

Honoka'a Elementary School  
45-534 Pakalana Street  
Honoka'a, HI 96727  
(808)775-8820  
www.honokaael.k12.hi.us

instagram:  honokaa\_elementary\_school

Honoka'a Elementary School

# PARENT/STUDENT HANDBOOK

## School Year 2023-24 ACKNOWLEDGEMENT PAGE

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45-534 Pakalana Street  
Honoka'a, HI 96727  
(808)775-8820  
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I have read this student/parent handbook with my student(s) and we understand the contents of this handbook and agree to its provisions.

- 1. Name of Student(s): \_\_\_\_\_ Grade: \_\_\_\_ Teacher: \_\_\_\_\_ Initial \_\_\_\_
- 2. Name of Student(s): \_\_\_\_\_ Grade: \_\_\_\_ Teacher: \_\_\_\_\_ Initial \_\_\_\_
- 3. Name of Student(s): \_\_\_\_\_ Grade: \_\_\_\_ Teacher: \_\_\_\_\_ Initial \_\_\_\_
- 4. Name of Student(s): \_\_\_\_\_ Grade: \_\_\_\_ Teacher: \_\_\_\_\_ Initial \_\_\_\_

Parent Name(s): \_\_\_\_\_ Signature(s): \_\_\_\_\_

Best Contact Phone Number : (\_\_\_\_)\_\_\_\_\_-\_\_\_\_\_ Text ok: YES NO (Circle)

KINDLY RETURN ON THE FIRST DAY OF SCHOOL  
THIS FORM TO BE KEPT IN A BINDER IN THE ADMINISTRATION OFFICE

Honoka'a Elementary School

# PARENT/STUDENT HANDBOOK

School Year 2023-2024

45-534 Pakalana Street  
Honoka'a, HI 96727  
(808)775-8820  
Fax: 775-8828

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

Principal: Rory Souza  
Vice Principal: Nathan Atkins  
SASA: Shawna Jardine  
Front Office Clerk: Joan Gour  
Title 1 /PCNC / Technology: Lisa Abarcar  
SSC: Judy Hinokawa  
Counselor: Robin Matsumura / Ext. 313-7213  
A+; Brenda McDonald: Ext. 313-7232  
School Health Aide; Laurie Yoneda: Ext. 313-7223  
Cafeteria: 775-8817

RORY SOZA  
PRINCIPAL



JANETTE F.L. SNELLING  
COMPLEX AREA SUPERINTENDENT

STATE OF HAWAII  
DEPARTMENT OF EDUCATION  
HONOKAA ELEMENTARY SCHOOL  
45-534 PAKALANA STREET  
HONOKAA, HAWAII 96727  
PHONE: (808) 775-8820  
FAX: (808) 775-8828

Dear Parents/Guardians:

We are excited to begin the 2023-2024 School Year! We look forward to working with your child and providing a rigorous standards-based curriculum for all the students who attend our school. This year we will continue with Wonders Language-Arts curriculum, Stepping Stones (K-5) Go Math (6<sup>th</sup>), and implementing strategies to support students. Second Step, our social-emotional curriculum will help support students in learning problem solving and social skills. We will talk more about these and other programs at our annual Open House later this month.

Please review all policies, guidelines and letters in the Honoka'a Elementary School Student/Parent Handbook. Some policies and/or procedures may have been revised.

We need your assistance in completing the following forms. Please use black or blue ink. Return all forms as soon as possible but no later than August 25, 2023

1. Emergency Cards (white card and purple sheet)
2. National School Lunch Breakfast Prog. Application: Although we are a CEP school, this information is used to determine pay status for bus riders. [EZmealApp](#)
3. Meal Deposit (envelope enclosed)-for second meal/s [www.ezschoollpay.com](http://www.ezschoollpay.com)
4. Handbook Acknowledgement form
5. Emergency School Closure Form
6. School Compact
7. McKinney-Vento Questionnaire
8. [Student Information Privacy Forms](#) (Mandatory pages 17&19) (Optional pages 23&27)

We expect that each child at Honoka'a Elementary School will be respectful, be responsible and be safe in all school settings.

Let us all work together to make this a productive and exciting year of learning! Should you have questions or concerns please feel free to contact me 775-8820.

Sincerely,

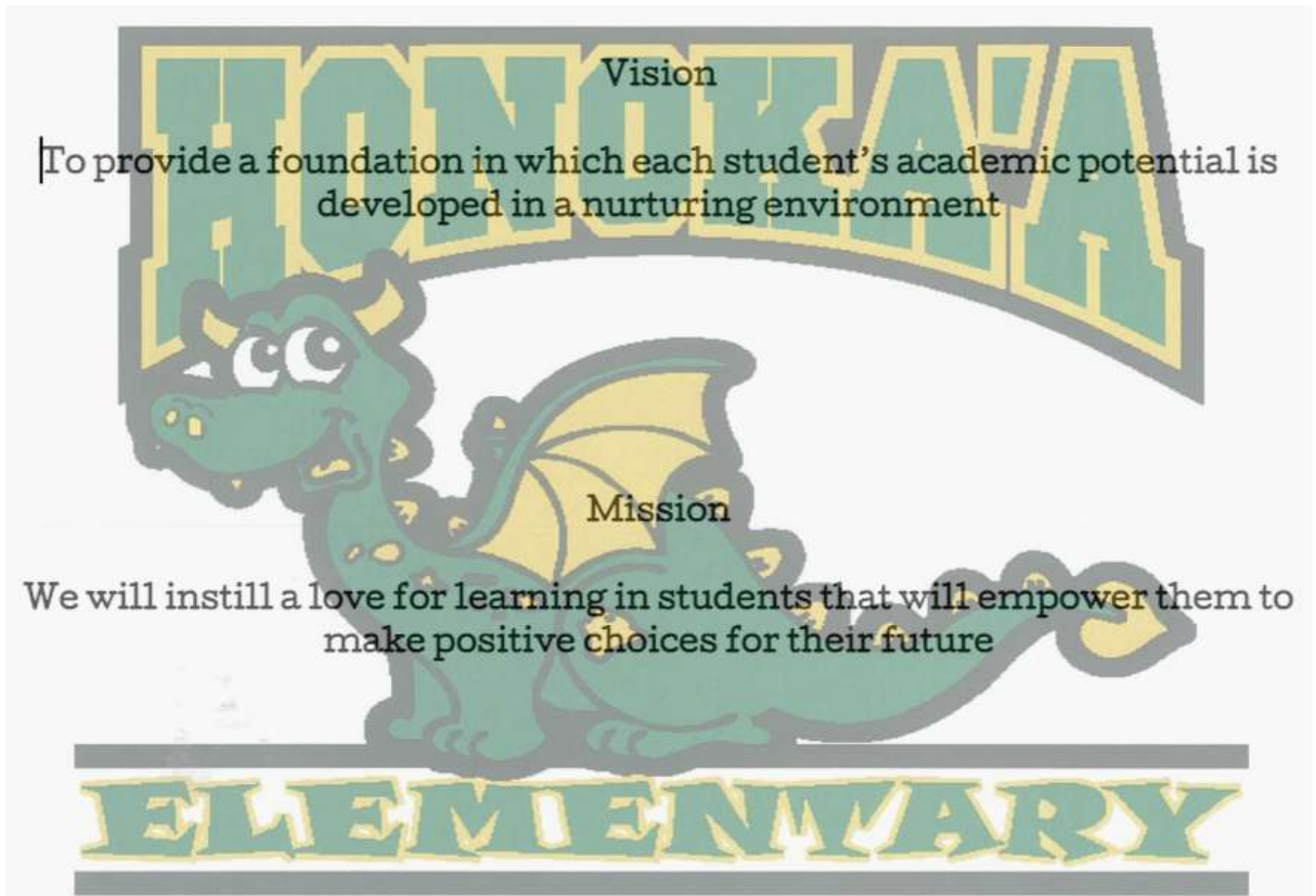
*Rory Souza*  
Principal

## I. Our Vision/Purpose

To provide a foundation in which each student's academic potential is developed in a nurturing environment.

