



Palolo Elementary School  
School Colors: Green and Yellow

Student Handbook 2019 - 2020

Vision Statement  
**Learners Today, Leaders Tomorrow**

Name \_\_\_\_\_

Address \_\_\_\_\_

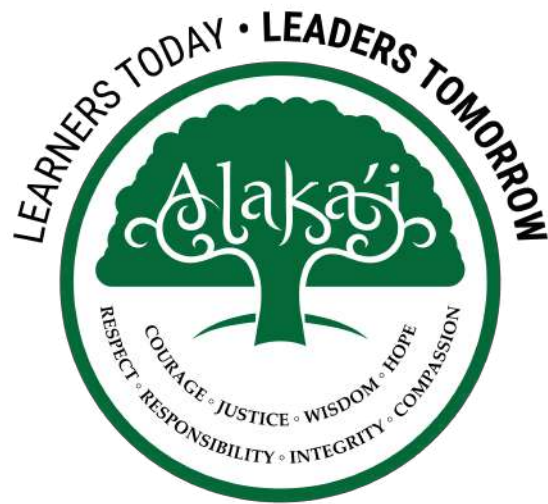
City \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_

Homeroom Teacher \_\_\_\_\_ Room # \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Phone \_\_\_\_\_

Palolo Elementary School  
2106 10<sup>th</sup> Avenue Honolulu, HI 96816  
Phone 733-4700 FAX 733-4708  
[www.paloloelementary.com](http://www.paloloelementary.com)



# PALOLO

## ELEMENTARY

### **OUR VISION**

Learners Today, Leaders Tomorrow

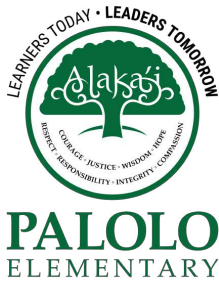
### **OUR MISSION**

Palolo Elementary School's mission is to provide a safe, nurturing environment where children learn through high expectations to become lifelong learners with support from family and community.

### **OUR BELIEFS**

We believe that every child ...

- can learn with deliberate and focused instruction.
- will strive for their full potential through high expectations and support.
- will be given the opportunity and responsibility to become proficient in all the academic endeavors.
- will be able to interact effectively and respectfully as contributing members in the global community.



## **PALOLO ELEMENTARY SCHOOL CORE VALUES**

The Palolo Core Values are: **Wisdom, Justice, Courage, Compassion, Hope, Respect, Responsibility, and Integrity**

At Palolo Elementary School, we will use these Core Values to become a productive citizen.

***We will:***

**Develop Wisdom** *by making good choices and being sensitive of others.*

**Apply Justice** *by treating others as we would like to be treated.*

**Display Courage** *by being a risk-taker to do what is right.*

**Use Compassion** *by being kind to others and ourselves.*

**Bring Hope** *by thinking positively and believing in ourselves.*

**Show Respect** *by showing consideration of others, property, and ourselves.*

**Live Responsibly** *by taking the initiative to do positive things for our community and ourselves.*

**Breathe Integrity** *by doing the right thing even when no one is watching.*

To promote these Core Values, Palolo Elementary School adopted the Jesse Lewis Choose Love Enrichment Program. This program provides children with the knowledge, attitude, and skills they need to choose love in any situation. The program focuses on four important character values: Courage, Gratitude, Forgiveness and Compassion.



## GENERAL INFORMATION

### Directory

For attendance or to contact the school's Principal, Counselor, SSC or Library, call:

**Main Office**                **733-4700**  
School FAX                 733-4708  
Head Start                 737-4167 or 732-3677

Students' regular instructional hours:

8:00 am - 2:15 pm Monday, Tuesday, Thursday, Friday  
8:00 am - 1:30 pm Wednesday

Students are discouraged from arriving before 7:15 a.m. Once students arrive on campus, all students are required to be in the cafeteria until they are released to their classes for the start of school. Students may not stay on campus once school is dismissed unless he/she is involved in a school-approved afterschool program (A+, The Pug Academy, scheduled tutoring, etc.) No loitering on campus. Campus must be cleared by 2:30pm. Palolo School does not provide general campus supervision before and after school hours.

