution (making it right with words, deeds, money)
4. Confiscation of contraband
5. Classroom Consequences
  - a. Loss of privilege
  - b. Time Out (in own classroom or a neighboring classroom)
  - c. Notification of parent (note, phone call, conference)
  - d. During and after school detention (parent will be informed)
  - e. Community service (pick up litter, clean tables or graffiti)
  - f. Referral to administration
6. Cafeteria Consequences:
  - a. Change seat
  - b. Time out table
  - c. Teacher informed
  - d. Pick up litter
  - e. Referral to administration
7. Recess Consequences:
  - a. Time out area
  - b. Inform Teacher
  - c. Referral to administration
8. Administrative Consequences: (Parents are notified and office visit is logged in school computer)
  - a. Investigation with due process for all involved
  - b. Time out in office
  - c. Recess detention
  - d. During and after school detention (Parent will be informed)
  - e. In school suspension
  - f. Home suspension
  - g. Transfer to another school
  - h. Dismissal







# Kelso's Choice Conflict Management for Children

*"It's your choice"*

Kelso's Choice empowers children to use the skills of conflict management in school, in the community and at home. Kelso's Choice builds a foundation for children to discriminate between manageable, "kid-size" problems and those that require adult intervention. Kelso's Choice is predicated on the assumption that annoying, "small" problems can usually be solved by students, but that "big" problems (things that make a child feel threatened or frightened) must be shared with an adult.

The program encourages students to try two choices from the "wheel." If the "small" problem persists, they are told that adult intervention is warranted. Because terms such as "Ignore" are linguistic in nature, each skill is reduced to distinct operational skills, so young learners understand the meaning and function of each behavior.

After mastering this distinction, each of the nine skills are taught to the students. For example, specific strategies for "MAKE A DEAL" are taught and practiced, including how to flip a coin, how to pick a number from one to ten, how to compromise and make a trade-off, etc.

Because of cultural or personality differences, it is not mandated that specific "small" problems must be handled in exactly the same way by all students. Instead, students are allowed to make individual choices ... some students might use a more assertive approach (TELL THEM TO STOP), while others may select a less assertive choice (IGNORE).





# IT'S YOUR CHOICE!

DO YOU HAVE A SMALL PROBLEM?

TRY 2 OF KELSO'S CHOICES:



**IF YOU HAVE A BIG PROBLEM,  
TELL AN ADULT YOU TRUST.**

©2007

# Parent Involvement at IPES

School and home must work together in order for children to master skills and enjoy learning. One way to develop this home/school relationship is for parents to participate in the parent involvement organizations at IPES.

## Parent Community Networking Center (PCNC)

In order to support every child's well-being and attainment of standards the Parent-Community Networking Center (PCNC) program has the following goals 1) Enhance and build a sense of community: connect, accept, learn, and network; and 2) Develop and provide training, support systems, and services for all partners (family, school, classroom, and neighborhood).



The Parent-Community Networking Center (PCNC) serves to create supportive partnerships between the home, the school, and the community for the purposes of improving student achievement, performance and growth, and building a sense of community. Examples of services that support standards include: 1) volunteer tutors; 2) parent education workshops; 3) classroom volunteers to support

teachers; and partnerships with community businesses. The PCNC facilitator may be reached at 499-6500 X 255.







## Homework Policy

Homework is the out of class tasks that a student is assigned as an extension of classroom work. The main purposes associated with home work are as follows:

- ◆ **Practice Assignments:** Practice assignments reinforce newly acquired skills or knowledge. These assignments are most effective when carefully evaluated by the teacher, when matched to ability and background of the individual student, and when students are asked to apply recent learning directly and personally.
- ◆ **Preparation Assignments:** Intended to provide background information, these assignments can include readings for the class test, library research, collecting materials for a class demonstration, and other activities requiring the gathering or organizing of information before a class discussion or demonstration. Effective preparation includes guidelines on why and how the assignment should be completed.
- ◆ **Extension Assignments:** These assignments encourage individualized and creative learning by emphasizing student initiative and research. Frequently long-term, continuing projects that parallel class work, extension assignments require students to apply previous learning.
- ◆ **The following are guidelines for how long students should spend on homework each night:**
  - ◆ Grades K-2: Generally, no more than 20 minutes per night.
  - ◆ Grades 3-6: Generally, 20-40 minutes per night.