## II. Our Mission

At Honoka'a Elementary School we will instill a love for learning in students that will empower them to make positive choices for their future.



Hawaii State Department of Education								
2023-2024 OFFICIAL SCHOOL CALENDAR								
Teachers' Work Year - 1st Semester: August 1, 2023 - January 5, 2024; 2nd Semester: January 8, 2024 - May 31, 2024								
Students' Work Year - 1st Semester: August 7, 2023 - December 21, 2023; 2nd Semester: January 8, 2024 - May 30, 2024								
	Su	M	T	W	Th	F	Sa	
<b>July 2023</b>	23	24	25	26	27	28	29	<b>1st SEMESTER - 89 Student Days (Ends December 21)</b>
	30	31	1	2	3	4	5	August 1: Teachers' First Day
<b>August</b>	6	7	8	9	10	11	12	August 1-4: Teacher Work Days (no students) 8/7 PC Day AED Training 8:30-9:15 / Magma Math 9:
	13	14	15	16	17	18	19	August 9: Students' First Day
	20	21	22	23	24	25	26	August 18: Statehood Day
	27	28	29	30	31	1	2	9/1 Deadline to complete Baseline iReady Diagnostic
<b>September</b>	3	4	5	6	7	8	9	September 4: Labor Day 9/5 Complex PC Day (Solution Tree)
	10	11	12	13	14	15	16	
	17	18	19	20	21	22	23	
	24	25	26	27	28	29	30	
<b>October</b>	1	2	3	4	5	6	7	
	8	9	10	11	12	13	14	October 9-13: Fall Break***
	15	16	17	18	19	20	21	10/16 School PD Day (Quarter 2 Planning Document E
	22	23	24	25	26	27	28	
	29	30	31	1	2	3	4	11/ 1,2,3 Parent / Teacher Conferences (*Nov 3 Pathw
<b>November</b>	5	6	7	8	9	10	11	November 10: Veterans Day (obs.)
	12	13	14	15	16	17	18	
	19	20	21	22	23	24	25	November 23: Thanksgiving
	26	27	28	29	30	1	2	November 24: School Holiday****
<b>December</b>	3	4	5	6	7	8	9	
	10	11	12	13	14	15	16	December 22-January 4: Winter Break****/****
	17	18	19	20	21	22	23	December 25: Christmas 12/21 Deadline to complete Fall iReady Diagnostic
	24	25	26	27	28	29	30	<b>2nd SEMESTER - 93 Student Days (Ends May 31)</b>
	31	1	2	3	4	5	6	January 1: New Year's Day
<b>January 2024</b>	7	8	9	10	11	12	13	January 5: Teacher Workday (no students)*
	14	15	16	17	18	19	20	January 15: Dr. Martin Luther King Jr. Day
	21	22	23	24	25	26	27	
	28	29	30	31	1	2	3	
<b>February</b>	4	5	6	7	8	9	10	
	11	12	13	14	15	16	17	February 16 - Hawaii Island Teacher Institute
	18	19	20	21	22	23	24	February 19: Presidents' Day
	25	26	27	28	29	1	2	
<b>March</b>	3	4	5	6	7	8	9	
	10	11	12	13	14	15	16	
	17	18	19	20	21	22	23	March 18-22: Spring Break***
	24	25	26	27	28	29	30	March 26: Kuhio Day 03/25 School PD Day (Quarter 3 Planning Document E
<b>April</b>	31	1	2	3	4	5	6	March 29: Good Friday
	7	8	9	10	11	12	13	
	14	15	16	17	18	19	20	04/19 Deadline to complete Spring iReady Diagnostic
	21	22	23	24	25	26	27	
	28	29	30	1	2	3	4	
<b>May</b>	5	6	7	8	9	10	11	
	12	13	14	15	16	17	18	May 27: Memorial Day
	19	20	21	22	23	24	25	May 30: Last Day for Students and Second Semester Ends*
	26	27	28	29	30	31	1	May 31: Last Day for Teachers
<b>June</b>	2	3	4	5	6	7	8	



**HAWAII DEPARTMENT OF EDUCATION  
Highly Qualified Teacher**

**School Year 2023-2024**

Dear Parents and Guardians:

As a parent/guardian of a Hawaii Department of Education student, you have the right to know the professional qualifications of the classroom teacher(s) and the educational assistant(s) who instruct your child. Federal law allows you to ask for certain information about your child's classroom teacher(s) and educational assistances(s) and requires us to give you this information in a timely manner upon request. You have the right to ask for the following information about each of your child's classroom teacher(s).

1. Whether the teacher has met licensing criteria and has earned the designation of Highly Qualified for the grade levels and subject areas in which he/she teaches. Core academic subjects include:

- English/language arts
- Mathematics
- Science
- Foreign Languages
- Civics and Government
- Economics
- History
- Geography
- Art

- 1 Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- 2 The teacher's college major, whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
- 3 Whether any teachers' aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like to receive any of this information, please contact our school office.

Mahalo,

R. Souza; Principal

**DR. JOSH GREEN**  
**GOVERNOR**

**KEITH HAYASHI**  
**SUPERINTENDENT**

**RORY SOUZA**  
**PRINCIPAL**



**JANETTE F. SNELLING**  
**COMPLEX AREA SUPERINTENDENT**

June 25, 2021 (Updated Governor and Superintendent June 2023)

Dear Parent or Guardian,

The Hawaii Department of Education and the Hawaii Department of Health partnered with us to test the drinking water for lead at Hawaii Elementary school. On June 04, 2021, samples were taken from all taps used for drinking or food preparation at Honoka'a Elementary School and tested for lead. Results have returned showing at least one (1) tap had levels of lead above the project action level of 15 parts per billion (ppb). The full results can be viewed at [health.hawaii.gov/WIIN/results](https://health.hawaii.gov/WIIN/results) by clicking the link for schools in our county and then searching by our school name.

An action level of 15 ppb was set for this project and any results above this action level requires the tap to be blocked from use until the problem can be corrected. The tap(s) that tested above the action level have been blocked off and will not be used until further evaluation is complete. Follow up testing will be done and the information from these results will be used to determine the best way to fix the problem. Options include replacement of the fixture or plumbing, converting the tap to a hand-wash only station, or permanent closure of the tap.

Because lead can be harmful to children even in smaller amounts, the Department of Health recommends schools with taps with lower levels of lead take corrective action to decrease the amount of lead present in the drinking water. Corrective action can include such options as:

- Flushing the water before use until a uniform temperature is reached (no less than 30 seconds)
- Using a filter certified to remove lead and periodically replacing filter cartridges
- Frequent cleaning of aerators
- Using the identified fixture for handwashing only and using bottled water for drinking/cooking
- Replacing the faucet or plumbing with certified lead free materials

Our school is working with the Department of Education and the Department of Health to solve these problems and minimize students' exposure to lead from drinking water.

