



WAIAHOLE ELEMENTARY

SCHOOL INFORMATION

Student's Hours: 7:50 a.m. to 2:05 p.m. (Monday, Tuesday, Thursday, Friday)
7:50 a.m. to 12:50 p.m. (Wednesday)

There is no adult supervision before 7:00 a.m. and after 2:10 pm. For the safety of your child, please do not drop off your child at school before 7:00 a.m.

Office Hours: 7:30 a.m. to 4:00 p.m.

School Office Telephone numbers: (808) 239-3111 FAX (808) 239-3113

VISION STATEMENT

“E Ho`okela, E Waiahole”
Waiahole Strives Toward Excellence

MISSION STATEMENT

The mission of Waiahole Elementary School is to effectively educate all students. Students will:

“The mission of Waiahole Elementary School is to prepare students to make ethical and informed choices. Our academic goal is to prepare students to be college and career ready upon graduating from Castle High School. To this end, our aims are to prepare students to respect each other’s ideas, property rights; value self, learning, individuality, ‘ohana and integrity; and work in harmony among people and with the ‘aina.”

SCHOOL OFFICE

Our school office is open from 7:30 a.m. - 4:00 p.m. Our staff will assist you with registration, transfers, releases, appointments with the administration, and the filling out of necessary forms which are mentioned throughout this handbook. If you have any questions please call 239-3111 or 239-3112.

- Students are allowed in the office only on official business.
- Telephone calls by students will be limited to emergencies only. Make arrangements for student pick up prior to coming to school.
- Office restrooms and facilities are not available for student use.
- Machines and office supply rooms are off limits to all students.

PRINCIPAL'S MESSAGE

Dear Families of Waiahole:

Welcome to the 'Ohana! At Waiahole, we strive to provide the best elementary experience for every student. We are proud of our excellent faculty and staff whose singular focus is preparing all students to be on track towards college and career readiness. We look forward to our continued partnership with you.

The purpose of this handbook and planner is to inform parents of school policies, practices and programs. This also serves as a means to promote effective communication between school and home. Please review the handbook/planner with your child at the beginning of the school year. It is important that you read the HOME-SCHOOL COMPACT, sign it and return it to the office.

Please contact me at 239-3111 should you have any questions or concerns.

Looking forward to another great year together,

Alexandra Obra
Principal

SCHOOL COMMUNITY COUNCIL (SCC)

Act 51, Session Laws of Hawaii 2004, known as the "Reinventing Education Act of 2004" in part requires "strengthening community involvement through school community councils."

In accordance with Act 51, the Waiahole Elementary School Community Council was created to support school improvements and the academic achievement of students through increased community involvement in the school.

SCC members and alternates are elected every two years and serve for two years. The SCC meetings are held monthly and open to the public. Meeting notices and minutes are posted on the DOE website.

TITLE I SCHOOL

The determination of whether a school receives Title 1 money is in the percent of students qualifying for free or reduced priced meals. Title 1 schools receive federal money in addition to operating money from the state, also known as “weighted student formula” money. The school budget is used to implement the goals and objectives of the Academic and Financial Plan. This plan to improve the school is available for everyone to examine through the DOE website.

COMPLAINT PROCEDURE

Please follow the following procedure when you have a complaint:

1. If you have a concern about your child’s class work, homework or behavior in the classroom, please telephone the school at 239-3111 and ask to speak to your child’s teacher. Your child’s teacher is willing to work with you in the interest of your child.
2. If you are unable to resolve your differences with your child’s teacher, please contact the school principal and the principal will assist you.
3. In the event that you feel the situation is of a grave or emergency nature, please contact the principal immediately. Thank you for your cooperation.

DRESS CODE

Good grooming helps to foster self-confidence and self-esteem. Parents should help their children to determine the appropriateness of school wear, as dictated by weather, special occasions, etc. Students should be well groomed: hair washed, teeth brushed, and neat in appearance. For health and safety reasons, footwear must be worn daily. We encourage parents to purchase Waiahole student T-Shirts for a nominal cost at the office.

Not Allowed:

Designs with distasteful slogans, profanity, images glorifying weapons, tobacco, drugs, alcohol, sex, or violence.

Low rider jeans, “daisy duke” shorts, dresses no more than 3 inches above the knee, visible underwear, see-through clothing, swimwear, high heels, bare midriff apparel, halter tops, low necklines, strapless tops or spaghetti-straps.

