

Classroom Policies & Procedures

Homework

Students will be responsible for completing homework in a timely manner. Parents should note excuses.

View Hookele's homework policy at

<http://hookele.hidoe.us/homework-policy.html>

Every morning students will turn in their homework assignments. If any one of the following is not evident, students will be given extended time to complete/correct assignments and will be expected to have missing/corrected assignments the following school day.

Assignments should be...

- Written legibly
- Completed with effort
- Completely finished

Students with consistent missing/incomplete/incorrect homework assignments will also receive a notice (PINK SLIP) sent home, which will be stapled into their planner. These notes must be signed and returned the following school day. If pink slips sent home do not return to class and missing assignments become persistent, please expect a phone call or possibly a 3 way conference to identify what the issue may be and what solutions we can come up with together to ensure your child is successful.

Special Occasions

For health and safety reasons, no outside treats or goody bags will be accepted or distributed to students.

Parent/Teacher Communication

I can be contacted in many ways. Here are the different options:

- **Phone:** To leave a message during school hours, please call the office at 305-8500

*Appropriate hours for phone calls are after school from 2:30pm until 4pm. If you would like to have a face-to-face conversation about your student's progress, please contact me to set up an appointment.

- **Email:** kaulu_stevens@hookele.k12.hi.us

- **Student Planner**

- **Seesaw Family app:**

ID

It is required for students to wear their ID's everyday. I will be collecting it at the end of the day. If lost, it is a \$5.00 fee. Please visit the office to replace.

Planners

It is required for students to use their planners everyday to write their assignments and reminders. If lost, it is a \$10.00 fee to replace. Please visit the office for a new planner.