### We highly support reading at home. Reading at home should include:

- ◆ Grades K-2: Generally 10-20 minutes per night, including weekends.
- ◆ Grades 3-6: Generally, 20-30 minutes per night, including weekends.

## Best Practice for Making Homework a More Engaging and Ultimately More Positive Learning Experience for Students

1. *Expectations:* Generally, homework is assigned Monday-Thursday. At the beginning of the school year, teachers will communicate their expectations for homework to both students and parents. Incomplete assignments/make up work will be addressed at the discretion of each teacher and may include making up work during weekends. Homework packets given during school breaks will be assigned on an individual basis.
2. *Consistency:* We will be as consistent as possible throughout the school year. Getting students accustomed to a regular homework pattern early in the year is helpful to all.
3. *Purpose:* We will ensure that the purpose of homework assignments is clear to students. Students and parents alike are less likely to become frustrated when they understand the value and the objectives of an assignment.
4. *Time:* We will use our best estimates to determine the length of time it will take for students to complete assignments.
5. *Explain:* We will explain instructions to students, and gives them an opportunity to ask questions about the assignments. Students may be given time to get started on homework assignments in class, so we can be sure they understand what they are being asked to do.
6. *Variety:* We will provide a variety of homework assignments throughout the school year to prevent homework from becoming boring or monotonous.
7. *Coordinate:* We will coordinate with resource teachers so students aren't overwhelmed with assignments from both classes.
8. *Evaluate:* We will evaluate homework assignments and give students feedback on their work. When assignments are just checked off as completed, students perceive them as meaningless, which leads to frustration and low quality work.



## **Bicycle, Scooter and Skateboard Safety**

All bicycles, skateboards and scooters must be walked on to campus, parked in a rack, and properly secured with locks. Bicycles are required to have a City and County of Honolulu tag, and are checked periodically by the Honolulu Police Department (HPD).

Bicyclists must meet the safety requirements for their vehicles and obey State laws when riding to and from school. Bicycle and scooter racks are located at the Iroquois Point and Pu'uloa entrances of the school and near the flagpole. Skateboard racks are located at the front Cormorant Ave. and the back Iroquois Ave. entrances. *The school is not responsible for bikes, skateboards and scooters parked on school property.*

For safety reasons, wheeled vehicles, (bicycles, skateboards, roller blades, heelys, scooters, etc.) are not to be ridden on campus. Wheeled vehicles may never be brought to or stored in or near classrooms or buildings.

Please encourage all students to ride carefully to and from school, follow all road rules and wear protective gear at all times, including a helmet, wrist guards, knee pads, elbow pads and appropriate shoes.

## **Lost & Found**

To prevent loss or theft, we encourage parents to label all articles belonging to their children (i.e., supplies, lunchboxes, wallets, shoes, jackets, sweaters). Lost and found items are kept in the office for a limited time period. Unclaimed items will be donated to a charitable organization in June and December.



To prevent the loss of money sent to school for lunch, field trips, pictures, etc., please send money in a sealed envelope and label the envelope with the following information: Child's name, room #, grade, and purpose for the money.

## **Please, No Animals On Campus**

Some children are allergic and some are afraid.

Animals (excluding service animals) are not allowed on campus without prior approval from an administrator. Any dogs brought on campus, after approval, must be kenneled, on a leash no longer than 6 feet, or hand carried. The school reserves the right to refuse entry to any animal at any time.



The Parental Permission form below was included in the first day packet. This form gives permission for your child to have their work displayed and pictures taken for school activities including the school yearbook. We have included it here for your reference since the original copy should have been signed and returned to your child's teacher.