Bandanas, hats, caps or beanies.

HEALTH SERVICES

IMPORTANT EMERGENCY INFORMATION

Please keep our Health Aide informed of your current address, telephone number, and individuals to be contacted and their telephone numbers in case of emergencies.

ADMINISTERING OF MEDICATION BY SCHOOL PERSONNEL

School personnel shall not be responsible for reminding children to take their medication. Medication may be administered in school only after the proper forms have been completed by the parent, physician, school nurse, and Department of Health Branch Chief (Form SHS 36). **No medication is given to students without the properly completed forms.**

HEALTH ROOM

If your child is injured or becomes ill at school, the Health Aide will provide emergency first aid. If it is necessary, the Health Aide will notify you by phone. When called, please make every effort to pick up your child promptly. Medicines or personal items may not be stored in the health room.

COUNSELING SERVICES

A variety of counseling services are available to students through the school counselor and behavioral health specialist. Classroom guidance, individual counseling, small groups, in-class support, and consultation are just some of the services provided. Parents seeking assistance are encouraged to call the counselor or behavioral health specialist at 239-3111.

PROBLEM SOLVING

Part of becoming an independent problem solver is learning to handle conflicts with others. School personnel utilize these problem-solving steps. Parents can reinforce these skills at home.

1. Ignore and walk away
2. Say *"Please stop. If you don't stop, I will need to report you."*
3. *"Since you didn't stop, I need to report you."*
4. Report it to the nearest adult.

STAR Program: The acronym STAR means "Success Through Accepting Responsibility." The following steps are involved:

- Stop:** What did I do?
Think: Alternatives, Behavior, Consequence (ABC)
Act: I am choosing to _____
Review: Strengths, weaknesses, and successes.

This strategy will help students to become more accountable and responsible for their actions and to help them make wiser choices and decisions

HOMEWORK POLICY

Definition: Homework is any learning activity assigned by the teacher, engaged in by the student outside of the classroom.

Objectives:

- To develop responsible and independent study skills.
- To practice, reinforce, and apply what was learned in class.
- To promote a positive attitude towards study and work.

Guidelines: To preserve uniformity, fairness, and flexibility, the following guidelines will be followed:

- Homework will emphasize practice in basic skills and reinforcement of concepts previously taught by the teacher.
- Homework will be planned by the teacher so that students may work successfully at home with minimum assistance.
- Homework will not be used as a disciplinary measure and may be one of the criteria in determining grades.

LUNCH/BUS LOANS

In accordance with DOE procedures and guidelines, **we do not provide lunch or bus loans.** If there is no money in a student's meal tracker account, he/she may not purchase breakfast or lunch. Check your child's backpack and planner for account balance receipts or loan reminders. After three reminders, parents will receive a phone call. All overdue payments must be cleared by the last day of school of the current year.

SCHOOL LUNCH PROGRAM

Payments for lunch and breakfast must be made in the office before or after school. Free or reduced-price lunches are provided to children whose families meet the eligibility guidelines. Application forms are available in the school office.

Prices (subject to change)

Student Breakfast	\$ 1.00	Student Lunch	\$ 2.25
Reduced Breakfast	\$ 0.30	Reduced Lunch	\$ 0.40
Adult Breakfast	\$ 2.20	Adult Lunch	\$ 5.00
Milk	\$ 0.50		

BOE Policy 1110-6 HEALTH, WELLNESS, AND SAFETY

The Board of Education (Board) is committed to supporting a safe and healthy work and learning environment that is conducive to student and employee well-being. The Board recognizes that schools play an integral part in educating and exposing students to wellness practices, health-enhancing behaviors, good nutrition, and physical and other school-based activities that lend to student achievement and learning.

The Department of Education (Department) has a fundamental responsibility to provide a safe and healthy work and learning environment for all public school students, employees, and persons under its jurisdiction. The Department shall establish regulations or guidelines to implement this policy. The regulations or guidelines shall include, but shall not be limited to, the establishment of: (1) goals for nutrition education, physical activity, and other school-based activities that are designed to promote student wellness, as deemed appropriate by the Department; (2) nutrition guidelines for all foods that are available on each school campus during the school day, with the objectives of promoting student health and reducing childhood obesity; and (3) a plan for measuring implementation of the wellness policy.

