

# Ilima Intermediate School Information Packet School Year 2018-2019

E KOMO MAI! WELCOME TO ILIMA INTERMEDIATE SCHOOL

We hope that this information packet provides you with the information needed to successfully begin the new school year! Other comprehensive information about our school, personnel, programs, extracurricular activities and other requirements can be found in the student planner. Please be sure to read through the Student Planner with your-child.

## **Payment of Fees**

**8th Grade: Thursday, July 19, 2018**

**7th Grade: Friday, July 20, 2018**

**8:00 am - 2:00 pm**

In the cafeteria and courtyard

91-884 Fort Weaver Road, Ewa Beach, HI 96706

Phone: 808 687-9300, Fax: (808) 689-1258

<http://www.ilimaintermEDIATE.com>

Facebook: [bit.ly/ILIMAFB](https://www.facebook.com/ILIMAFB)

Twitter & Instagram: @Ilima\_Inter

**Entering 7th grade students are required to have the following Immunizations:**

1. 5 DTP, 4 Polio, 2 MMR, # Hepatitis B, 1 or 2 Varicella
2. Tuberculosis (TB) Clearance
3. Physical Examination within 12 months prior to the date of entrance to school

There is no provision at entry if student is missing a TB clearance. Student without the required immunizations will not be allowed to pick up their schedule or enter school.

**Schedule**

Students from the following elementary schools are already registered with Ilima Intermediate: Ewa Beach, Holomua, Kaimiloa, Pohakea, and Iroquois Point. We will be mailing home both the MVA and students Class Schedule. **Please bring your class schedule on your designated fees payment date.**

**FEES**

Important - Separate checks should be made for each of the four areas listed below:

**1. Student Government Fees      \$20 (Required)**

Student government fees include student government activities, grade -level activities, student planner, and ID card. This can be paid with or without Yearbook purchase.

**YEARBOOK                              \$25.00 (Optional)**

This Yearbook price is ONLY available on July 19 and July 20, 2018

**2. Meal Account                              \$20.00 (Pre-payment Recommended)**

School accounts are established for student meal. All student , including those who qualify for free and reduced meals will use their school ID card to receive meals.

**Ala Carte items** for sale are not part of the Free and Reduced Meal program and must be paid through deposits made to the student's meal account. Make check payable to ***Ilima Intermediate***

### 3. Uniform and Physical Education (PE) Shirts

Uniforms shirts and PE Uniforms can be purchased in the Chorus Room on July 19 and 20, 2018. There will be a special discount package of **5 uniforms shirts** (cotton) for **\$41.88** on July 19 and 20, 2018 only. Make checks payable to **NEW CREATIONS**.

**Shirt Colors:** 7th grade - **Light Blue**; 8th grade - **Royal Blue**

**Shirt Prices:** **\$9.50** each for cotton  
**\$12** each for dry fit  
**\$12** each for long sleeves

**PE Uniforms:** **\$7** each for cotton (brown)

**PE Shorts:** **\$9** each (black)

Students may NOT wear their blue uniform shirt for PE In lieu of the uniforms, students may use black and white, ash gray or brown t-shirts as approved by the PE department. Covered shoes are required. PE attire is only to be worn during PE class.

### 4. Bus Passes

Bus services are provided by Grounds Transport, Inc. Applications for students who live more than 1.5 miles away from Ilima Intermediate School campus are available at your child's current school, here at Ilima Intermediate, or online at: <https://iportal.k12.hi.us/SBT/home.aspx>. Payments for bus passes can be made at Ilima's front office Monday to Friday from 7:30 am to 3:00 pm beginning on July 19, 2018.

Make check payable to **Dept. of Transportation**

# Ilima Intermediate School Attendance Policy

## The Hawaii State Compulsory Attendance Law

The Hawaii Revised Statutes, **Sec. 298-9**, states that "unless excluded from school or excepted from attendance, all children will have arrived at the age of at least six years, and who will not have arrived at the age of eighteen years, on or before December 31 of any school year, shall attend either a public or private school for and during such year, and any parent, guardian, and other person having the responsibility for or care of a child whose attendance at school is obligatory- shall send the child to some such school."

**Section 298-13**, Enforcement, HRS, places the responsibility for enforcing compulsory attendance with the Department of Education (DOE). Toward this end, agreements have been developed with all police departments within the state regarding truant students. Students who are chronically absent may be referred to Family Court.

