

2017 - 2018



# Handbook

## **SCHOOL MISSION**

To empower the school community to take responsibility for meeting the educational needs of all our students and to foster a desire for life-long learning.

The Hanalei School Handbook is also on our website:

[www.hanalei.k12.hi.us](http://www.hanalei.k12.hi.us)

## **HANALEI SCHOOL VISION STATEMENT**

Hanalei School will be an empowered school community providing successful quality education for life-long learning.

**Our school vision was developed collaboratively with parents, students, teachers, administration, support personnel, and members of the community at large.**

**It speaks of the school community, which is described as all stakeholders in the education of our youth. Hanalei School prides itself in serving as an ‘ohana for the children and adults who come on campus each day. We have always aspired to maintain a close partnership with parents and the community at large and are proud of our very active PTSA and the opportunities it affords all parents.**



## **HISTORY OF HANALEI SCHOOL**

**Hanalei School is a small rural school which values parental and community partnerships. Beginning as a missionary school in 1835, the school became Hanalei English School in 1881 and was adopted as a government school. This was the start of being a public school.**

# SCHOOL PHILOSOPHY

- Education is the process through which we discover that learning adds quality to our lives.
- Everyone deserves the opportunity to learn.
- Children are unique with their own talents, strengths, and needs.
- All children are active participants in the sharing of responsibility for their own learning.
- Active home support enhances and encourages learning.

## GENERAL LEARNER OUTCOMES (GLOs)

The six General Learner Outcomes are the essential goals of standards-based learning for students in all grade levels and all content areas. All students are assessed on their progress in meeting these goals.

GLO 1: Self-Directed Learner - The ability to be responsible for one's own learning

GLO 2: Community Contributor - The understanding that it is essential for human beings to work together

GLO 3: Complex Thinker - The ability to be involved in complex thinking and problem solving

GLO 4: Quality Producer - The ability to recognize and produce quality performance and quality products

GLO 5: Effective Communicator - The ability to communicate effectively

GLO 6: Effective and Ethical User of Technology - The ability to use a variety of technology effectively and ethically



## \*\*\*ATTENDANCE EXPECTATIONS\*\*\*

One of Hanalei Elementary School's top priorities is to educate the students that attend our school. Research shows that regular on-time attendance to school has a direct correlation to high student achievement. We need your support of making attendance a priority. Consistent instruction and daily classroom readiness can only occur with regular on-time attendance.

Hanalei Elementary School will make a conscious effort to keep you informed about your child's attendance by using the following process:

- **7 absences:** School will send Attendance letter "A" to family to emphasize the importance of instruction and student learning.
- **10 absences:** School will send Attendance Letter "B" home requesting a meeting with the Counselor to discuss support for improving student attendance.
- **15 absences:** Parents & Principal meet to discuss Chronic Absenteeism & to review the Hawaii DOE School Attendance Policy.
- **20 absences:** School will submit student attendance records to family court.

In Hawaii, students are labeled chronically absent if they miss 15 or more days of school for any reason. Chronic absenteeism is a red alert that students are headed for academic trouble. The following may be a result of students missing school, whether their absences are excused or unexcused:

- frustration for falling behind on school work
- academic achievement is lower than the student's full potential
- may fall behind significantly and later drop out of high school
- Hanalei School's Strive High status report and ranking amongst other DOE schools is lowered due to our students being chronically absent.

## PLEASE ARRIVE ON TIME

**Students who do not arrive to class by the 7:50am late bell must check in at the office for a tardy slip.**

7 days late to school: Teacher will contact parents/guardians to emphasize the importance of arriving to class on time.

10 days late to school: Counselor will contact parents/guardians to discuss possible support/interventions for students to arrive to school on time.



## FREQUENTLY ASKED QUESTIONS

### 1. WHAT IS THE DAILY SCHEDULE?

PLEASE ARRIVE AT SCHOOL ON TIME!

7:20 A.M. – 7:40 A.M. BREAKFAST AVAILABLE  
(All students report to the cafeteria for play and social time.  
Books, puzzles, and games will be provided.)

**7:45 A.M. FIRST BELL**  
TIME TO GET TO CLASS

**7:50 A.M. SCHOOL BEGINS**

MORNING RECESS:  
9:45 A.M. – 10:00 A.M.