## **STUDENT PUBLICATION / AUDIO RELEASE FORM**

*This form supersedes all previous Student Permission to Videotape/Record and Reproduce Work Forms.*

*Note: This form does not apply to the creation or use of digital or print media of students for research purposes, including post-secondary degree requirements. For more information visit <http://apps.hidoe.k12.hi.us/research/Pages/Home.aspx>*

In order to protect students' rights to privacy as outlined in the Family Educational Rights and Privacy Act (FERPA) and the Protection of Pupil Rights Amendment (PPRA), parents/guardians or eligible students (those aged 18 or over) are being asked to give the Hawaii State Department of Education (HIDOE) permission to create or use digital or print media of students' name, voice, likeness or images of student work for the purposes described in this form.

I hereby give my permission to HIDOE to create or use the media described above of my child, (if parent/guardian)/me (if eligible student) or my child's/my work — which may include, but are not limited to, video and audio recordings, photographs, and images — for the following educational purposes:

- Publication on HIDOE websites or in print or other digital media
- HIDOE staff professional development, including peer and advisory observations
- Student teacher training within HIDOE schools related to educator preparation programs

I understand that the distribution of these media may include print, online, or digital media and open-circuit broadcast, closed-circuit, or cable television transmission within or outside of the State of Hawaii.

I understand that there will be no compensation, financial or otherwise, by HIDOE for its use of these media, either for initial or subsequent transmission or playback.

I understand that granting permission includes a potential risk of loss of privacy. I hereby release HIDOE from any liability resulting from or connected with the creation or use of these media.

I understand that permission is granted for the life of the media. I release all interest in the media for which I am giving permission.

I understand that I may withdraw my permission at any time without any negative consequences by submitting a written statement to my child's/my school. I understand that withdrawing consent will not affect my child's/ my standing in school, nor any publication or work using these media which has already been produced.

## **Junior Police Officers (JPO)**

The primary function of the Junior Police Officers (JPOs) is to assist students who cross at Cormorant Avenue or the Iroquois Avenue gate. Students are advised to follow the directions of the JPOs, who report infractions to the Vice Principal. All JPOs must be at least 10 years old. Applications are available in the school office.



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## **Lokahi Ali'i**

Lokahi Ali'i is our peer mediation program which is based on teaching students the art of conflict resolution. The mediators may volunteer to participate as well as be recommended by their teacher. Our mediators range from 4<sup>th</sup> thru 6<sup>th</sup> grade. The students are trained in workshops and then assigned to help solve conflicts that occur during recess. They write up mediation reports of their conflicts and either report to the teachers on yard duty or if further follow-up is necessary bring it back to the counselor/coordinator for assistance. It is a great experience as well as a practical life skill that they will hopefully learn to apply for years to come.

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## **School Community Service**

In accordance with the State of Hawaii, Department of Education Policy # 4300, students in grades 4, 5, & 6 provide service in the cafeteria. Students help in the cafeteria by serving lunches and performing simple clean up chores. They receive a free lunch that day for their performance of these duties.



## School Counseling Program

The counseling program at IPES revolves around enhancing student educational, career, and personal/social development. Some activities include group and individual counseling, Career Day, coordination of the school character education program and referrals for additional learning supports.

Teachers or Administrators typically refer students to counselors when there are concerns about student achievement. If ongoing counseling is required, parent consent is obtained. Counselors are not involved when assigning consequences for misbehavior. If you need to contact the counselors, please call (808) 499-6500 ext. 270.

### Comprehensive Student Support System (CSSS)

CSSS is based on the following beliefs:

- \* every child can learn;
- \* the system supports the development of competent students;
- \* professionals nurture, guide, and support students;
- \* a comprehensive array of supports focuses on respect, care, commitment; and
- \* families and communities working together with schools impact student learning.

These beliefs lead to a school that is focused and organized to provide a system of supports to ensure each student's growth academically, socially, physically, and emotionally - a comprehensive student support system that enables every child to achieve the Common Core State Standards.