Childhood lead exposure remains a concern for many of Hawaii's keiki as children can be exposed to lead from many sources in their homes and communities.

- If you are concerned about your child's potential lead exposure please contact your child's doctor to discuss blood lead testing.
- If you have general questions about childhood lead exposure please visit [lead.hawaii.gov](https://lead.hawaii.gov)

- If you have questions about this project or the results, please contact the Hawaii Childhood Lead Poisoning Prevention Program (HI-CLPPP) at (808) 586-4345 or visit the project webpage at [health.hawaii.gov/WIIN](https://health.hawaii.gov/WIIN).

Sincerely,

Rory Souza; Principal



DR. JOSH GREEN  
GOVERNOR  
  
RORY SOUZA  
PRINCIPAL



KEITH T. HAYASHI  
SUPERINTENDENT  
  
JANETTE F. L. SNELLING  
COMPLEX AREA SUPERINTENDENT

**STATE OF HAWAII**  
**DEPARTMENT OF EDUCATION**  
**HONOKAA ELEMENTARY**  
45-534 PAKALANA STREET  
HONOKAA, HAWAII 96727  
PHONE: (808) 775-8820  
FAX: (808) 775-8828

June 01, 2023

Dear Parents/Guardians, Faculty and Staff:

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA) which requires all primary and secondary school buildings to be inspected by AHERA accredited inspectors and to identify all asbestos containing building materials. In February 2001, Hawaii Administrative Rules Chapter 11-502 was adopted by the Hawaii State Legislature. These rules essentially mirror the requirements of the AHERA regulations. In both cases, the rule requires our school to notify parents, teachers, and employees of the presence and status of asbestos containing material in our school buildings.

The rule further requires the development of a management plan by an accredited management planner based on the findings of the inspection. An asbestos management plan was drafted based on our initial inspection and submitted to the Hawaii State Department of Health. The plan provides guidance on the methods used to maintain asbestos containing materials in a safe condition. The management plan is updated regularly as asbestos is removed or conditions change.

The initial inspection of our school was conducted a number of years ago and identified some asbestos containing materials. Since that time, most of the asbestos containing materials were removed during renovations. Honoka'a Elementary School continues to conduct the required periodic surveillance on the remaining materials, to ensure that the asbestos containing materials remain in good condition and do not pose a hazard to our students and staff. The triennial re-inspection took place at the end of May 2017 and the last internal inspection occurred in June 2023.

A copy of the management plan is on file in the administrative office and is available for your review during our regular school hours.

Sincerely,

*Rory Souza (e-sign)*

Rory Souza  
Principal



## HONOKA'A ELEMENTARY SCHOOL

### NOTICE AND REQUEST FOR MODIFICATIONS

If you are an individual with a disability, please contact the following personnel to make arrangements for accessibility to any school event at least 10 working days prior to the event. Reasonable efforts will be made to accommodate your request.

Principal	Rory Souza
Vice Principal	Nathan Atkins
School Secretary	Shawna Jardine
Office Phone:	808-775-8820
Office Fax:	808-775-8828

## Student/Parent/Staff Compact

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Parent/Guardian: \_\_\_\_\_ Phone: \_\_\_\_\_

### **Honoka'a Elementary Parent-Student-School Compact**

We know that students learn best at Honoka'a Elementary when everyone works together to encourage learning. This pledge is a promise to work together as a team. Together we can do it!

PARENTS / GUARDIANS	STUDENT	TEACHER	PRINCIPAL
<p>I want my child to achieve, therefore, I will do my best to:</p> <ul style="list-style-type: none"> <li>-Help my child attend school regularly, on time, and come appropriately dressed.</li> <li>-Ensure that my child eats a healthy breakfast.</li> <li>-Provide necessary school supplies.</li> <li>-Review work completed in school.</li> <li>-Talk with my child every day about his or her school activities, and homework assignments.</li> <li>-Encourage my child to set and reach goals.</li> <li>-Support school rules.</li> <li>-Communicate with teachers and attend conferences.</li> <li>-Attend all conferences / meetings for my child.</li> <li>-Volunteer in my child's classroom when possible.</li> <li>-Participate in decisions related to the education of my child.</li> <li>-Provide positive use of extra-curricular time.</li> </ul>	<p>It is important that I do my best to:</p> <ul style="list-style-type: none"> <li>-Attend school regularly, on time and appropriately dressed.</li> <li>-Come to class prepared with supplies needed.</li> <li>-Be responsible for my actions.</li> <li>-Complete class and homework assignments.</li> <li>-Ask questions when I do not understand something.</li> <li>-Listen and follow directions and classroom rules.</li> <li>-Raise my hand to speak.</li> <li>-Speak politely and cooperate with others.</li> <li>-Keep my hands and feet to myself.</li> <li>-Respect my parents, school staff, and other students.</li> <li>-Discuss with my parents what I am learning.</li> </ul>	<p>It is important that all students achieve, therefore, I will do my best to:</p> <ul style="list-style-type: none"> <li>-Create a safe and positive learning environment to promote academic knowledge and build self-esteem in my classroom.</li> <li>-Encourage good citizenship by showing that I care about the respect for all students and appreciate individual differences.</li> <li>-Provide meaningful homework to allow students to extend, enrich and reinforce learning.</li> <li>-Respect the cultural differences of students and their families.</li> <li>-Provide high quality curriculum and instruction.</li> <li>-Provide a supportive and effective learning environment that enable students to the state standards.</li> <li>-Use appropriate teaching strategies and materials for different learning styles.</li> <li>-Provide frequent reports to parents on their child's progress.</li> <li>-Ensure regular two-way, meaningful communication with family members.</li> <li>-Provide an effective and supportive learning environment.</li> </ul>	<p>I support this School's Compact and I will do the following:</p> <ul style="list-style-type: none"> <li>-Provide a supportive environment that allows for communications between student, parent, and teacher.</li> <li>-Ensure teachers have high quality curriculum that meets the needs of all students.</li> <li>-Provide a plan for Schoolwide Parent-Teacher conferences.</li> <li>-Ensure that parents have reasonable access to staff with opportunities to volunteer / observe.</li> </ul>
Parent Signature: _____	Student Signature: _____	Teacher Signature: _____	Principal Signature: Rory Souza

## Honoka'a Elementary Policies and Procedures

Welcome to Honoka'a Elementary School! These administrative policies and procedures are enforced to work towards the physical, social, and emotional well being of all students and staff while they are at school and/or participating in school activities.

### Academic and Financial Plans:

Each year the academic and financial plan is developed with the Faculty and Staff as well as the School Community Counsel (SCC) of Honoka'a Elementary School. The Principal receives input from all parties while generating both school documents. The plans are shared with the School Community Council each year before being submitted to the district for approval. Student growth and success is always at the center of our academic and financial plans.

Administrative Hours: The school office is open Monday through Friday from 7:30 am to 4:00 pm except holidays.

### Alma Mater:

*Beneath the calm blue azure skies  
Our Alma Mater lies  
The glorious creed we onward bear  
We will fail thee never*

*To highest goals we forward march  
With never failing vigor  
We're first and last and always for  
The Green and Gold forever*

*The Green and Gold our colors dear  
The Green and Gold forever  
We're one and all and always for  
The Green and Gold forever*

### A+ Afterschool Program:

A+ is an afterschool program on campus run by school staff. The A+ Director is Mrs. Brenda McDonald. A+ runs 5 days a week from the end of school until 5:30pm. Students in grades Kindergarten through grade six are eligible to apply for A+ services. Please contact the director for more information. You

may call them at (808) 775-8820. Parents are required to pick students up promptly after dismissal if students are not enrolled in A+.