### After School Programs

**A+. The Kaimuki YMCA provides affordable afterschool services to children whose parents work, attend school or are in job training programs during the hours of operation.**

Location: Cafeteria

Hrs: Mon, Tues, Thurs, Fri, 2:15 -5:30, Wed, 1:30-5:30

**The Pug Academy** is a specialized program which offers a variety of classes throughout the week.

### School Planner

School planners are used as a communication tool between school and home. Students in Grades K-5 will be issued a planner at the beginning of the school year. Parents are encouraged to use this planner as a form of communication with teachers and verifying that the homework assignments or memos sent home has been received, by signing daily. The first school planner will be issued free of cost however, if the student planner is lost, students will need to purchase a new planner for **\$5.00** in the office.

### Weekly Communication Folders

Notices from the school will be coming home **every Tuesday**. This will be implemented to help increase the effectiveness of communication between home and the school. Even if there are no notices, the folder will be sent home letting you know that there are no notices for the week. **Please remember to ask your child for their communication folder every Tuesday.** Time sensitive notices may be sent home on other days, but

the school will do its best to minimize these occurrences. The first communication folder will be provided for each student. Replacement folders will be available for purchase in the office for \$2.00.

### Parking

Visitor parking is available only in stalls marked "visitor". **DO NOT** park in any other stall. All other stalls are reserved for faculty and staff. If no visitor parking is available, please park off campus.

Please kokua by following the traffic flow pattern fronting the school cafeteria and abide by the following rules as safety of the children are the greatest concern:

- Please exercise caution and slow down when driving through the parking lot. **Drive with care.**

Every attempt will be made to politely remind drivers to follow the rules, however, police assistance will be requested if parents/adults continuously ignore rules that create traffic safety hazards.

### Dress Code

The Palolo School Uniform consists of the School T-shirt. Appropriate length attire for pants or dress/skirts is required. Strapless, backless and any midriff or posterior exposure is considered inappropriate school attire. Students are required to wear covered "athletic/sport" shoes for recess, PE, and field trips.

**Palolo School Uniform is REQUIRED to be worn daily for student safety and accountability. Uniforms MAY NOT be modified.**

Cost of T-shirt:

Youth Size: \$6.00

Adult Size: \$7.00

**School Pride** *Wearing your uniform represents pride and a sense of school community.*

**Safety** *Wearing a uniform also allows for easy identification of Palolo School students especially on field trips.*

Students who do not wear their school shirt will be provided a "loaner" in exchange for their shirt. Students' shirts will be returned in exchange for the "loaner". If the "loaner" shirt is not returned, students will be charged \$6 as an outstanding balance.

Continued violation of the Dress Code will result in being sent to the office for school level consequences, which may include counseling, written reflections and/or call home.

### Personal Belongings/Lost And Found

It is highly encouraged to place your child's name on all of their personal items. Items found around the school are turned in to the office. Items not claimed are given to charitable organizations.

### Homework

Daily homework is essential to support the learning process. Homework takes the school into the home to reinforce learning to enhance student achievement.

### Early Release from School

- It is highly recommended that you child stay in school the entire day. Please avoid making appointments during the school day.
- If for any reason your child needs to be released early **please notify the school by sending a note or calling the school in the morning so that a pass can be completed prior to the pickup.**
- A valid picture I.D. will be required for release. Only a parent or guardian or an adult designated by the parent/guardian and listed on a child's emergency release form.
- Should your child return to school, go to the office to sign your child back in before returning to the classroom.

### Change of Address or Phone Number

In the event of any emergency, it is important that we have current, working contact numbers and information. Please be sure to notify the school of any changes in contact information.

### Attendance Policy and Procedures

Palolo Elementary School's attendance policy supports Our Mission and Our Beliefs of each student. Current research makes a clear connection between classroom attendance and academic achievement. Missing a lot of school decreases students' possibility of educational success. This policy supports our students' academic achievement/growth, while maintaining compliance with the Department of Education (DOE) attendance policy that upholds the law regarding mandatory schooling.