### After School Programs

The Leeward YMCA sponsors the A+ before and after school program. The program accommodates children on all regular school days before school from 5:30 –7:30 a.m. or after school until 5:30 p.m. on the IPES campus. For further information, please call the Leeward YMCA at 671-6495 or IPES site director at 499-6509.

**IT'S  
AFTER  
SCHOOL  
TIME**



## School Visitors

Visitors are required to sign in in the office and wear an official visitors badge **BEFORE** they visit any class during school hours. If a parent wishes to observe a classroom, arrangements must be made with the teacher prior to the visitation. This procedure is necessary to minimize classroom disruptions and assure security on campus.

**PLEASE REMEMBER, NO SMOKING, THIS INCLUDES E-CIGS  
ON SCHOOL GROUNDS,**

**FIELD TRIPS OR**

**ANY OTHER SCHOOL ACTIVITY !**

**Dogs are not permitted on campus at ANY time.**

## Change of Address or Telephone Numbers

It is very important that every student maintains an up to date address and telephone number record at the school office. Notify the school immediately if you have a change of address or telephone number during the school year. This is a very important safety issue. We need to be able to contact parents or guardians at all times. Families are asked to provide one local phone # as a home contact.

## Notification of Student Release

(Transfer to another school/state)

Please inform the school office if you will be moving or transferring your child to another school by completing a “Notification of Student Withdrawal/Release” form two (2) weeks prior to your child’s release date. This will allow the school staff to complete the necessary documents for you to take to the new school.



We have included a copy of this agreement, which was signed and returned to the school on the first day.

**IROQUOIS POINT ELEMENTARY SCHOOL  
STUDENT-PARENT-SCHOOL COMPACT  
SY 2014 - 2015**

The education of our children is a shared responsibility of all partners of the school community. We at Iroquois Point agree to respect each other's individual differences and beliefs in accordance with the International Baccalaureate Profiles and Attitudes. We, therefore, present the following agreement of goals, expectations, and responsibilities among students, parents, and the school, with pride and dignity.

**STUDENT AGREEMENT:**

I realize that my education is important and that I am the one responsible for my own success.

Therefore, I agree to do the following as best as I can. I will:

- Get to school on time every day.
- Feel good about myself and all I do.
- Develop a positive attitude about school, and live by the rules and regulations to help keep myself and others safe.
- Return completed homework and forms on time.
- Be a cooperative and active learner, and carry out the teacher's instruction and directions.
- Be respectful to school personnel, other students, and school property.
- Have necessary school supplies.
- Share with my family what I learn and do in school.

Student Signature:     Date:

Print Student Name:     Grade/Room#:

**PARENT AGREEMENT:**

I (WE) realize the importance of working cooperatively with the school. I understand that my participation in my child's education will help his/her achievement and attitude. Therefore, I join with Iroquois Point School by carrying out the following responsibilities to the best of my ability:

- Support the school in helping my child and commit to an agreed upon plan of action that will help improve his/her academic and social behavior, discipline, and well-being.
- Create an atmosphere that supports learning by encouraging good choices and decision making (such as reading activities, monitoring television and free time.)
- Send my child to school regularly, on time, well-fed, and well-rested.
- Communicate and work with the school to support and help bring out the best in my child.
- Attend school functions and conferences and volunteer to help in my child's education.
- Encourage and praise my child's effort and take time to listen to my child share about school.
- Participate in decisions relating to my child's education and development.
- Provide and replenish school supplies.

Parent(s) Signature:     Date:

**SCHOOL AGREEMENT:**

We believe that a quality educational experience is important to each student's success in life.

Therefore, as educators and models, we will:

- Provide a high quality curriculum and instruction.
- Have high expectations for students, families, and staff.
- Provide a safe, healthy, supportive, and effective learning environment.
- Communicate and work with families to support their child's learning.
- Help bring out the best in each child by fostering positive learning attitudes, high self-expectations, and self respect.
- Strive to address the individual needs of the child.