**Attendance:**

Our school day starts at 8:00 a.m. and ends at 2:15 p.m. on Monday, Tuesday, Thursday and Friday and at 1:15 p.m. on Wednesday. The opening bell rings at 8:00 a.m. Students have till the 8:05 tardy bell to report directly to class. Any child arriving after 8:05a.m. must report to the office for a tardy slip before going to class. **Parents, please accompany the student to the office to explain the reason for tardiness.** Students should not be dropped off at the curb if they are arriving after 8:05am. Students with repeated tardiness will be referred to an administrator or counselor to review the tardy policy and the parent will be called. **Fifteen or more tardies or absences in one year may be referred to family court. Students with 30 or more absences may be retained if warranted.** Students may be dropped off in the morning at 7:30am. Students will need to be picked up by 2:30 pm on Monday/Tuesday/Thursday/Friday and 1:30pm on Wednesday. Any student not picked up by 4:00 pm will be a person in need of supervision and may result in police notification.

If your child is going to be absent from school, parents should notify the school by 8:00 a.m. at 775-8820. A note indicating the reason for absence needs to be provided to the school within two days after the last day of absence. Absences for "personal reasons" are not excused absences. Excused (note provided) and Unexcused (no note provided) absences all count towards a single absent total.

A total of 15 days of absences in a school year may result in the filing of a Petition for non-attendance with Family Court. If your child reaches 15 absences, you will receive a letter from the Principal regarding absences and possible family court referral. If you do not respond to the principal to plan for improving attendance, your child will be considered "chronically absent." Please note: students who leave school early at or before 11:30 am are considered "absent" in our attendance system. See "Leaving Early" section for more information. Please Note: Perfect Attendance means **NO** tardies or absences each quarter.

Please schedule family vacations during school breaks when possible. There are three breaks each year: October, December and March intercessions. Family

emergencies and other related trips may be approved by the principal, but absences will not be considered "excused." Families need to work with Teachers to account for missing work and arrange and make up plans prior to administrative requests. All requests to the principal should be in writing.

**Bell Schedules:**

7:30am	Campus Supervision Begins
8:00	Opening Bell
8:05	Tardy Bell/Homeroom Begins
8:15	Academic Block #1
9:45	Morning Recess
10:00	Academic Block #2
10:40-11:50	Lunch
11:50	Academic Block #3
2:15/1:15 on Wed	Closing Bell
2:15-3:00	Teacher Prep Period



**Staggered Lunch:**

Grade	Arrive at Café	Leave Cafe
K,4	10:40	11:10
1,5	11:00	11:30
2,3,6	11:20	11:50

## Beliefs at Honoka'a Elementary School

- A. We believe in the safety and welfare of others, so that: we Respect One's Self
- We discuss our problems,
  - We play appropriately,
  - We speak kindly,
  - We hand or pass things over in a safe and appropriate way,
- B. We are Responsible and:
- We request what we want or need and return it afterwards,
  - We maintain our beautiful campus, the furniture, equipment, and books and other instructional materials.
- C. We Respect others, so that:
- We cooperate,
  - We are courteous,
  - We listen attentively,
  - We care how others feel.

## Bus Transportation:

Bus Transportation is provided for students living outside a 1-½ mile radius from school. A bus application must be completed and submitted to the bus driver or administration office for all bus riders. The bus contractor is Roberts (966-7171) servicing Kalopa Homestead, Haina, Paauhau, Ahualoa, Kapuna Rd., Waipio Lookout, Kukuihaele, and New Stable areas.

## Calendar:

The official school calendar is provided at the beginning of our school handbook and available on our school website. If you do not have access to the Internet you may request a copy at the school office. School events and other important dates are located on the calendar links on our school website. In addition, when important events or activities are planned, flyers may be sent out and/or an automated message will be sent out to phone numbers and or emails we have on file for all families. Be sure to sign up for Class Dojo. It is our communication tool to give you quick, up to date information.

**Computer Use (School and Home):**

Students / Families may be assessed charges for damaged computers. The life expectancy of a computer is 4-5 years. The average computer will cost the school approximately \$250. If the computer cannot be repaired for a reasonable amount, we will adjust the assessed amount based on the age of the computer. Approximate cost would be \$62.50 per lost year of use.

**Change of Address and/or Telephone Number:**

If families change a telephone number or their address during the school year, parents must notify the school to update student records. This is imperative to ensure school safety and communication.

**Comprehensive Student Support Services (CSSS):**

The Comprehensive Student Support System (CSSS) goal is to respond to the broad range of student needs by providing students with comprehensive, coordinated, integrated and custom supports that are accessible, timely, and strength-based so they can achieve in school. An array of student support services is an inventory of programs and services designed to develop competent students. The focus is on prevention efforts that support student success.

**Counseling Services at School:**

Honoka'a Elementary has a full time counselor who provides a variety of services to students, their families and the staff at school. Counseling services support student achievement through academic, career, and personal/social-emotional counseling and instruction. Counseling services are provided through individual counseling, small groups, and classroom guidance. Parents and guardians are encouraged to contact the counselor, Mrs. Robin Matsumura if they have any concerns about their child (808) 775-8820. Honoka'a Elementary also has a School Based Behavioral Health (SBBH) Counselor on campus. Mrs. Josie Acob-Laurence works with students requiring additional counseling outside of the regular school-counseling program.

**Contraband:** Is defined as any item that is prohibited from possession or use on school premises because of disruption, potential for bodily injury and/or other undesirable reasons. *Contraband items include, but are not limited to* the following: Heelys shoes (with wheels in), kendama, toys, skateboards, golf balls,



personal ipads or ipods, **Pokemon cards, Pogs, Nintendo DS, kindles, roller blades/skates, portable radios, CD players, video cameras, cell phones, apple watches or similar communicative devices,** walkie-talkies, dice, e-cigarettes/vapes, candy, gum, sunflower seeds, and/or other food items not approved for student consumption on campus. Offensive pictures/literature and/or clothing, matches & lighters, and/or other items deemed by school officials as inappropriate for the campus. Honoka'a Elementary School and staff will not be responsible for lost/damaged contraband items brought to campus. Large sums of money and expensive jewelry should not be brought to school, nor will the school be responsible for the loss/damage of these items. Contraband items may be held by the school official until the end of the day, quarter, or semester for parent pick up. Contraband items WILL NOT BE given back to students to take home.

Usage Ban: Students are allowed to be in possession of the following items, but **may not use them on campus**. Use of these items is prohibited as experience has shown that they interfere with the teaching/learning process or campus safety. If used on campus, these items will be taken away and held by the school until picked up by parents from Administration:

- Cellular Phones, Smart Phones, Apple Watches, Smart Watches

Cell-Phone Policy: **Student cell-phones and Smartwatches are not allowed to be used on campus** and will be considered contraband. If necessary, and with permission, students may use the office telephone. If a student needs to have a cell phone in their backpack for safety reasons (to contact parent afterschool), the cell phone **MUST REMAIN** in the student's backpack and be turned OFF during school hours. School hours start when a student arrives to campus; and end when a student leaves campus. Devices that are in plain sight (ie: back pocket), ring, buzz, or play other notification sounds will generate a chapter 19 contraband referral and be confiscated and held by Administration for parent pick up.