Exemption from the compulsory attendance law is permitted only under specified conditions pursuant to **Section 298-9**, Attendance compulsory, Exceptions, HRS, and DOE regulations relating to compulsory attendance exceptions.

**HRS 302A-1135** provides that a parent or guardian who does not enforce the child's regular school attendance may be guilty of a petty misdemeanor. The penalty for a petty misdemeanor is a fine of up to \$1,000 (**HRS 707-640**) or jail time for up to thirty (30) days (**HRS 706-663**).

## The Hawaii State Department of Education's Philosophical Base

In consonance with the statutory requirements relating to education, the DOE is committed to providing each individual with an educational program, which will help the student to develop to the fullest extent of the student's capabilities and become a useful and personally successful member of society. Teacher, administrators, and other staff shall make every effort to work with the students and their parent(s) and/or guardian(s) to optimize available learning activities as well as educational services and opportunities. According to the Board of Education's Student Code of Conduct, policy regarding attendance and

punctuality, students are expected to attend school daily, attend all classes, and be on time every day.

## **Campbell Complex Philosophy**

We, the schools of the Campbell Community, with the support of the parents and the community, believe that:

- School attendance is a primary indicator of academic success.
- Optimum benefits of education can be achieved only when students attend school daily and are in class on time.
- Excessive absences, unexcused absences and/or tardies are barriers to learning and prevent maximum teaching and learning from taking place.
- To have effective policy, all stakeholders, collectively, must support all efforts toward the development of a school community that teaches and enforces a strong attendance policy with effective procedures and interventions.
- Attendance is a learned attitude and behavior that can be pro-actively taught. Schools will pro-actively teach appropriate behaviors and attitude through the Positive Behavior Support program in each school complex wide. Absenteeism is a behavior that can be corrected when all stakeholders work together. When needed, higher-level interventions such as monitoring, counseling and special programs, may be necessary to avert court involvement. Should court involvement be necessary, programs supporting a return to daily educational participation will be provided in the best interest of the student.
- We are all responsible to support the procedures and intervention that promote and guide all youth toward meeting the high standards for the Ilima Intermediate School Graduate Profile in preparation of their personal goals and future pursuits.
- Students absent for 15 or more consecutive days, excluding authorized school activities or medical absences, may be released from school.

## **Tardy Procedures - Start of School Day**

- Tardy students report to the Front Office, sign in on the Tardy Log, and give a reason for being tardy.
- At the end of the week, the Attendance Clerk will send the names of students who are tardy 3x in one week to the grade level counselor.
- The counselors will meet with the tardy student on Monday (or if they're out, the first day back) and work with students to complete a Goal Statement; the Parent will be contacted. Students will share their Goal Statement with their parent and the parent will be asked to sign and acknowledge the concern.
- The Goal Statement must be returned to the counselor the next day.
- This process will repeat for weeks 2 and 3.
- During the two weeks, counselors will monitor the recurring tardy students to assist students in resolving their reasons and/or problems with arriving to school on time.
- At the end of the three weeks, if there is no improvement, the student will be referred to the grade level Vice-Principal. Vice Principals will call for a Parent/Counselor/Administrator meeting to address the attendance concern.
- If tardies continue after the meeting, the student will be assigned to After-School Detention for 1 to 5 days. Students who refuse to attend In-School Detention may be suspended for insubordination.

## **Tardy Procedures - During the School Day**

- Unexcused student tardy during the school day is the jurisdiction of the classroom teacher. An individual teacher or Team members may decide on an appropriate consequence for an unexcused tardy.
- Students returning from an office, administrative, or health room visit will be given a re-entry pass.
- Teachers who might be tutoring or in withholding students for various reasons, must issue their own late note addressed to the receiving teacher.
- A tardy student, with or without a pass/note, must be allowed to enter the classroom. DO NOT send the student to retrieve a late pass/note. Teacher may then apply consequences.
- Teachers should contact parents for students who are chronically tardy for class and inform them of classroom consequences.

## Student Absence Procedures

- A note from a parent or guardian must accompany a student who is absent for any reason upon his/her return to school.
- The note must give the child's full name, date of absence and a reason for the absence. Please make sure that the note is legible. The parent or guardian must sign the note. If a note is not provided, the absence will be considered unexcused (truant) and school level consequences will be given.
- A returning student must see the Attendance Clerk for a re-admittance slip that is taken to each of the student's teachers.