The Department shall also maintain a Safety and Accident Prevention Program that complies with federal and state laws, safety standards, and rules.

BUS TRANSPORTATION PROGRAM

School bus service is provided by Gomes Bus Service (239-6755). In order to ride the bus, parents must complete an application and turn it in to the school office. A temporary bus pass will be issued to each rider until the application is processed. This pass must be shown to the driver each time your child boards the school bus.

Students ride assigned buses at specified times and locations. Occasional riders are not permitted and district exempted students are not allowed to ride the bus. Bus applications are available in the school office.

Student passengers must comply with Chapter 19 rules for the safety of all passengers. If a student does not comply, the bus driver may submit a written referral to the school and bus services may be suspended. Student misconduct is subject to disciplinary action.

WAIAHOLE SCHOOL BUS PASSENGER RULES

Prior to loading:

Children shall not arrive at bus stop more than 15 minutes prior to scheduled arrival of the bus.

Children under 10 years of age should be accompanied by an adult, who with approval of the child's parents may supervise non-family members.

Bus Rules:

Please refer to the DOE School Bus Handbook for bus rules.

COMING TO AND FROM SCHOOL

- Students should not be dropped off at school before 7:00 a.m. All students arriving after 7:00 a.m. will go directly to the cafeteria for "morning study hall." This is a time for quiet, independent, individual productive work.
- Once children are on campus, they are not permitted to leave without permission from parents/guardians.
- Parents should drop off and pick up children only in the loading zone fronting the cafeteria and office.
- Children are to leave the campus immediately after school unless they are in an after school program.
- Do not accept rides from anyone without permission from parents/guardians.

PLAYGROUND RULES

- All playgrounds are off limits until an adult supervisor is present.
- Practice good sportsmanship. Follow game rules taught in class.
- During recess, play in assigned areas. Walk to and from the playground.
- Footwear must be worn at all times.
- Football, sham battle, dodge ball, and baseball are not permitted at recess.
- Kick ball, volleyball, basketball, and soccer are permitted at recess.
- Play or sports equipment brought from home is not allowed. If students must bring equipment from home, they must check it in at the school office and can pick it up after school.
- Students may not climb on roofs, fences, or trees, or go into the street to retrieve balls. Ask the yard duty supervisor or teacher for assistance. Notify the custodian for assistance when balls need to be retrieved from the roof.
- Obey and respect adult supervisors.

CAMPUS RULES

All contraband (any personal property which may cause bodily injury or a disruption to instruction) is prohibited in school. The teachers and staff of Waiahole Elementary are not responsible for personal property of students that is lost, stolen, or damaged. Warning: All contraband will be confiscated and held in the office. Parents/guardians must come in person to retrieve contraband. Faculty and staff are not responsible for investigating lost or stolen cell phones and other electronic devices.

Along with those listed in Chapter 19 Class A and Class B offenses, the following are contraband:

- Dangerous toys--darts, toy guns, sling shots, tops, yo-yos, pocket knives, matches, and lighters.

- Fireworks in any form, shape and size.
- Electronic devices—including but not limited to cell phones, laser pointers, radios, computer games, iPods, iPads, iTouch, lap top computers, and DVD/CD players.
- Skates, skateboards, and roller blades.
- Whistles or any noise-making device.
- Any object deemed hazardous or a nuisance.

The following activities are prohibited:

- Inappropriate or dangerous games such as truth or dare, "horse-back" riding, martial arts play, wrestling, or rough-housing.
- Climbing on or swinging from trees.
- Hanging from or climbing on posts supporting the roofs for our walkways.
- Bicycle riding, skate boarding, and rollerblading. Once on campus, park bicycle in rack near the office.
- Spitting in public areas.
- Selling of candies, stickers, cards, etc., should not be done in school except for grade-level or school-related projects.
- Playing with or throwing pebbles, sand, leaves, sticks, or fallen fruits, etc.
- Gum chewing.

CHAPTER 19, Prohibited Student Conduct

The Department of Education has established in Chapter 19 the following prohibited conduct, which applies to all students during school hours, on school premises, or during department supervised activities. Violators of these rules may be counseled and subject to possible consequences, such as loss of privileges, classroom discipline, detention in school, suspension from school and/or arrest by police. Each case will be considered on an individual basis. Cooperation of the students, school staff, and families is very important for the safety and security of all our students. Refer to Chapter 19 Handbook in student packet.