LUNCH/RECESS:  
11:30 A.M. – 12:10 P.M.  
(Grades K-3: Lunch 11:30-11:50, Recess 11:50-12:10)  
(Grades 4-6: Recess 11:30-11:50, Lunch 11:50-12:10)

SCHOOL DISMISSAL:  
2:05 P.M. (Mon, Tues, Thurs, Fri)  
**12:50 P.M. (Wednesday)**

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DOE School Calendar, Hanalei School Calendar of Events and updated announcements can all be found on the school website:

[www.hanalei.k12.hi.us](http://www.hanalei.k12.hi.us)

## 2. WHAT IS THE CONTACT INFORMATION FOR THE SCHOOL?

ADDRESS: Hanalei School  
P.O. Box 46  
5-5415 Kuhio Highway  
Hanalei, Hawaii 96714



WEBSITE: <http://www.hanalei.k12.hi.us>

FAX NUMBER: 808-826-4302

**SCHOOL OFFICE: 808-826-4300**

COUNSELOR: Extension 107

HEALTH AIDE: Extension 106

STUDENT SERVICES COORDINATOR: Extension 108

AFTER SCHOOL PROGRAM: 808-368-0907

FOOD SERVICE: 826-6791



## 3. HOW CAN I COMMUNICATE WITH MY CHILD'S TEACHER?

- Each teacher has his/her own system for communication with parents. Your teacher will inform you what process is preferred.
- Every staff member at Hanalei School can be reached by e-mail. By using the following format, your teacher will receive your e-mail. Correct spelling needed to ensure delivery:  
[Firstname\\_Lastname@notes.k12.hi.us](mailto:Firstname_Lastname@notes.k12.hi.us)
- Staff contact info is also on the school website.

## 4. HOW CAN I REACH MY CHILD DURING THE SCHOOL DAY?

- Please do not call the office to leave messages for students unless it is an emergency. Arrangements for after school activities should be discussed and finalized with your child before the school day begins.
- In case of an emergency, a parent may call the school office and request that a message be delivered to their child. Please keep in mind, the message may not be delivered until the end of the school day.

## 5. WHAT ARE THE BEHAVIOR EXPECTATIONS FOR EVERYONE AT SCHOOL?

Hanalei School encourages the positive behaviors of **be safe**, **be respectful**, and **be responsible**. Students are reminded of these in classrooms, at recess, and at quarterly assemblies.



Students are recognized for following the “Three Bs” throughout the day and positive behavior is reinforced through the “Gotcha Program” and “Market Day” events.

We also follow the State of Hawaii (Chapter 19) Discipline policy. You may refer to the Chapter 19 booklet for more information on types of infractions and possible consequences.



Please notify your child’s teacher, the counselor, or principal right away if you feel your child is being teased or bullied.

The information on the following two pages describes in more detail the behavior expectations at Hanalei School.



Setting/Expectation	RESPECTFUL	RESPONSIBLE	SAFE
<b>All Settings</b> 	<ul style="list-style-type: none"> <li>● Use correct voice levels</li> <li>● Cooperate with others</li> <li>● Use nice words</li> <li>● Take care of school</li> </ul>	<ul style="list-style-type: none"> <li>● Make good choices</li> <li>● Follow directions the first time</li> <li>● Be ready to learn</li> <li>● Have a good attitude about school</li> </ul>	<ul style="list-style-type: none"> <li>● Know and follow Rules</li> <li>● Be where I belong</li> <li>● Keep Hands, Feet, and Objects to yourself (HFO)</li> <li>● Listen carefully</li> </ul>
<b>Hallway</b> 	<ul style="list-style-type: none"> <li>● Use quiet voices</li> <li>● Keep hallway passable</li> <li>● Be considerate of other classes</li> </ul>	<ul style="list-style-type: none"> <li>● Be where I belong</li> <li>● Pick up rubbish when you see it</li> </ul>	<ul style="list-style-type: none"> <li>● Walk</li> <li>● Stay off railings</li> <li>● Face forward</li> </ul>
<b>Classroom</b> 	<ul style="list-style-type: none"> <li>● Use correct voice levels</li> <li>● Cooperate with others</li> <li>● Look, Listen, Learn</li> <li>● Use nice manners</li> </ul>	<ul style="list-style-type: none"> <li>● Be on time</li> <li>● Be prepared and organized</li> <li>● Focus on tasks</li> <li>● Strive for Quality</li> </ul>	<ul style="list-style-type: none"> <li>● Keep Hands, Feet, and Objects to yourself (HFO)</li> <li>● Walk inside</li> <li>● Keep my area neat and clean</li> <li>● Keep personal space</li> </ul>
<b>Restroom</b> 	<ul style="list-style-type: none"> <li>● Give others privacy</li> <li>● Use quiet voices</li> </ul>	<ul style="list-style-type: none"> <li>● No food</li> <li>● Go, Flush, Wash, Return to class</li> </ul>	<ul style="list-style-type: none"> <li>● Keep floor and walls dry and clean</li> </ul>
<b>Playground</b> 	<ul style="list-style-type: none"> <li>● Eat snack in assigned areas</li> <li>● Put rubbish in trash cans</li> <li>● Be a good sport; take turns/share</li> <li>● Use nice manners</li> <li>● Say "I messages"; honor requests</li> </ul>	<ul style="list-style-type: none"> <li>● Make good choices</li> <li>● Use bathroom during recess</li> <li>● Return all equipment to class</li> <li>● Return to class when the bell rings</li> </ul>	<ul style="list-style-type: none"> <li>● Walk on play equipment</li> <li>● Use equipment properly</li> <li>● Know and follow rules</li> <li>● Keep nature on the ground</li> </ul>
<b>Cafeteria (Café Hanalei)</b> 	<ul style="list-style-type: none"> <li>● Use appropriate voice level</li> <li>● Use restaurant manners</li> <li>● Honor personal space</li> </ul>	<ul style="list-style-type: none"> <li>● Clean up after yourself</li> <li>● Keep your food to yourself</li> </ul>	<ul style="list-style-type: none"> <li>● Stand in line correctly</li> <li>● Stay seated</li> <li>● Raise hand for assistance</li> </ul>
<b>Dismissal</b> 	<ul style="list-style-type: none"> <li>● Be in control</li> </ul>	<ul style="list-style-type: none"> <li>● Be ready</li> <li>● Be where I belong</li> <li>● Collect and take home your things</li> </ul>	<ul style="list-style-type: none"> <li>● Keep Hands, Feet, and Objects to yourself (HFO)</li> <li>● Walk to your dismissal location</li> </ul>