Principal's Signature:     Date:

# School Services

The Department of Education provides **special education** and **related services** to children, age 3 to 22, who meet the eligibility requirements due to a disability that affects their educational success. Special Education is specially designed instruction to meet the unique learning needs of students. This is documented in an Individualized Education Programs (IEPs).

## **Student Services Coordinator (SSC)**

The SSC coordinates resources and services to support student achievement for all students.

If your child begins to experience academic, social, emotional or behavioral difficulties, always consult with your child's teacher or counselor first. Often adjustments can be made in the classroom to support your child. If the concern persists, the teacher will confer with the Student Services Coordinator (SSC) to seek other appropriate accommodations, interventions or services to help your child succeed.

SSC services include:

- Serve as a link for parents of children ages 3 to 5 when these children may need to go through an evaluation to determine possible special education preschool services.
- Guide parents and teachers through the process of obtaining accommodations.
- Assist parents in a timely manner with determining and providing appropriate special education services for students who are eligible for special education services.
- Participate in Project ASSIST, a partnership between Tripler Army Medical Center and DOE, to better serve military dependents who are in need of clinical evaluations for specific medically related conditions and those in need of medically related services in fine motor and gross motor skills.
- Provide information about community services, either State or private, that families may qualify for such as Easter Seals and respite support groups to name a few.
- Contact previous schools for additional information and records with parent consent on a case by case basis.
- Set up transition meetings and transfer of documents between schools when students with special needs are transitioning to another Hawaii school to ensure a smoother transition.
- Provide additional copy of confidential records for parents to hand carry to their next duty station to expedite the continuation of services (additional copies are subject to a cost of .25 cents per page).

# School Drills and Evacuation Procedures

We will use our automated phone system, your provided email, our school website, radio and/or television to notify you of all emergency situations. Please do not call or rush to the school. Phone lines and staff are needed for emergency response efforts.

## **Emergency Drills**

Emergency drills at regular intervals are required by law and are an important part of safety requirements. Fire drills will be conducted monthly. Other drills are conducted annually during the first semester. These annual drills include: lockdown, shelter-in-place, earthquake, off-campus evacuation (i.e. tsunami/fire on campus drills). If a visitor happens to be on-campus during a drill, he/she is asked to follow the emergency procedures.

## **Emergency Dismissal**

If school must be closed during the school day because of an emergency, we will keep all students at school until parents/guardians can arrange a pick-up. When picking up students, during a school wide emergency, please park and go directly to the classroom without stopping at the office for a visitor pass. When you arrive at the classroom, you must present identification to the teacher or assistant. If you send someone else, the person must be listed on the school's emergency card and will be asked for identification. If it is someone not listed, please call the office to give authorization.

## **Tsunami**

In case of a warning or an imminent tsunami, students and staff will immediately evacuate the campus (see map on page 38) and walk through the front Waterfront at Pu'uloa gate to the open field past the guard station. Children who are unable to walk easily and quickly will be transported. We will return to campus when it is deemed safe by authorities.

## **Automatic Telephone Calling System**

IPES uses the Synervoice phone contact system. Synervoice phone contact system is the fastest way we to deliver messages to our school community. The phone number you provide to us is automatically uploaded into our contact system. You will receive phone calls regarding absentees, emergencies or important school activities. It is important that we always have your correct phone number.



# IPES Tsunami Evacuation Plan



- PK Front Gate
- K Club Koa
- 1 Pass and ID
- 2 Office
- 3
- 4
- 5
- 6





# **ADA Program**

## **Accessibility Plan**

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

### **Privacy Rights**

“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>.

### **Access to services, programs and activities**

The school will make reasonable modifications in its policies, practices and procedures when modifications are necessary to ensure that services, programs and activities are readily accessible. The school will give priority consideration to those methods that will provide the services, programs and activities in the most integrated setting appropriate to the needs of individuals with disabilities.