CURRICULUM

Six (6) General Learner Outcomes (GLOs)

- The ability to be responsible for one's own learning,
- The understanding that it is essential for human beings to work together,
- The ability to be involved in complex thinking and problem-solving,
- The ability to recognize and produce quality performance and quality products,
- The ability to communicate effectively,
- The ability to use a wide variety of technology effectively and ethically.

These GLOs are posted in every classroom at Waiahole School. They serve as meaningful targets for our students.

Common Core State Standards

The Department of Education adopted the Common Core State Standards for English language arts and math.

English Language Learner Program (ELL): This is a federal support services program for students whose first language or language in the home is one other than English. Its main goal is to help develop these students' English proficiency so they may succeed in their regular classroom.

Castle Performing Arts Center (CPAC): All grade 5 students participate in this Castle Complex Program. Students perform in a major dramatic performance by learning skills that emphasize focus and concentration; learning to be a performer as well as an effective audience member.

Hawaiian Studies Program: This program perpetuates the Hawaiian culture through music, legends, dance, language, and the arts.

HOW PARENTS CAN HELP

- Provide necessary assistance and a positive supportive attitude for completing assignments and tasks according to the instructions from the teachers. Parents should not do their child's homework.
- Provide an appropriate time and a positive environment for study and learning. Show your child how much you value education by expecting them to do well in school.
- Promptly communicate any concerns or questions regarding homework assignments to your child's teacher.
- Be informed and supportive of your child's involvement in all aspects of school. Also read the Waiahole Parent Newsletter, and other notices which are sent home.
- When you call to inform the school of your child's absence (239-3111), let the school office know your arrangements to get your child's homework after school.

WAIAHOLE SCHOOL-WIDE BEHAVIOR EXPECTATIONS MATRIX

	RESPECT	RESPONSIBLE	RELATIONSHIPS	RESOURCEFUL	RESILIENCY
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All Settings	<ul style="list-style-type: none"> *Listen and follow direction of adults the first time *Use kind language and be kind to others. 	<ul style="list-style-type: none"> *Take ownership of yourself, your behavior, and your work. 	<ul style="list-style-type: none"> *Respect self and others *Be courteous *Treat others how you would like to be treated *Cooperate with others 	<ul style="list-style-type: none"> *Be a STAR <ul style="list-style-type: none"> - Stop - Think - Act - Reflect 	<ul style="list-style-type: none"> * Stay motivated
Classroom	<ul style="list-style-type: none"> *Be a good listener, be patient with others and use positive self talk. *Use positive words & actions. *Get permission to use other's belongings. 	<ul style="list-style-type: none"> * Complete assignments and homework on time. *Be aware of other's personal space and take care of school belongings. *Return items borrowed on time and to proper place. 	<ul style="list-style-type: none"> *Respond appropriately to feedback. *Show consideration to others. *Volunteer to help those in need. 	<ul style="list-style-type: none"> *Ask for help. *Be a resource to others. *Use good judgment. 	<ul style="list-style-type: none"> *Have a positive attitude. *Give people second chances. *Be positive in any situation.
Playground	<ul style="list-style-type: none"> *Use appropriate behavior and language *Choose appropriate activities/games to play *Listen and be respectful to all adults 	<ul style="list-style-type: none"> *Follow all playground rules *Be in the appropriate place at all times *Report dangerous/inappropriate behaviors 	<ul style="list-style-type: none"> *Include others *Take-turns and share *Keep your hands to yourself *Show kindness to others 	<ul style="list-style-type: none"> *Be a STAR *Apply problem solving strategies 	<ul style="list-style-type: none"> *Be positive *Give others a second chance
Cafeteria	<ul style="list-style-type: none"> *Listen to adults and other speakers *Use indoor voices *Try all foods on your tray/make healthy choices 	<ul style="list-style-type: none"> *Follow cafeteria rules: <ul style="list-style-type: none"> -Remain seated -Ask to use restroom -Ask to get water -Walk -Line up properly 	<ul style="list-style-type: none"> *Use table manners *Respect personal space *Eat only from your own tray *Show kindness to others 	<ul style="list-style-type: none"> *Clean up after yourself *Use cafeteria supplies appropriately *Use time wisely 	<ul style="list-style-type: none"> *Wait quietly and patiently for dismissal *Ask for help when needed
Library	<ul style="list-style-type: none"> *Use quiet voices *Listen to the teachers 	<ul style="list-style-type: none"> *Return books on time *Treat books and electronics with care 	<ul style="list-style-type: none"> *Work quietly *Take turns 	<ul style="list-style-type: none"> *Seek out resource material individually first before asking for help 	<ul style="list-style-type: none"> *Have a positive attitude
Office	<ul style="list-style-type: none"> *Enter quietly, stay behind counter, ask to use front phone, be patient. *Say "Excuse me" to get adult's attention. 	<ul style="list-style-type: none"> *When requested to office, arrive on time. *Walk directly to office when called. 	<ul style="list-style-type: none"> *Use manners with adults in the office. *Follow directions. 	<ul style="list-style-type: none"> *Ask politely for help. *Accept adult help. 	<ul style="list-style-type: none"> *Have a positive attitude. *Learn from mistakes.
Assembly	<ul style="list-style-type: none"> *Sit and listen attentively *(Tribe Agreements) 	<ul style="list-style-type: none"> *Remain with you own class 	<ul style="list-style-type: none"> *Participate politely as a member of the class, audience, and as a performer. *Allow seating room for others 	<ul style="list-style-type: none"> *STAR *Apply problem solving strategies 	<ul style="list-style-type: none"> *Identify with a positive role model *Learn positive behavior from others
Garden/ Pond	<ul style="list-style-type: none"> *Keep hands and feet to yourself *Appreciate the environment *Always listen to the teacher 	<ul style="list-style-type: none"> *Care for the environment *Use tools safely *Stay with your class 	<ul style="list-style-type: none"> *Work together 	<ul style="list-style-type: none"> *Use only what is needed 	<ul style="list-style-type: none"> *Have a positive attitude