## Vacation

When a student is going on a vacation, a parent/guardian must send or bring a letter to the front office **two weeks** before leaving for a trip. The letter must state when their child will be absent from school and the return date, parent's name, and contact number in case more information is needed. If the vacation is longer than 10 days, student must withdraw. A parent/guardian must re-register the student with 2 proof of residence when returning from vacation.

# School Meal Prices

Meal prices subject to change

	<b><u>Regular</u></b>	<b><u>Reduced</u></b>	<b><u>Free</u></b>
Breakfast/Wiki	\$1.10	\$0.30	Free
Lunch	\$2.50	\$0.40	Free
2nd Breakfast	\$2.40	\$2.40	\$2.40
2nd Lunch	\$5.50	\$5.50	\$5.50
Entree (starch & main dish)	\$2.00	\$2.00	\$2.00

Ala Carte - All students must have money in account

Milk/Water	\$0.60	\$0.60	\$0.60
Juice	\$0.50	\$0.50	\$0.50

We have 2 breakfasts at Ilima: Students may eat breakfast before school OR during Wiki during recess.

## Meal payments

- Payment envelopes are available in the front office.
- NO CHANGE WILL BE GIVEN. The contents of the envelope will be deposited in its entirety to the student account.
- CASH or CHECKS payable to ***ILIMA INTERMEDIATE SCHOOL***
- **Deposit hours**
  - Before school - 7:10 am - 7:45 am
  - Recess (M, T, F) - 9:59 am - 10:14 am
  - Recess (W, TH) - 9:44 am - 9:59 am
  - NO DEPOSITS DURING LUNCH
- You may request your child's history & balance at any time by calling (808) 687-9317.
- Online payments may be made at [www.EZSchoolPay.com](http://www.EZSchoolPay.com). Create an account with your child's last name and student number, which is located under their name on their report card.

## **MUST PRESENT ID TO RECEIVE MEALS!**

**Forgotten ID** - One Day Temporary ID Waiver: Student reports to VP's Time-Out Area to request a pass to eat lunch.

**Lost ID** - Report immediately to the office, just in case it was returned there. A replacement ID cost \$5.00 and can be purchased in A101.

# School Supplies

School supplies vary by quarters and semesters. Each of your child's teachers will provide a syllabus, along with a supply list once the school year begins.

## **BASIC SCHOOL SUPPLIES**

- 3-ring binder (2 inches)
- Pencils
- Black and blue pens
- Red pens
- Folder paper
- Ruler
- Index dividers
- 3 highlighters (1 each of yellow, pink, and green used for reading and writing strategies)
- Pencil pouch for supplies

## **BAND (Beginning and Concert)**

Students joining band will be **required** to purchase specific books and supplies for their chosen instrument. These supplies are items that need to be replaced frequently (reeds) and/or used as a mouthpiece. Due to hygienic reasons, sharing supplies is not recommended. Students who cannot purchase these supplies should talk to the Band Director. Funding **MAY** be available to supplement the cost of the supplies. These requests will be handled on a case by case basis.

## **Band Uniform**

- BOTH Beginning Band AND Concert Band students will need to purchase a Band collared shirt for concerts.
- Cost of the shirt is \$10.00
- Long black pants (NO capri pants or jeans)
- Long black socks
- Black shoes

Band supplies will be purchased from the Band Director when school begins

## **BICYCLES AND SKATEBOARDS**

Rules for students who ride their bicycle or skateboard to school:

1. Bike riding or skateboarding on campus is prohibited. Riders must walk their bikes and skateboards once they are on the school driveway on Ft. Weaver Road or once they pass through "Trails" and reach our main courtyard.
2. As long as there is an Administrator and/or a Custodian on campus, students are not allowed to ride their bikes or skateboards at Ilima. Custodians lock up and leave at 6:00pm.
3. Students are to be respectful to any Ilima staff member on campus who speaks to them about their riding on campus or any other concern related to their actions and behavior.
4. Bring a lock to secure bikes to the bicycle racks.

Bicycle riders may either use the bike racks near the Administration building or put their bikes under A or B Building stairwell. Skateboarders must carry their boards and are responsible for ensuring that no one else uses their board.