### What the Law Says

Beginning with the 2014-2015 school year, §302A-1132, Attendance Compulsory, Exceptions Hawaii Revised Statutes (HRS), **requires a child who is at least five years of age on or before July 31 and not yet eighteen on January 1<sup>st</sup> of any school year, to attend either a public or private school unless properly excused from school.** §302A-1135, Penalty, HRS, **student, father, mother, guardian or person having charge of the child who persists in being absent from school may be**

**referred and summoned to court and may be found guilty of a petty misdemeanor.**

### Excused Absences

Excused absences include the following:

- Family court hearings and hearings involving foster children.
- Medical or dental related reasons with a note provided by a doctor or dentist. All attempts should be made to schedule doctor or dentist appointments outside of school hours.
- Illness

### Extended Absence, Trips and Missed Instruction

Trips should be scheduled during a school vacation; and is highly discouraged during school days. If a student must have extended absences, a form is available in the office, and needs to be approved by administration at least 2 weeks prior to the dates of absence. Academic work requests must be made prior to the trip. Students are responsible for work missed upon return.

Emergency situations will be handled on a case-by-case basis by the Administration.

DESCRIPTION	PARENT/STUDENT	SCHOOL
School begins at <b>8:00 am.</b>	Student will physically be in their class.	Record daily attendance
<b>TARDY:</b> Student reports to school <b>AFTER 8:00am.</b>	<ul style="list-style-type: none"> <li>• Go to the office</li> <li>• Obtain a tardy slip before being admitted to class.</li> </ul>	Record tardy and monitor chronic cases
<b>ABSENCE</b> reporting (for any reason)	Call 733-4700 <b>BEFORE 8:00 am.</b>	<ul style="list-style-type: none"> <li>• Record absence indicating notifications and reasons</li> <li>• Process work requests</li> </ul>
Automated Attendance System	Call 733-4700 to report reason for absence.	Follow up calls
Absent 5 or more consecutive days	A doctor's note is required and submitted to teacher.	<ul style="list-style-type: none"> <li>• Teacher submits notes to office</li> <li>• Process work requests</li> </ul>
Extended absence (NOT due to illness)	Parent must fill out Extended Absence form in office at least 2 weeks prior to leave.	Academic work requests with school must be made prior to trip.

### Make up Work

For absences due to illness, work can be requested with a note or call from a parent by 10am. It should include: 1) student name, 2) teacher name, 3) reason for absence, 4) date(s) of absence, 5) contact number; and 6) parent signature. Pick up work from 2:30-4:00 pm at the office. Please allow teachers sufficient time to prepare make up work.

### Chronic Absenteeism and Tardiness

- Chronic Absenteeism: The Department of Education labels students as chronically absent if they miss 15 or more days of school for any reason. Chronic absenteeism in one of the most powerful indicators of whether students succeed.
- Excessive Absences – the following discretionary actions may be taken: mandatory meetings with the parent, teacher, counselor, administration, social worker, public nurse and others; requirement of verifiable medical notes provided by doctor; development of an attendance plan and/or SMART learning goals; and/or petition to family court due to educational neglect.
- Palolo Elementary will follow the attendance policy. Letters and notifications will be sent home for students that are absent 5 days or more.
- Parent meetings and possible home visits may be made for students who are chronically absent.

### Transferring Out From Palolo

To insure that proper release papers are completed, advanced notice, of at least 2 days, for any plans to leave Palolo is needed. The following information is needed:

- Date of last day at Palolo;
- New address, and;
- Name of the new school.

All school textbooks/materials as well as equipment must be returned and financial obligations settled before release will be issued.

### Geographic Exception (GE)

Complete Form CHP 13-1 and submit to the school office you are requesting a GE from. Priority requests for the following school year are considered from Jan 1-Mar 1. GE's approved on a space available basis.

### Classroom Visits

Parent communication and involvement is an important component of a strong learning environment. If you would like to schedule a visit to your child's class or to conference with the teacher, please make prior arrangements with the teacher. Classroom visitations should be prearranged and approved by the administration at least three (3) working days prior to the visitation.

### Health Services

To maintain conducive health and welfare conditions, please keep your child home if he/she is sick or has a fever. Children recovering from illnesses associated with a fever should be free of elevated temperatures for a 24-hour period without fever reducing medications and/or are cleared to return with a doctor's note.

**Please refer to attendance procedures.**

### ILLNESS AND INJURIES:

- If your child is hurt or becomes ill at school, the school will notify you by telephone. Once contacted it is important to come as soon as possible to pick up your child.
- If your child is injured and parents or other authorized persons cannot be contacted, the school will call the nearest emergency unit for medical assistance. Thus, we cannot stress enough the importance of having working contact numbers.

Please note that school personnel and other school volunteers are not authorized to administer any medications to students.