Bus	<ul style="list-style-type: none"> *Have a positive attitude. *Speak positively and quietly to others. *Store trash away for later. 	<ul style="list-style-type: none"> *Be on time at the bus stop. * Follow bus rules & procedures; stay seated on bus. *Wait at designated bus stop away from the road. 	<ul style="list-style-type: none"> *Speak positively to others and keep your hands and feet to yourself. *Be kind to others. *Walk off bus quietly. 	<ul style="list-style-type: none"> *Ask for help. *Accept assistance from others. *Use good judgment. 	<ul style="list-style-type: none"> *Have a positive attitude. *Identify with a positive role model. *Be flexible.
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**2015-2016
HOME-SCHOOL COMPACT**

Student's Responsibilities:

These are the six student General Learner Outcomes for the State of Hawai'i.

I will:

- be responsible for my own learning.
 - set priorities and goals
 - manage time
 - work toward goals
 - take responsibility for my personal action/inaction
- work well with others.
 - work towards group goals
 - communicate effectively in groups
 - recognize that each individual must contribute to the general welfare of the community
- be a good thinker and problem solver.
 - use learning experiences
 - develop different ways of looking at the world in order to solve problems in society
- recognize and produce quality performance and quality products.
 - be able to see and know what quality work looks like
 - be able to see and know when quality work is being produced
- be able to communicate effectively.
- be able to use a variety of technologies effectively and ethically.

Student's Signature

Parents' Responsibilities:

These six responsibilities are the Hawai'i standards for parents as partners in learning.

I/We will:

- attend to my child's physical, emotional, social, and behavioral development.
- develop the family as my child's first teacher.
- prepare my child to achieve the Hawai'i Content and Performance Standards at school.
- provide home support for my child's meeting the Hawai'i Content and Performance Standards.
- support my child's school and teachers.
- be a life-long learner and teacher.

Parent's Signature

Teacher's Responsibilities:

These are the ten teacher standards of the State of Hawai'i Teacher Performance and Licensing Standards. These standards are aligned with those of the National Council for the Accreditation of Teacher Education (NCATE), the Interstate New Teacher Assessment and Support Consortium (INTASC), and the National Board for Professional Teaching Standards (NBPTS).