**DARE**: Honoka'a Elementary is proud to participate in the DARE program. A School Resource Officer delivers DARE lessons to our 5<sup>th</sup> graders for ten weeks in the second semester each year. Whenever possible students participate in an annual DARE Day Celebration put on by HPD to celebrate their learning.

### **Dragon of the Month**:

Each month, teachers will select a student who displays good behavior (being safe, respectful and responsible) and who has excelled in practicing the focus of the month (ie: Respect for August). Administration has set a monthly focus that aligns with our Second Step Program that can be found in the section below

called (Social- Emotional learning). On the last Friday of the Month, Students are acknowledged with a special “lunch in the Cafeteria” where they can invite their parents or 2 family members or friends to join them. They also receive a student of the month ribbon and pencil. They are recognized again by their peers at our quarterly assembly. We encourage parents to make every effort to join us for lunch. Lunches can be purchased in the school office.

### Dragon Starrs:

As part of our School-Wide Positive Behavior Support System, and to acknowledge students who follow school wide expectations, any staff member gives Dragon Starrs to students “caught being safe, respectful or responsible”. Dragon Starrs can be collected and saved by students to purchase items from the school Dragon Starr Store.

### Dragon Store:

The dragon store is a place where students can redeem their dragon starrs for prizes, treats, school supplies, etc. Each classroom will receive a poster of all the items available. The teacher will collect the starrs and place the orders for each student by emailing Ms. Rapozo. The prizes will be delivered to the classrooms on Friday afternoons.



### Dragon Pa’ina / Field Days:

Pa’ina (or party) is a celebration at the end of every quarter to reward students. Students who have serious or repetitive Chapter 19 referrals may be prohibited from participation from this event. Fun events are planned for students and staff to celebrate together. Things that we have had include waterslide, jumping castle, popcorn/shave ice, going to the movies, concerts, etc. Please encourage your child not to get any referrals and to observe all school rules so they can celebrate with us at each and every Pa’ina / Field Day.

### Dress Code:

Student dress should not disrupt the educational process. When there is a dress code violation, the teacher will counsel the student and inform the parent. On the second offense, the student will be sent to the principal or vice principal. The student will be given appropriate attire to wear for the rest of the day. At the end

of the school day, the student can return to the office and change back into their clothing or wear the dress code clothing home, wash and return by the end of that week. Warnings will be afforded through administrative discretion. Repeated violations of these guidelines may result in a Chapter 19 Class D referral.

**Preferred School Dress:**

- Non-skid shoes or sneakers are recommended for daily school use
- T-Shirt
- Comfortable and Appropriate shorts, skorts, or pants that allow for safety while learning and playing at school

**Inappropriate clothing consists of:**

Ø Any shirt, blouse or dress that exposes the chest, midriff, belly button or buttocks

Ø Any backless shirt, blouse or dress (halter style and strapless included)

Ø Any tops / bottoms that expose undergarments (including bra straps)

Ø Any skirt, dress or shorts of less than mid-thigh (measure w/hand); should be around hand length taking into account that students will grow throughout the year.

Ø Any garment with mesh, fishnet material, holes, tears or see-through patterns that expose body parts or underwear. Purchased jeans that have holes are part of the "style" are acceptable provided no undergarments are shown.

Ø Any garment that advertises, describes, embodies or pictures alcohol products, tobacco products, unlawful drugs, sexual behavior, profanity, or violent behavior

Ø Except as a religious convention, hats or headgear worn inside school buildings or classrooms

Ø Bare feet

Ø High Heeled Slippers/Shoes (1 inch or more) or any type of shoe with wheels

Ø Sunglasses (unless used at recess or for medical condition outdoors)

\*\*\*Footwear is required on campus. Athletic type shoes are encouraged for field trips and while playing on black top surfaces/and during P.E. classes.

**Emergency Plans:**

In preparation in the event of a natural or man-made emergency requiring secured classrooms and buildings such as a hurricane, tsunami, trespasser, bomb threat, or release of an unknown substance into the air that threatens the health safety of our students and school personnel, our school has emergency response

plans developed. In the event of an emergency, your child will be cared for by our staff in accordance with school plans and guided by emergency response personnel such as the Hawaii County Police Department, Fire Department, Civil Defense and Emergency Medical Services. At these times, please cooperate by not rushing to campus, listen to the radio or television for information and instructions, avoid calls to the school so the phone lines are open for emergency responders and pick up your child(ren) at the regular dismissal time unless otherwise directed.

Should an event occur that requires the closure of school, the following procedure will be followed:

1. School officials, in consultation with the Complex Area Superintendent and the appropriate authorities, will notify parents/other designated adults about the school closure via the media, school website, synvoice system (calls/text/email).
2. Parents/other designated adults will be required to come to school/other designated area to pick up their child(ren).
3. Bus transportation may not be available. If it is available, we will not put students on the bus unless we have made contact with parents/other designated adult and are assured that someone will be available to meet the child(ren) when the bus arrives.
4. In the event that we are unable to contact parents/other designated adults, we will keep students at school, or other site if the school campus is unsafe, until such contact can be made.
5. STUDENTS WILL NOT BE RELEASED FROM SCHOOL TO WALK HOME.

### Enrollment & Transfer Procedures:

If a student will not be attending Honoka'a Elementary School because of change in residence since registration, please notify our office immediately. The office staff must prepare necessary information and a release for the student. Records will be sent directly to the new school upon their request.

### Executive Office of Early Learning (EOEL) Pre-School :

Honokaa Elementary was selected to house a state funded preschool class beginning in the 2014-15 school year. Applications can be picked up in the school office and are sent out for processing. Selection does not happen at the school level. Parents will be informed by the EOEL office of their eligibility and acceptance to the program. Once enrolled, the school office will disburse school level program information (packet) to parents. If you need more information about our state funded preschool please call the school office at (808)775-8820.

### Field Trips:

Field trips are an extension of the learning that takes place in school. It is our desire to have all students participate in field trips, however in the event that a student exhibits behavior that would not be conducive to the field trip an administrative decision will be made on a case-by-case basis.

Parents should completely sign and send in permission forms with exact cash or check by the date indicated on your child's field trip permission form. Make checks payable to Honoka'a Elementary. Field trip money will not be accepted after the deadline. There will be no refunds once payment is made. The state requires a charge for \$25.00 for service fees on returned checks. All payments must be made to the teacher responsible for the field trip.

Please be sure that covered shoes and school shirts are worn for field trips. If you do not have a school t-shirt please inquire with our school office to purchase one. If you cannot afford to purchase a new one, our Health Room may have used shirts to lend in your child's size.

### Financial Obligations:

Parents must take care of financial obligations for lost or damaged books, borrowed lunch/bus money, theft, vandalism, etc. Please settle all obligations no later than the end of the school year. All obligations should be paid in cash or money order. Returned checks due to insufficient funds will be assessed a \$25.00 service charge. Unpaid obligations will follow your child each year and until high school graduation.

\*Please see the school breakfast and lunch section for more information on obligations.

### Forms:

All forms should be completed in BLACK OR BLUE INK ONLY and returned in a timely manner. We ask that you observe all deadlines on paperwork to ensure timely school processing.