### Immunizations & Health Requirements:

Hawaii State Law requires every child entering school for the first time to provide the school with a completed Health Examination Record (Form 14) and TB clearance. Students without these forms will not be allowed to attend until proper clearances are obtained.

### Communicable Diseases

A student who contracts a communicable disease shall be excluded from school until a physician certifies that he/she may return to school. A student excluded from school requires a readmission card (Form 23) for the following diseases:

Impetigo	Measles	Chicken Pox
Scabies	Strep Infections	Rubella
Pink Eye	Mumps	Whooping Cough
Active TB	Polio melilitus	

### School Meals Program

**All students at Palolo Elementary School will receive free meals regardless of economic status. Further information will be forthcoming through guidance from the DOE School/Foods Services Branch.**

### Cost of adult/visitor meals

Breakfast: \$2.40 Lunch: \$5.50. Milk: \$.75

**Breakfast is served from 7:15 a.m.-7:50 a.m.**

As mandated by federal regulations, all meals must be consumed in the cafeteria. No food or drinks are to leave the cafeteria. Additionally, there should be no sharing of food as each student meal is federally funded.

### **Visitors on Campus**

All visitors must report to the office to sign in and obtain a visitor's pass before proceeding on campus. Please do not go directly to your child's classroom especially during instructional time.

To ensure the safety and security of the students, faculty and staff, all visitors to campus MUST display a school-issued visitors pass. Any person on campus without authorization will be asked to leave. Assistance from the police department may be requested to remove unauthorized visitors who refuse to leave.

### **Emergency Procedures**

Emergency Procedures have been developed by the Hawaii DOE and will be practiced and enforced throughout the school year. These emergency procedures include: Fire Evacuation; Bomb Threat & Natural Disaster Evacuation; Lockdown; Shelter In Place.

### **Parent/Guardian Contact Information**

It is important that parents complete and submit the "Palolo Elementary Emergency Release Form". It is equally important that parents keep the school updated of changes in phone numbers, addresses, or contact person. We will not release a child to anyone who has not been identified by the parent as the authorized person. Please be advised that all students must be signed out on a release log and be ready to show proper identification.

### **Parent Conferences**

Several days are set during the first semester for formal conferences between parents and teachers. Additional conferences may be arranged by contacting the school or appropriate teacher. Conferences should be scheduled before or after school. Please do not request a conference during class time.

### **School Events**

**First Night, Speech Festival, Winter Program, Science Fair, STEM Night, Center for Creative HeARTs Showcase, Awards Assemblies.**

Family engagement events are held throughout the school year. Announcements about these events will be distributed by flyers and will be on our website.

### **Picture Taking**

Individual student and class pictures are taken in the spring for purchase. Students will have an opportunity for "free dress" on picture days.

### **Fieldtrips**

Educational fieldtrips are planned to extend and complement Palolo's instructional programs. Permission slips must be completed, signed and returned along with any other requirements prior to each outing in order for your child to participate. Shoes and school uniform are required. Additionally, lunch will need to be provided from home if indicated.

### **Fifth Grade Promotion Celebration**

At the end of the school year, the 5<sup>th</sup> graders have an opportunity to participate in promotion celebrations from Palolo Elementary. Students must meet the academic criteria as well as demonstrate the Palolo School Core Values. All financial obligations should be cleared by the end of the school year. Certificates and other recognition awards are presented.

### **Quarterly Awards Assembly**

Awards assemblies will be held quarterly. Students will be recognized for Attendance awards, Choose Love awards, Academic awards, Center for Creative HeARTs awards, and Ha'aheo awards. This assembly recognizes students' accomplishments for attendance, behavior, academics, performing and fine arts, citizenship. Parents of recipients are notified and encouraged to attend.

### **Student Council & Service Learning Groups**

Student Council is a leadership opportunity in which students in Grades 3-5 have the opportunity to learn about government procedures and become student representatives. In addition other student service learning groups offer opportunities in various capacities beyond the classroom to service the school in several interest areas such as the Library Club, Hall Monitors, Flag Squad, Community Club, etc. Students are involved in planning, coordinating, and supporting school-wide activities and events. Students meet regularly during recess, lunch or before/after school to plan/provide services for the school.

### **Statewide Assessments**

All Grade 3, 4, and 5 students are required to take the Smarter Balanced Assessments (SBA) for English Language Arts (ELA) and mathematics which are aligned to the Common Core State Standards (CCSS). Grade 5 students will also be administered the Hawaii State Assessment (HSA) in Science which is aligned to the Hawaii Content Performance Standards (HCPS). Students will have one (1) opportunity to be assessed for SBA ELA and Math.