I will:

- consistently engage students in appropriate experiences that support their development as independent learners.
- consistently create a safe and positive learning environment that encourages social interaction, civic responsibility, active engagement in learning and self-motivation.
- consistently provide opportunities that are inclusive and adapted to diverse learners.
- consistently enrich communication in the learning environment.
- consistently demonstrate competency in my content area(s) to develop student knowledge and performance.
- consistently plan and implement meaningful learning experiences for students.
- consistently use a variety of active learning strategies to develop students' thinking, problem-solving and learning skills.
- consistently apply appropriate assessment strategies to evaluate and ensure the continuous intellectual, social, physical and emotional development of the learner.
- continually evaluate the effects of each of my students' choices and actions and actively seek opportunities to grow professionally.
- establish and maintain strong working relationships with parents and members of the school community to support student learning.

Teacher's Signature

Principal's Responsibilities:

These are presently the four standards for school leaders in the State of Hawai'i Department of Education. The effective school leader is committed, responsible, competent, caring, and unwavering in the effort to have students reach high standards. It incorporates the perspective that the school administrator has a larger role in the school-community based environment as a leader and facilitator of people.

I will:

- provide leadership in school and instructional improvement.
- promote a positive climate for learning and an atmosphere of caring and respect for all students and members of the school community.
- maintain high standards of professionalism.
- manage the full scope of school administrative responsibilities.

Principal's Signature

**Waiahole Elementary School
Bell Schedule**

Monday, Tuesday, Thursday, Friday

- | | |
|--------------------|-----------------------------------|
| 7:00 a.m. | Cafeteria open to students |
| 7:15 – 7:40 a.m. | Breakfast served in the cafeteria |
| 7:50 a.m. | School begins |
| 7:55 a.m. | Tardy bell |
| 8:00 – 9:30 a.m. | Block 1 of instruction |
| 9:30 – 9:45 a.m. | Morning recess |
| 9:45 - 11:20 a.m. | Block 2 of instruction |
| 11:20 – 12:00 p.m. | Lunch |
| 12:00 – 2:05 p.m. | Block 3 of instruction |
| 2:05 p.m. | School dismissed |

Wednesday

- | | |
|-----------------|------------------|
| 9:30 -9:40 a.m. | Morning recess |
| 12:50 p.m. | School dismissed |

Student Bill of Rights and Responsibilities
Hawaii Department of Education

STUDENT BILL OF RIGHTS AND RESPONSIBILITIES PREAMBLE

The primary function of schools is to nurture the educative process of students and to equip them constructively to meet the challenges of the future.

If we, the students of the State of Hawaii, are to become citizens trained in the democratic process, we should be provided full opportunity to inquire, to question, and to exchange ideas.

Our rights and responsibilities, then, are analogous to those of an adult citizen.

I. CONSTITUTIONAL RIGHTS

All students shall enjoy rights guaranteed by the Constitution of the United States.

Students shall be governed by all laws and ordinances of the State of Hawaii and the County of residence.

Moreover, students shall respect all rules, policies, and regulations of the Department of Education and of respective schools.

II. ACADEMIC RESPONSIBILITIES

Students shall have the responsibility to learn, and to respect the rights of others to learn.

Students shall also respect the rights of others to teach.

III. FREEDOM OF EXPRESSION AND COMMUNICATION

Students shall have the right to hear and express publicly, various points of view on subjects without fear of reprisal or penalty.

However, students recognize the rights of others and the limitations imposed by the laws of libel, slander, obscenity and incitement to riot.

IV. INVOLVEMENT OF STUDENTS IN THE DECISION-MAKING PROCESS

Students shall have the right to be involved in the decision-making process that affects the educational system.

V. FREEDOM OF ASSEMBLY AND RIGHT TO PETITION

Students shall have the right to assemble peaceably.

Students shall have the right to "petition the government for redress of grievance."

VI. FREEDOM OF ASSOCIATION

Students shall have the right to organize clubs or associations within the school as provided in the SCHOOL CODE.

VII. STUDENT DISCIPLINE

Students have the right to due process.

VIII. RIGHT TO PRIVACY

Students have the right to privacy as provided in the Hawaii State Constitution, Article I, Section 5.

IX. INSTRUCTION AND ADMINISTRATION

Students have the right to be concerned about teachers selected to instruct them and administrators who supervise the schools and educational system they attend.

To this end, we should be given an opportunity to express our opinions concerning the instruction we receive from teachers and the administration of Hawaii’s public schools, recognizing that the evaluation of teachers and administrators rests with the appropriate supervisor established by collective bargaining contracts, the policies and regulations of the DOE, and the laws of the State of Hawaii.