## HANALEI SCHOOL CODE OF CONDUCT

- **REGULAR ATTENDANCE** - Students are expected to attend school regularly and to attend all classes.
- **PUNCTUALITY** - Students are expected to be on time for school and classes.
- **WORK HABITS** - Students are expected to be prepared for and to participate in each class, to strive to meet performance standards, to have necessary class materials, to complete class work and homework accurately and on time, and to prepare for quizzes, tests, and projects.
- **RESPECT FOR SELF AND OTHERS** - Students are expected to be honest, to behave with dignity, and to treat others with respect.
- **RESPECT FOR PROPERTY** - Students are expected to treat all property, materials and resources with care.
- Progressive Discipline will be applied for Chapter 19 offenses.

## 6. HOW DO STUDENTS GET TO AND FROM SCHOOL?

Students arrive at Hanalei School in many different ways:

- ~ **Walk to school**
- ~ **Ride your bicycle** – Walk bicycle once you reach school property. Please park bicycle in bicycle rack.
- ~ If Skateboards or Surfboards are brought to school they must be stored outside of the principal's office by the ramp (at owners risk)
- ~ **School Bus** – Check with the school office to pay bus fees and find out the name of the bus company that services your area.

**Bus Payments** are due quarterly.

Please make checks payable to: Department of Education

Round Trip: \$72.00

One-Way: \$36.00

Coupons: \$12.50 (cash only) – sheet of 10

**IMPORTANT: The DOE has a firm “No Refund” policy on all school bus pass purchases.**



### ~ Drop-off / pick-up by parent

- Students need to exit the vehicle out of one of the right hand side passenger doors.
- Please keep traffic flowing along the red curb; there is no parking allowed at the red curb.
- If you need to park, please pull into an empty stall in the front parking lot; do not double park and block others in.
- No parking, drop-off, or pick-up is allowed behind the office or behind the cafeteria and library.
- Please use the crosswalks for your safety.
- Remain on the porch in front of the office/health room when waiting for students after school.

## 7. WHAT IF MY CHILD ARRIVES TO SCHOOL EARLY?

Parents may choose to drop off students a little early to avoid traffic. Hanalei School considers the safety of your child very important.

Upon arrival to school in the mornings, students are asked to report to the cafeteria for their safety. The teachers' work day begins at 7:45 a.m. Parents are also welcome to join your child in the café to socialize, read a book, or play a game.

## 8. ARE THERE DRESS CODE GUIDELINES FOR ANYONE ON CAMPUS?

Yes, students are asked to follow the guidelines below, and staff, parents, and visitors are encouraged to model the guidelines while on the school campus.