### General Learner Outcomes (GLO)

It is the mission of Honoka'a Elementary School to provide our students with a quality standards based education in a creative, challenging and nurturing environment that results in the maximum development of each child through the cooperative efforts of the entire

community. There are certain key elements and habits known as General Learner Outcomes that support students reaching this goal.

General Learner Outcomes are the essential overarching goals for all grade levels, from elementary through middle to high, and all of the academic disciplines, whether mathematics, career and life skills, health, or any of the seven other content areas. Every content standard and every benchmark and grade level performance indicator should support the learner's progress towards these outcomes because they enable learners to lead full and productive lives.

These General Learner Outcomes do not exist in isolation, but are an integral part of the school culture as demonstrated in daily classroom instruction and assessment. They are:

Self-directed Learner

The ability to be responsible for one's own learning

Community Contributor

The understanding that it is essential for human beings to work together

Complex Thinker

The ability to demonstrate critical thinking and problem solving

Quality Producer

The ability to recognize and produce quality performance and quality products

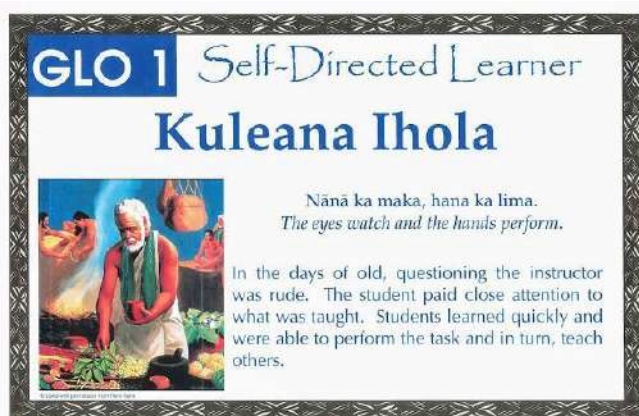
Effective Communicator

The ability to communicate effectively


Effective and Ethical User of Technology

The ability to use a variety of technologies effectively and ethically

At Honoka'a Elementary School, we are very conscious of our school culture that contributes to the learning environment. With this, we look to our values in support of the GLO's; and the values of timeless native Hawaiian practices. We will look to incorporate values in all that we do so that we are teaching the whole child, all of the time.



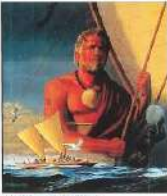
**GLO 2** Community Contributor  
**Mālama Kaiāulu**



*Kōkua aku, kōkua mai.  
Care is given and care is received.*

As we help others, we find help for ourselves. The Hawaiians lived in two distinct areas of the islands; those who lived near the shoreline and those who lived in the uplands. Groups traded with one another those goods only available in their own area. This system created a mutually beneficial relationship that supported subsistence living.

**GLO 3** Complex Thinker  
**Ho'okuano'o**



*Mai pono hana, hana pono.  
Don't be busy with frivolous work;  
do what you need to do.*

When the going gets tough the tough get going, it's been said. In life we are faced with challenges that must be overcome. The first step is to stop and think. At first glance, a problem might seem too difficult. However, if we think on it long enough, we will find the answer. Never give up!

**GLO 4** Quality Producer  
**Hana No'eau**




*Mai maka'u i ka hana, maka'u i ka moloā.  
Don't fear work, fear laziness.*

Ka hana no'eau or the well-crafted products Hawaiians made are still today great examples of exquisite craftsmanship. They took their time and were very critical; anything they made needed to be of fine quality.

**GLO 5** Effective Communicator  
**Kākā'ōlelo**

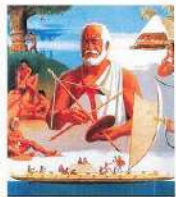
I ka'ōlelo nō ke ola, I ka'ōlelo no ka make.  
*In the word is life, in the word is death.*



The power of the word is easily demonstrated. When we have a poor outlook, we “see” everything in a negative way, and even the activities we enjoy are not the same. When we can reframe our situation, we “see” things in a “new light.” Being able to communicate is an important task of a member of a community. Understanding and being understood will help in any situation.

**GLO 6** Effective/Ethical  
Use of Technology  
**Kūpono Hana'ike**

Hele nō ka 'alā, hele nō ka lima.  
*Where the adz goes, the hand goes.*



As an aboriginal society, the Hawaiians made use of the resources around them to produce quality products. Today, technology is almost limitless. Users of technology must understand how it works to be effective. More importantly the user must appreciate how to use it to benefit others.

### Grading - Standards-Based:

For Elementary students, the Office of Curriculum, Instruction, and Student Support has developed a standards-based report card, which we use at Honoka'a Elementary School. This constituted a shift from the traditional A-B-C/1-2-3 report card. The new report card separates out behaviors from academics, and then grades academics according to the following criteria:

- ME - Meets with Excellence
- MP - Meets Proficiency
- DP – Developing Proficiency
- WB - Well below proficiency
- NA - Not applicable at this time
- SC - See teacher comments

Academics to be graded are Language Arts, Mathematics, Science, Social Studies, Fine Arts, Health, Physical Education, Computer Science and Career and Life Skills.



### Gifted & Talented Program (GT):

Honoka'a Elementary policy for Gifted and Talented includes annual assessment and identification of students who are eligible for GT services. In the first quarter of each school year, teachers collect data on students and make observations relevant to the referral for GT. If a teacher has students to recommend for GT; they inform the counselor no later than the last day of the first quarter. Parents may also request consideration for their child to be tested for GT as well. The school counselor completes testing no later than the end of the first month of the second quarter. If a student is eligible for GT, services are put into place. Depending on the number and grade levels of students identified; programming may look different each year. If you have questions about the GT program please call Counselor Robin Matsumura (808)775-8820.

### Guidelines for Student Behavior:

Please note that all school rules are in effect from the time a student arrives on campus until returning home at the end of the day. These rules are also in effect during all off campus school related activities, during A+, and while students are waiting for the school bus, being dropped off, and riding on the bus.

### SCHOOL RULES:

Be Safe  
Be Respectful  
Be Responsible

### STUDENT EXPECTATIONS:

Students are expected to:

- RESPECT the rights, feelings, and property of others, school facilities & materials.
- Keep campus clean from litter, & follow all classroom/playground/cafeteria rules
- Be polite, listen to the directions of all adults on campus.
- Use positive and appropriate language at school- no profanity.
- To walk carefully and quietly on the walkways and sidewalks; students are **NOT ALLOWED** to walk or play in gutters or swing around poles.
- To dress appropriately to learn and play safely at school.
- Keep their hands, feet and objects to themselves, (wrestling, kickboxing, martial arts, rough-house sports, or any form of inappropriate physical contact / fighting is **NOT ALLOWED** on campus).

- Bring healthy snacks to school; gum chewing and eating candy is not allowed at school.
- Most importantly, our students are expected to treat others with care and respect to support a positive learning environment. Honoka'a Elementary School does not tolerate bullying/teasing in any form. Students who feel bullied need to tell a teacher, counselor, vice principal or principal, or his/her parents so that we can help them. Bullying most often starts out as unwanted teasing and/or name-calling. This must be reported at once.