X. MISCELLANEOUS

Students shall have access to all statutes, rules, policies and regulations to which they are subjected. Copies of these and the Student Bill of Rights and Responsibilities shall be available for inspection either in the school office or in some designated location convenient to all.

Adopted – 3/7/74 by the DOE

Attendance Policy

Hawaii State Compulsory School Attendance Law

The Hawaii revised statutes, Section §302A-1132, states that unless excluded from school or excepted from attendance, all children who will have arrived at the age of at least five years, and who will not have arrived at the age of eighteen years, by January 1st of any school year, shall attend either a public or private school for, and during, the school year, and any parent, guardian, or other person having the responsibility for, or care of, a child whose attendance at school is obligatory shall send the child to either a public or private school.

The State of Hawaii, Department of Education, defines truancy as unauthorized absences from school. Currently Section §302A-1135 of the Hawaii Revised Statutes states that if any child of school age persists in absenting oneself from school, the family court judge, upon a proper petition, citation, or complaint being made by the school teacher or any other officer or agent of the department, or police officer, or any other person, shall cause the child, and the father or mother, guardian, or other person having charge of the child, to be summoned to appear before the judge. Upon its being proved that the person responsible for the child had not used proper diligence to enforce the child’s regular attendance at school, the responsible party shall be guilty of a petty misdemeanor.

School Attendance Policy

Students need to attend school daily and be in class on time so that optimum benefits of their education can be achieved. Unexcused and/or excessive absences and tardies are unacceptable and impinge upon a student's education and academic performance.

School Guidelines on Absences

1. In order to ensure students' accountability for their attendance and to ensure consistent data collection, the school will process and maintain attendance on a daily basis and as required.
2. The school will only excuse absences when written documentation (note) is submitted within three (3) days upon student's return to school, and absences are for one of the following reasons:
 - a. Medical or dental related reasons, injury, quarantine (i.e. chicken pox, measles, etc.). A verifiable note provided by a doctor or dentist for three (3) days or more of consecutive absences.
 - b. Death in the family
 - c. Special cases approved by the Principal
 - d. School authorized activities
3. The student's absence note should include the following information:
 - a. Date note was written
 - b. Child's first and last legal name (name listed in school's records)
 - c. Grade Level
 - d. Date(s) of absence
 - e. Reason for absence
 - f. Phone number(s) of parent/guardian
 - g. Parent/legal guardian's signature
4. Contacting School by Phone: Contact school before 9:00 a.m. with the above information.
5. Unexcused absences may include the following situations which might occur during a school day:
 - a. Babysitting siblings or other children
 - b. Caring for the elderly or family member
 - c. Entertaining visitors/guests
 - d. Kept at home to clean for home inspections
 - e. Family vacations (on/off island), trips*
 - f. Parent request without explanation
 - g. Personal business
 - h. Youth Camp*
 - i. Sports competition events*

*NOTE: Parents must notify the school in writing as soon as plans for any extended absences due to family vacations, youth camps, and/or sports competition events (i.e. Little League World Series, etc.) have been made by the parents. The school administration has the discretion to determine if the absences will be excused or unexcused if student academics are adversely affected and/or if attendance is a concern and notify the parents. The parents should meet with the school administration to discuss the educational

arrangements with the parents. Teachers are required to provide make-up work for excused absences only.

Requesting Homework for Absences:

If a child is absent from school for three (3) or more consecutive days, the parent/guardian may request for homework by calling the school office.

A 24-hour notice is needed for teachers when a homework request is made. Parents may pick up the homework at the front office after 2:30 p.m. of the day following the request. You may call the front office to confirm that there are assignments for your child before coming to the school.

No make-up work will be provided for class cuts or for truant days.

Tardies

1. Students who arrive at school after the official start time are tardy to school and must:
 - a. Report to the office to upon their arrival to check in.
 - b. Bring a note to include the same information as used for absences:

Date note was written

Child's first and last legal name (name listed in school's records)

Grade

Date of tardy

Reason for tardy

Phone number(s) where parent/guardian can be reached

Parent/legal guardian's signature

- c. If the tardy is due to a medical/dental appointment or court, please bring a verified doctor/dentist or court note.