### **Counseling**

- 1) The school counselor works cooperatively with the school's principal, teachers, parents, and other personnel to meet the needs of the students.

2) The school counselor provides individual and group counseling for students in need of academic, behavioral and social emotional and preventive support areas. Other responsibilities include, Responsive Classroom/Guidance lessons, the Primary School Adjustment Program (PSAP) program for students in grades K-3, Common Grace partnership, and other related programs and activities. The goal of elementary counseling is to help develop well-adjusted individuals who can function in society.

### **Hawaiian Studies**

Students in grades K-5 study historical, cultural, language practices and values of the Hawaiian people through arts and crafts, songs, dances, and legends of Hawaii.

### **English Language Learners (ELL) Program**

The ELL program focuses on vocabulary building, speaking, listening, reading, and writing. Instructional services and support are provided within Palolo's framework and instructional design.

### **Title I**

Title I provides additional Federal funding to qualifying schools to support with closing achievement gaps for all students. Palolo is a Title I school with programs that provides equity so that all students have an opportunity for success. Currently, Title I funding is utilized to provide additional instructional support personnel and resources to promote high achievement for all.

### **Nondiscrimination Rights of Students and Civil Rights Complaint Procedures**

No public school student shall be excluded from participation in, denied the benefits, 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 your school principal for discussion and resolution.

### **Americans with Disabilities Act**

In accordance with the Americans with Disabilities Act (ADA), Palolo School 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 the events at our school. Palolo School will make reasonable modifications in its policies, practices and procedures when the

modifications are necessary to ensure that services, programs, and activities provided by the school are readily accessible.

### **Special Education/504**

Under Chapter 60 of the Individuals with Disability Education Act (IDEA) & Chapter 61, Section 504, all students should be provided with the rights and access to an appropriate education. Palolo School provides for a range of learners with differentiated curriculum and an array of supports for students with varying and special needs. If your child has special needs or is suspected of having a disability, please see the Counselor, SSC, or Principal.

### **Chapter 19 Discipline Policy**

All students are expected to practice and live by our *Core Values of Wisdom, Justice, Courage, Compassion, Hope, Respect, Responsibility and Integrity*. Palolo is also a Choose Love School, practicing COURAGE, GRATITUDE, FORGIVENESS, and COMPASSION.

The safety and well being of all our students are of the highest priority. Whenever a student violates school rules and shows disregard for their importance, school personnel will counsel and institute other disciplinary measures as appropriate.

*Chapter 19* adopted by the Board of Education, governs student behavior and school discipline establishes procedures for the following: Student Misconduct, Discipline, School Searches and Seizures, Reporting Offenses, Police Interviews and Arrests, and Restitution for Vandalism. Class A and B offenses are based on State law. Class C offenses are based on the Department of Education rules and regulations. Class D constitutes school level rules and regulations

Disciplinary Actions as appropriate include: Correction, Conference with Student, Parent conferences, Detention, Crisis suspension, Suspension of 1-10 days, Suspension of 11 or more days, Referral to alternative education program, Disciplinary transfer, Dismissal. Note: Administration reserves the right to make final decisions on disciplinary actions that will be taken. Parents will be informed of all serious disciplinary measures.

All students are given an orientation of *Chapter 19* at the beginning of each school year. Following the orientation, a copy of *Chapter 19* along with an acknowledgement form are sent home. Please read and review the *Chapter 19* rules with your child and sign and return the acknowledgement form. *Chapter 19* is also available in various languages for which you may request a copy.



### **Contraband**

In addition to all items listed in Chapter 19, toys, cards, games, and any other item that is not conducive to learning will be classified as contraband. Confiscated contraband items will be turned in to administration and parents/guardians will be required to retrieve the item after meeting with the administration.

### **Wheeled Rider Ban**

Scooters, skateboards, Heelies, bicycles, and other “wheeled riders” are **not allowed** on school grounds. The Palolo School Community Council approved not allowing these wheeled riders on campus for our students’ health and safety. Any type of wheeled rider falls under the category of contraband items and will not be allowed on campus. As with all other contraband items, possession is considered a Chapter 19 Class D offense and these items will be confiscated and available for pick up at the school office by a parent or guardian.