### TEACHER EXPECTATIONS:

- Teachers are responsible for establishing and implementing a classroom management plan that includes regular discussions on rules and expectations with students. This should include regular Class Meetings as implementation and instruction using **Second Step** lessons.
- Teachers are expected to utilize the Comprehensive Student Support Services (CSSS) systems and Positive Behavioral Intervention Systems (PBIS) to shape positive student behavior. Teachers will routinely model, teach and acknowledge students (dragon stars) for demonstrating school-wide behavioral expectations with compassion and aloha.
- Teachers will exemplify and demonstrate responsible behavior, follow all department rules, be fair, exercise good judgment and treat all students courteously and impartially. In order to be proactive, teachers are expected to establish firm and consistent classroom expectations to deter bullying.
- Teachers who observe or have knowledge that a student has committed a Class A & B level infraction must report their findings to the principal/vice principal.

**\*All School Staff Members Are Expected To Serve As a Positive Role Model for Students**

### PARENT EXPECTATIONS:

- Parents are expected to read, understand and support school procedures, policies and initiatives.
- Support the teachers, counselor, & administrator's efforts to enable their child(ren) to succeed at school. This means insisting that their child(ren) demonstrate appropriate respect to school staff members, fellow students, and their own families by being responsible student-citizens.

- Be involved in their student's education and ask their children about homework, sign student planners, provide time and space for students to do homework, ask how things are going at school, and communicate any concerns to their child's teacher, the school counselor or an administrator. We believe that student success depends upon a well-balanced partnership between home and school.

## *Chapter 19* **CLASSIFICATION OF OFFENSES**

### Class A Offenses:

Assault, Alcohol, Firearms, Burglary, Dangerous instrument/weapon, Marijuana, Terroristic threatening, Fighting, Drug Paraphernalia, Illicit Drugs, Robbery, Firearms, Homicide, Extortion, Property Damage/Vandalism, Intoxicating Substance Use, Sexual Offenses.

\*All class A offenses will generate police report to HPD

### Class B Offenses:

Disorderly Conduct, False Alarm, Harassment (verbal, physical, racial, sexual), Hazing, Theft, Gambling, Bullying, Cyber Bullying, Trespassing, Inappropriate use of Internet, Forgery.

\*Class B offenses may include a police report to HPD

\* We have a zero tolerance for bullying at our school. Bullying has a very specific definition and not all "teasing or name calling" is automatically considered bullying – however our administration is committed to addressing concerns in a timely fashion to ensure that bullying does not become a problem at school. Please communicate any concerns with your child's teacher and administration.

### Class C Offenses:

Abusive Language, Class Cutting, Insubordination, Laser Pen/Pointer, Truancy, Leaving Campus Without Permission (LCWOP), Smoking.

### Class D Offenses:

Contraband, Disrespect/Non-Compliance, Disruption, Dress Code Violation, Inappropriate Language, Lying and Cheating, Physical Contact, Property Misuse, etc.

Violation of other school rules: Gum Chewing, Eating Candy, Running on sidewalks/classrooms/cafeteria, Wearing hats in school buildings, sitting on

railings, swinging around poles, walking in the gutter, and playing in unapproved areas.

Classroom Teachers have the flexibility to use the following type of graduated response to discipline as appropriate for lower level offenses:

*1st Occurrence: Reprimanded and counseled by teacher – (using classroom discipline plan)*

*2<sup>nd</sup> Occurrence: Reprimanded by teacher & phone call home to parent*

*3<sup>rd</sup> Occurrence: Reprimanded by teacher & classroom discipline consequences given.*

*4<sup>th</sup> Occurrence: Chapter 19 referral sent to Administrator*

*\*To the greatest degree possible teachers are expected to work closely with parents/guardians towards reducing/eliminating inappropriate behaviors at school.*

*\*Support staff and recess supervisors will enforce school rules and refer all infractions directly to the office.*

We do expect our students to understand the rules and be able to manage their behavior. If students are referred to administration, consequences may include the loss of privileges. These privileges may include but are not limited to attending Field Days, Class / School Reward Activities, Sixth Grade Recognition, Excursions, JPO/Peer Mediator pool party that will be determined by an Administrator. This list is not exhaustive and may include other activities that occur at the end of the school year. We may also observe a “backwards suspension” model to support end of the year behavior.

**Off Limits Areas:** Sitting or standing idly in an area that has been designated by administration as off limits, or stopping frequently and lingering in areas during class time that are designated off limits. Off Limit Areas at HES:

Off limits campus areas:

- Back of buildings unsupervised or when going to the bathroom
- All bushes and trees
  - Large restrooms are outfitted with HALO detection devices that will detect any use of “vaping” as well as abnormally loud noises in the restroom and notify select campus personnel. This device has proved to be helpful in reducing unproductive behaviors in restrooms.
- Between portable buildings
- Bathrooms and areas fronting bathrooms except for proper and reasonable use, and only in designated bathrooms.
- Parking lots

- In classrooms unsupervised during recess
- Past the office counter (unless accompanied by a staff member)
- Certain playground areas not assigned to your grade level.
- On trees: No climbing or swinging on branches please.

### Backwards Suspensions/Fourth Quarter Rule:

During the fourth quarter, any student found to be in violation of any Class A or B infraction as defined by Chapter 19, will serve his or her regular day(s) of suspension plus be excluded from the end of the year celebrations. Those students who are suspended for a Class C or D offense will serve their regular suspensions(s) and will be in danger of being excluded from the end of the year celebrations (due to the nature of the offense.)

### WHEN RIDING THE BUS

- Except for ordinary conversation, students shall observe quiet conduct on the bus.
- Students shall stay in their seats while the bus is in motion.
- Students shall not throw waste paper on the floor of the bus.
- Students shall not have food or drinks on the bus.
- No part of the body shall be extended through the bus window.

All school rules (Ch. 19) apply to bus behaviors. Bus access is a privilege, not a right. Violation of school rules can/may result in the revocation of bus privileges

### Head Lice (UKU) Policy:

All students may remain in school regardless of the presence of ukus. Parents will be notified and information on home treatment will be sent home with the student. See attached letter:



RORY SOUZA  
PRINCIPAL



JANETTE F.L. SNELLING  
COMPLEX AREA SUPERINTENDENT

**STATE OF HAWAII**  
DEPARTMENT OF EDUCATION  
**HONOKAA ELEMENTARY SCHOOL**  
45-534 PAKALANA STREET  
HONOKAA, HAWAII 96727  
PHONE: (808) 775-8820  
FAX: (808) 775-8828

Date: August 09, 2023

Dear Parents:

For the 2022-2023 Academic School Year, the West Hawaii Complex Area will continue to implement the policy started two years ago to address ukus (head lice) in school. This policy is based on national recommendations from the American Academy of Pediatrics, Center for Disease Control and Prevention and National Association of School Nurses. Under this new policy, all students will remain in school regardless of the presence of ukus.

Keiki (children) being sent home for ukus has contributed significantly to chronic absenteeism and studies show that academic success is closely tied with keiki being present in school. Your keiki's education is important to us all.

The procedures that will be followed are listed below:

- The school health aide will inspect the hair of students who are showing symptoms of ukus.
- Once a student is noted to have ukus, a call will be made to parents.
- The student will be sent back to class and remain in school until the end of the school day.
- At the end of the school day, a note with information on home treatment will be sent home with your keiki.

**Facts About Ukus:**

- Ukus **DO NOT** jump or fly. They crawl.
- Ukus affect everyone equally.
- Having ukus is **NOT** a sign of poor hygiene.
- Ukus may be present for at least 1 month before you may notice them.
- Treatment is the **ONLY** way to get rid of ukus. This includes treating your home.
- Ukus are bothersome, but they are **NOT** harmful and **DO NOT** spread disease.
- They spread primarily through **DIRECT** head-to-head contact.