2. The school will only excuse tardies when a written documentation (note) is submitted and are for one of the following reasons:

- a. Medical/dental appointment with note
 - b. Student detained by teacher/school official with note from person who detained student
 - c. Delayed school bus
 - d. Unusual weather circumstances (approved by Administration)
 - e. All excused absence reasons apply

All other reasons must be reviewed by an administrator before a tardy is excused.

Unexcused Tardies

1. Unexcused tardies include:
 - a. Overslept/late start
 - b. Car trouble
 - c. Missed the bus
 - d. Babysitting
 - e. Personal business

Further Action

Unexcused absences and tardies affect a student's academic performance and achievement and the following may occur:

1. School closely monitors the student's attendance, absences, and tardies
2. Parent conferences, and encourage parent accountability
3. The student, parent or family may need to seek further assistance from other agencies
4. School level sanctions such as detention or in-school suspension may be implemented
5. A petition may be submitted to Family Court

ANNUAL NOTIFICATION OF PRIVACY RIGHTS

Federal laws require the Hawaii Department of Education (DOE) to annually notify parents, guardians, and eligible students (18 years or older) about privacy rights under the FERPA and the Protection of Pupil Rights Amendment (PPRA). Under FERPA, the DOE must also designate what student information it has determined as directory information and how a request can be made to withhold such information (i.e., opt out) from being disclosed, unless FERPA guidelines allow disclosure without consent.

Additionally, in accordance with the No Child Left Behind (NCLB) Act, the DOE provides certain student information to military recruiters upon their request.

The enclosed document contains four separate notices:

- Notification of Rights Under FERPA for Elementary and Secondary Schools;
- Notice for Directory Information;
- Notification of Rights Under PPRA; and
- Notice to Secondary School Students and Parents/Guardians of Secondary Students – Military Recruiters Request for Student Information

NOTIFICATION OF RIGHTS

The Notification of Rights Under FERPA for Elementary and Secondary Schools specifies basic rights relating to student educational records. Other federal laws, such as the Individuals with Disabilities Education Improvement Act, may also impose other requirements and procedures.

DIRECTORY INFORMATION

The Notice for Directory Information designates certain information as directory information. Under FERPA, directory information is information that is generally not considered harmful or an invasion of privacy if released.

PPRA

Parents are afforded certain rights regarding our conduct of surveys, collection and use of information, and certain physical exams under the PPRA.

MILITARY RECRUITER INFORMATION

Schools with secondary students (grades 7-12) will be sent a separate memo regarding the military recruiter request for student information. A student, parent, or guardian must submit an opt out request if they do not wish their student information to be released to military recruiters. If a non-disclosure or opt out request is not received by the school, the DOE is required to release student information to military recruiters.

What is bullying?

We love to hate the word *bullying*. But the same way *rice* takes many forms – musubi, brown, white and fried – bad behavior takes many forms. And they're **not** all bullying.

Here are some guidelines about what bullying is and isn't.

It's bullying if it includes ALL of these (not just one):

- an action or words that usually happen again and again during a long period of time
- scary, frightening, or aggressive behavior
- behavior that's not welcome
- one or more students purposely trying to control, embarrass, harm or overpower another

Examples of bullying are:

- repeatedly not letting a student join in during play, sports or social events (think of Rudolph the red-nosed reindeer and how the other reindeer NEVER let poor Rudolph play in any reindeer games)
- teasing that happens often, and that is cruel and unkind
- frequent name-calling
- often threatening to do harm
- repeatedly telling students not to be friends with someone
- a lot of hitting/kicking/pinching
- many incidents of spitting
- constantly taking or breaking someone's things
- lots of mean text messages or emails
- numerous times that embarrassing pictures, rumors, videos or fake profiles are posted on social media sites.

It's generally NOT bullying if it's:

- an action or words that happen only once or during one day
- when a student's sometimes left off the guest list for birthday parties, outings and play dates. Parents and students can't always invite, handle or afford to include everyone at all occasions.
- teasing that both students find funny

There are other types of behavior which is not allowed in our schools. These types of behavior are:

- when a child is treated worse than others because of being a girl or boy, ethnic background or disability.
- unwanted behavior connected to being a boy or girl, or a student's sexual preference. unwelcome behavior focusing on a student's skin color, race or culture.
- two or more students fighting with each other or yelling at each other. Each person is participating.

If your child's been treated as described above, contact the principal immediately and describe exactly what happened.