**Board of Education (BOE) - Student Code of Conduct Policy**

The Board of Education, which creates policies for the public school system, has established the Student Code of Conduct Policy. Expectations of all students:  
**Regular Attendance** – Attend school regularly;  
**Punctuality** – Students are expected to be on time;  
**Work Habits** – Be prepared and participate in each class to meet performance standards, have the necessary materials, complete classwork and homework accurately and on time, prepare for quizzes, tests and examinations;  
**Respect for Self and Others** – Be honest, behave with dignity and treat others with

respect and courtesy. Behavior should not interfere with the rights of others, including appropriate language, actions and attire. Students are expected to not harass others verbally and physically. Students are to come to school free from the influence and possession of tobacco products, alcohol or drugs;  
**Respect for Authority** – Comply with all school rules all laws. Respond in a respectful manner to all adults;  
**Respect for Property** – Treat all property belongings to the school and others with care;  
**Freedom from Fear** – Contribute to a safe school environment free from fear.

**Continuous Notice of Non Discrimination**

The Hawaii State of Education (HIDOE) and its schools do not discriminate on the basis of race, sex, age, color, national origin, religion, or disability in its programs and activities. Please direct inquiries regarding HIDOE nondiscrimination policies as follows:

**ADA/Section 504 inquiries**

Krysti Sukita, ADA/504 Specialist  
Civil Rights Compliance Office  
Hawaii State Department of Education  
PO Box 2360  
Honolulu, HI 96804  
(808) 586-3322  
coco@notes.k12.hi.us

**Title VI, Title IX, and other inquiries**

Anne Marie Puglisi, Director  
Civil Rights Compliance Office  
Hawaii State Department of Education  
PO Box 2360  
Honolulu, HI 96804  
(808) 586-3322  
coco@notes.k12.hi.us



**PALOLO ELEMENTARY SCHOOL**

**STUDENT/PARENT/ADMINISTRATOR CONTRACT (Title I Compact)**

*We pledge to do our best to make our school and ourselves caring, responsible lifelong learners.*

**STUDENT'S AGREEMENT**

I will try my best to maintain the following six **GENERAL LEARNING OUTCOMES (GLO'S)**:

**GLO #1-** I am responsible for my own learning. Therefore, I will:

- Attend school daily and on-time
- Bring my signed planner, homework, and supplies to school daily.

**GLO #2-** I am able to work together with others. Therefore I will:

- Work cooperatively in the classrooms and on the playground

**GLO #3-** I am able to demonstrate critical thinking and problem solving strategies in all content areas- Math, Language Arts, Science, and Social Studies.

**GLO #4-** I am able to recognize and produce quality performances and quality products. Therefore I will:

- Demonstrate it on my homework and all of my school assignments
- Read for 20 minutes daily with a completed written response.

**GLO #5-** I am able to communicate effectively through the use of oral and formal language.

**GLO #6-** I am able to use a variety of technologies effectively and ethically by respecting the use of agreement in school setting.

Student Signature \_\_\_\_\_

**PARENT'S/GUARDIANS AGREEMENT**

I want my child to achieve. Therefore, I will encourage the following:

- Having my child go to school daily and on time.
- Talking with my child about daily learning's and school activities each day.
- Communicating with school personnel and teachers at meetings or conferences as a support to help my child achieve.
- Having my child complete homework assignments and signing the planner.
- Helping my child to achieve Hawaii Content Standards (HCPS) and Common Core Standards (CCS)by listening to my child read or reading to him/her for 20 minutes each day.
- Participating in various workshops to help my child achieve.

Parent Signature \_\_\_\_\_

**TEACHER'S AGREEMENT**

I will support my students and strive to do the following:

- Provide a meaningful and challenging standards based curriculum.
- Maintain an inviting and open line of communication with students and parents through the use of school planner, phone calls, newsletter, meetings, and conferences.
- Be supportive and relate positively with students and parents.
- Provide information regarding student progress.
- Monitor and encourage completion of class work and homework.

Teacher Signature \_\_\_\_\_

**PRINCIPAL'S AGREEMENT:**

I will support this contract and commit to the following:

- Provide a supportive and safe standards based school environment.
- Encourage positive and open communication between teachers, parents, students, and administration.
- Wok collaboratively with all role groups to improve student achievement and learning.

Principal Signature \_\_\_\_\_