- The Hawaii Department of Education requires that every student is dressed in appropriate footwear daily (i.e. tennis/gym shoes, slippers, sandals, etc., no high heels.) Shoes should be worn when walking from one location to another, and while in the cafeteria and bathrooms. Sensible footwear must be worn during any physical activity.
- Clothing should not display inappropriate words, messages, or illustrations depicting illicit/illegal substances or profanity.
- Shorts and skirts should be a reasonable length, indicated by the hem being no shorter than the end of the students' fingertips when their arms are placed down to their sides.
- Shirts/Tops/Bottoms are to cover stomach and lower back. (No bare midribs or backsides.)
- All shirts/tops should have a modest appearance appropriate for school. Strapless/tube tops, low cut tops, tank tops with oversized armholes, camisoles, or halter style tops/dresses should not be worn to school unless they are worn under a more appropriate shirt/top.
- Hats or sunglasses should not be worn in the cafeteria or classrooms.
- Please Remember: Not all island attire is appropriate school attire. Checking what your child is wearing before he/she leaves the house may avoid a phone call asking you to bring a change of clothes to school. Let's all "dress for success".



## 9. HOW DO I PAY FOR MEALS FOR MY CHILD?

All students are encouraged to eat breakfast and lunch daily. Breakfast and Lunch Payments can be made at our school office between 7:30 – 3:30. Cash is accepted or you may make checks payable to: The Department of Education.

Student breakfast: \$1.10 per breakfast

Reduced Breakfast: \$.30

Student Lunch: \$2.50 per lunch

Reduced Lunch: \$.40

Adult Breakfast: \$2.20 per breakfast

Adult Lunch: \$5.50 per lunch

Separate or additional milk purchase: \$.60



Your child is issued a debit card for meals and funds are subtracted at each use. You will be notified when the balance becomes low. Please do not let the account lapse into a negative balance.

## 10. HOW DO WE APPLY FOR FREE OR REDUCED PRICED MEALS?

Paper application forms are sent home with students at the beginning of each school year. Applications are also accepted online for your convenience. Paper application is not required if applying online. Just go to [hionlineapps.primeredge.com](http://hionlineapps.primeredge.com)

## 11. CAN MY CHILD BRING A LUNCH FROM HOME?

Children bringing a lunch from home should have it clearly marked and in a container that can be kept in your child's backpack. No glass containers, please. There is no microwave or refrigerator for student use.

## 12. ARE PARENTS ALLOWED TO HAVE MEALS WITH THEIR CHILDREN?

Parents are welcome to join their child for breakfast (\$2.20) or lunch (\$5.50) in the cafeteria.

If you would like to enjoy a school lunch with your student, please notify the office by 8am, make payment using correct change and receive a lunch ticket, so we can ensure the correct number of lunches



Please first check in at the school office to obtain a visitor's pass and pay for a meal if you are eating school lunch.

### **13. CAN I SEND SNACKS TO SCHOOL FOR MY CHILD TO EAT DURING RECESS?**

Yes, however students are asked not to share their snacks with other students due to allergies and other concerns. Healthy snacks are encouraged. The following are guidelines of snacks to avoid:

- All food and beverage items listing sugar, in any form, as the first ingredient, such as candy
- Food containing artificial trans fat
- Caffeinated drinks, such as soda or energy drinks



### **14. CAN I BRING TREATS ON MY CHILD'S BIRTHDAY, FOR CLASS PARTIES, OR SPECIAL EVENTS?**

All food and beverage treats served to students anywhere at school or at school sponsored functions must comply with the DOE's Wellness Policy:

#### **SNACKS/TREATS**

- Calories  $\leq$  200
- Total Fat  $\leq$  8 grams (with the exceptions of nuts and seeds)
- Saturated Fat  $\leq$  2 grams
- Trans Fat ZERO
- Sodium  $\leq$  200 mg
- Sugar  $\leq$  8 grams (with the exception of yogurt, having no more than 30 g of total sugars per 8-oz portion)

Due to our efforts to better meet the wellness guidelines, we are no longer able to allow candy and baked desserts to be served to students on birthdays, holiday parties, or "Market Days." Please consider celebrating with non-food party favor items, or treats that meet the guidelines, such as fresh fruit cups.



#### **BEVERAGES**

- Water without flavoring, additives, or carbonation
- Low-fat (1-percent) and nonfat milk in 8-oz. portions:
  - Lactose-free and soy beverages are included
  - Flavored milk with no more than 22 g of total sugar per 8-oz. portion
- 100 percent fruit juice
  - 4-oz. portion for elementary school
- Caffeine-free, with the exception of trace amounts of naturally occurring caffeine substances (e.g., chocolate milk)



## **15. WHAT DOES THE SCHOOL OFFER IF MY CHILD NEEDS EXTRA HELP?**

Hanalei School has a comprehensive student support system that ranges from basic support for all students, to specialized services from school staff, other Department of Education staff, and/or other agencies.