### **Notice and Request for Accommodations**

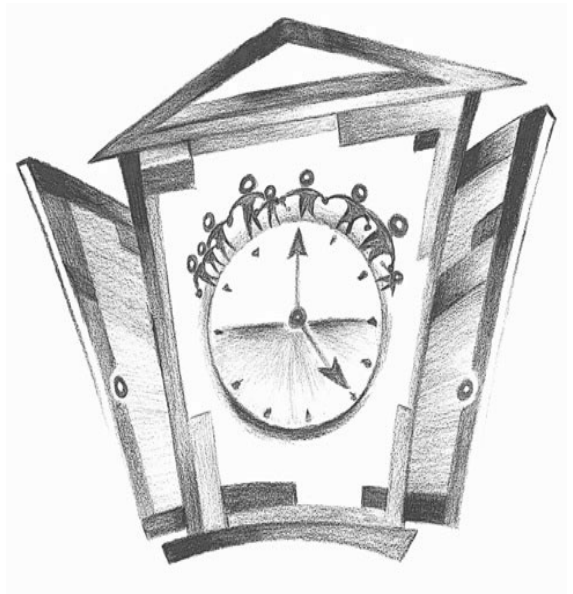
If you are an individual with a disability and would like to make arrangements for accessibility to any school event, please contact the school Vice Principal, 499-6500 X 224, at least 10 working days prior to the event. Reasonable effort will be made to accommodate your request.



## Non Discrimination Policy

No public school student shall be excluded from participating in, denied benefits of, or be subjected to discrimination on account of the student's 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's office.