The first point of contact is your child's classroom teacher, so feel free to discuss concerns with them. Please set an appointment to do this so the teacher can give you his/her full attention without distractions. Your teacher might also call you to discuss the progress and needs of your child.

If further supports are indicated, either you or your child's teacher may contact the Student Services Coordinator (826-4300 ext. 108) and your child's progress and needs will be discussed at a Core Team meeting to see what types of interventions, services and assistance can be provided. Parents are encouraged to attend these meetings to work in partnership with the school team.

## **16. CAN MY CHILD BRING TOYS TO SCHOOL?**

Students need to leave their toys at home unless they are invited to bring a toy (by the teacher) for the purpose of show and tell/sharing in class. In those cases, the toys must remain in the backpack until the teacher specifies that it is time to take them out.

## **17. CAN MY CHILD BRING A CELL PHONE TO SCHOOL?**

If you want your child to bring a cell phone to school, we require that it is out of sight and remains in their backpack and turned off from 7:50am to 2:05pm, unless permission is granted by the teacher to use the phone under special circumstances.

No videos/photos of other students or adults are to be taken at school or on the bus, including before and after school. If there are issues with the use of phones before, during, or after school, parents will be called by the teacher or principal to notify you of the concern.

## **18. WHO DO I CONTACT IF I WANT TO VOLUNTEER?**

- Parent involvement is welcome at Hanalei School. There are many ways to become an active participant. The listing below describes *some* of the ways you can be of assistance while helping not just your child, but the school at large.
- Check with your classroom teacher to see how you can assist with your child's class. Sometimes, helping at home to assemble kits, or pre-cut materials can be a huge help.
- Become a trained tutor for reading. Meet with the tutoring facilitator to enjoy a rewarding experience.
- The PTSA (Parent Teacher Student Association) can use committee leaders and helpers.
- The Hanalei SCC (School Community Council) is another way to become involved.

## **19. WHAT IF MY CHILD IS ILL?**

- If you keep your child home from school, please call the school office.
- If you go to the doctor, please remember to obtain a doctor's note for the absence. If you want homework for your child, please call the office in the morning to give the teacher time to assemble the work for pickup at end of day.
- Whether or not your child has an excused or unexcused absence, it is still considered an absence when calculating attendance.
- If your child is ill at school, you will receive a call from the School Health Aide to discuss next steps.

## **20. WHAT IF MY CHILD HAS A DOCTOR'S APPOINTMENT DURING THE SCHOOL DAY?**

Hanalei School requests that doctor appointments are made for after the school day. Knowing it isn't always possible to do that, the process is as follows:



- Parent checks in at the school office.
- The office will call the classroom and inform the teacher that the student is leaving school for an appointment.
- Parent waits for the child at the office.

If the appointment time is such that the student can return to school afterwards, the parent checks the student back into the office and then the student returns to class.

## 21. ARE SAFETY DRILLS CONDUCTED AT SCHOOL?

Safety for all is an important element that is maintained throughout the school day.

Hanalei School routinely practices four different types of in-school safety drills: fire, lockdown, earthquake and shelter in place. We also practice off site tsunami drills.

## 22. WHAT IF IT IS RAINING HARD AND THE HANALEI BRIDGE CLOSES?

- School closure is determined by the Department of Education.
- Parents are encouraged to use their judgment whether or not to keep their child at home during uncertain weather conditions.
- School closures and important notifications will be posted promptly on our school website: [www.hanalei.k12.hi.us](http://www.hanalei.k12.hi.us)
- School closing, weather and bridge updates can be heard on KQNG radio (FM 93.5 or 94.5), phoning 241-1725 for an automated bridge announcement, or by checking the school website links or <http://www.hanaleiwatershedhui.org>
- IF the river begins to rise while school is in session, school emergency plans will be generated in accordance with information indicated on the student's Emergency Closing of School Form.
- School Connects automated messaging will be generated to all parents/guardians in the event of an evacuation or closure during school hours.
- Please do not come to the school to pick up your child if you indicated on the form that you will pick them up at the Princeville Library. The school will be in the middle of implementing emergency closing procedures, and taking time to alter plans for individual students can cause significant delays in evacuating all students in a timely manner. Your cooperation is appreciated!