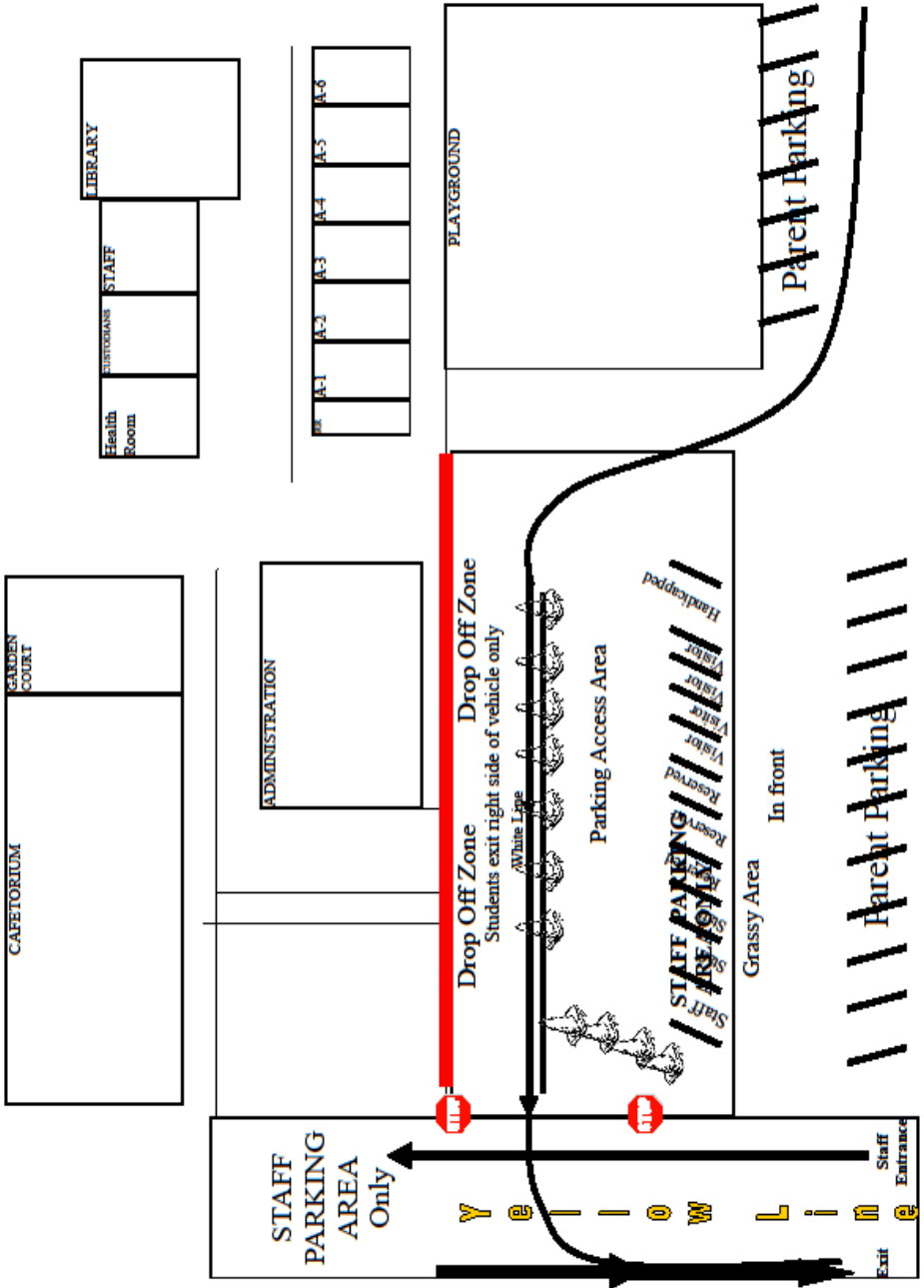
## Asbestos Management

The Asbestos Hazard Emergency Response Act (AHERA) requires our school to notify the faculty, staff, and parents of the presence and status of asbestos containing materials in our school buildings. The law further requires a management plan based upon the findings of the initial inspection.

We conduct the required six months surveillance in December and June and report any changes in the condition of the asbestos containing materials in our school buildings.

A copy of the inspection report and the Asbestos Management Plan is available for your review in our school office or at the Safety and Security Services Section of the Department of Education (DOE). Please contact our vice principal at 499-6500 for additional information.

# Student Drop Off and Pick Up Map





## PICK UP AND DROP OFF PROCEDURES AT IROQUOIS POINT ELEMENTARY SCHOOL

SAFETY< SAFETY< SAFETY

SAFETY< SAFETY< SAFETY

SAFETY< SAFETY< SAFETY

SAFETY< SAFETY< SAFETY

SAFETY< SAFETY< SAFETY

### PARENTS:

If you are dropping off or picking up children at IPES, you should turn in the "circle drive" in front of the school:

Follow the arrows and keep to the right

Keep right, in the "drop off" lane and stay in that lane (there is a wide white line and safety cones on the left and a red curb on the right)

Proceed slowly, following the other cars, until all cars have stopped (there is room for 7 cars to drop off children at the same time).

### DO NOT DROP OFF OR PICK UP YOUR CHILD UNLESS YOUR CAR IS IN THIS LANE

Children only exit the cars from the right side (passenger) doors. (JPO assistance will be provided ). Stay in the lane until all cars have dropped off their children. Do not cross the wide white line or safety cones, stay in line.

Safety requires that you remain in the exit lane. All cars will exit in the same order and in the same lane. This is a NO PASSING zone. A traffic coordinator will direct you to exit.

### INFORMATION:

The circle drive is not to be used as a drive-through, the parking spaces are assigned as follows:

- \* One handicapped space. A placard must be displayed.
- \* Four 15 minute visitors spaces. Visitors must sign in at the office to receive a parking placard. These spaces are available for parents picking up children during the school day or office business.
- \* Three spaces are reserved for IPES Admin staff who's function requires them to leave and return during the school day on state business.
- \* Three spaces for IPES staff .

### Parent Parking:

Parking for parents is available along Cormorant Ave. and in the unmarked stalls in the Mini Mart parking lot.

### Staff Parking:

The rest of the parking lot may be accessed by staff only..

7/17/13



# Campus Map