**Helpful Pointers:**

- Check your keiki's hair at least once a week and if ukus or nits are found, treat promptly. You can call your primary care provider for possible treatment solutions, some of which may be covered by insurance.
- The best prevention measures are to educate yourself and your keiki on how ukus spread and to treat as soon as they are found.
- Consider keeping your keiki's hair slicked back or tied up to help prevent infestation. Remember, checking your keiki's hair once a week at home will help keep ukus out of your home and our school community.

We appreciate your help as we launch this policy in the West Hawaii Complex Area. If you have any questions regarding this policy, please contact your principal at 808-775-8820.

Mahalo,

R. Souza

### Health Room:

When students become ill or injured at school they are sent to the health room. Should it be necessary for your child to leave campus due to illness/injury, only people listed on the emergency card will be allowed to pick up students. If no one from your emergency list is available and you designate someone via phone call to the Health Aide, the individual designated to pick up your child will be required to pick up the "Authorization to Leave Campus" form from the administration office and provide the office staff with a valid picture ID. Once this is complete, they will be directed to the health room for pick up of the ill/injured student. The designated person will then be required to sign in on the health room log at the time of pick up. Please plan accordingly and inform pick up persons of our policy.

### Student Medication:

Any student requiring medication during school hours will require proper paperwork from the Department of Health, physician and school. Medications should be given at home as much as possible unless there are reasons, provided by the physician, why it must be given during the school day. Medications for daily, routine, and/or life threatening conditions may be administered during the school day. Antibiotics, analgesics and over-the-counter medications will not be administered at school. Medications must be in the original containers with students' names on the prescription in order for proper administration. No exceptions will be made to the policies regarding medication dispensing at school. Please inquire with our Health Aide should you need assistance with this.

### Healthy Foods at School:

Honoka'a Elementary School is committed to promoting healthy eating habits at school to support student's ability to learn and thrive at school. We currently participate in the Fresh Fruits and Vegetable Program (FFVP) and serve students a fresh fruit or vegetable snack 1-2 times each week at morning recess. We are open to having "celebrations" with occasional "treats" – but generally at school we expect that students bring and consume healthy foods at school.

Students should bring healthy snacks only. These might include fruit, vegetables, yogurt, crackers, applesauce, etc. They are not allowed to bring any candy, soda, canned juices / carbonated beverages, or large bags of chips

to share. These items will be considered contraband and could result in a Chapter 19 referral. *We ask that parents monitor and plan accordingly to send healthy snacks to school.* The same ideas apply to school home lunches. Please do not send candy, chips, carbonated beverages or sugary canned juices in student lunches. \*see school lunch policy for more details.

#### Holiday Celebrations: (May continued to be modified for Covid 19)

The focus at school should always be student learning and achievement, although we do recognize the need for celebration. Holidays are a traditional time for celebratory practice and as a school will allow reasonable celebration at school.

Halloween: A school-wide Halloween parade generally happens toward the end of the school day on Halloween or the closest day to Halloween. Class parties will be allowed for the last 30 minutes of the school day on Halloween if it falls on a school day. Snacks including cookies, cupcakes, brownies, etc. will be allowed in moderation. Candy and/or candy canes are not to be consumed at school; but children may take them home if provided as a special treat.\*Student costumes must be appropriate for school and not include any weapon props (swords, guns, knives, etc). They must not be "gory" or include blood or weapons; alcohol or drug related themes.

Thanksgiving: The spirit of giving and being thankful is celebrated in many classrooms in the month of November. Staff and students have two days off to celebrate Thanksgiving with their families at home. Class parties are not allowed. Special requests for additional activities may be approved by an administrator.

Christmas: As a school, the Winter Program is to recognize the hard work of our students. Class parties will be allowed school-wide and take place after lunch on the last day before Winter Break. Candy and/or candy canes are not to be consumed at school; but children may take them home if provided as a special treat.

Valentine's Day: Special events may be planned at school to celebrate the "aloha" felt on Valentine's Day that may include exchanging valentine's or treat bags for students to take home. Class parties will not be allowed.

\*Families are welcome to bring in treat/goodie bags for holidays – however please understand that students will not be allowed to open them at school; teachers will distribute them at the end of the day and students will enjoy them at home.



\*Parents who do not want their children to participate in Holiday type celebrations should inform the classroom teacher so alternative activities can be planned.



SPECIAL NOTE TO ALL:  
DUE TO SEVERE ALLERGIC REACTIONS – NO PEANUT BUTTER or TREATS CONTAINING PEANUT BUTTER SHOULD BE SENT TO SCHOOL. PLEASE INQUIRE WITH THE CLASSROOM TEACHER WHEN PREPARING CLASS TREATS AS TO WHETHER OTHER ALLERGIES MAY EXIST IN YOUR CHILD’S CLASSROOM.

### Homework Policy:

The main purpose of homework is to reinforce the learning that has occurred in school. This practice is highly dependent on the development of self-discipline, which is associated with good work and study habits. Homework also teaches a child to be responsible. *Homework provides a vital link between home and school*, thereby giving parents insights into a school’s philosophy, curriculum and objectives. It also extends the time available for formal learning.

Homework alone does not improve growth or academic achievement, it must be coupled with effective instruction at school. When school and home work together, children develop lifelong study skills, self-discipline, and independence.

At Honoka’a Elementary School, homework is given to students at all grade levels on a regular basis as an extension of the instructional program. Parents should expect that nightly reading is a standard daily Homework assignment.

For homework to be of maximum value to the student, it is very important that parents cooperate with the school and support the teacher by:

1. Checking and Signing the Homework Planner every day
2. Providing a quiet place and designated time to complete homework
3. Providing basic materials such as proper lighting and basic supplies such as paper and pencil
4. Encouraging students to turn homework in when due and helping with projects as needed
5. Communicating with the teacher when problems arise or students are having difficulty at home with the assignments

Honoka'a Elementary School takes the responsibility for:

1. Assigning carefully planned homework at the child's ability level and around concepts that have been taught in the classroom
2. Assuring that the homework assignment is explained and understood
3. Communicating with parents whose children do not complete assignments
4. Providing feedback to students about their performance on homework assignments in a timely manner

Students are responsible for:

1. Writing down all assignments in the homework planner (grades 1-6)
2. Listen carefully to instructions and ask questions if they don't understand
3. Pack their backpack with books and materials needed to complete homework
4. Keep their binders and backpacks clean and organized so they can find things easily
5. Do their best, write neatly, and stay organized
6. Turn in assignments on time daily

If a student repeatedly does not complete his/her homework, the teacher may do the following:

1. Conference with the student
2. Provide opportunity to make up work (before/after school or recess)
3. Contact parent about concerns
4. Work with the Counselor to explore possible interventions to support student

### Homework Requests:

Students normally have homework daily. When absent, students may select something to read at home for 15-30 minutes and if grades 1-6; complete a reading reflection piece on binder paper, one sentence per grade level (ie: 2 sentences for 2<sup>nd</sup> graders). Additional homework will be sent home upon return of the absence. If the absence is an extended absence (3 or more consecutive days), a request for homework can be called into the office. If called in by 9:00 a.m., it will be available for pick up in the school office by 3pm the next afternoon. Please call 775-8820 to make homework requests.

### Junior Police Officers (JPO):

Our school has JPO's (grades 5 and 6) that walkabout the campus in the mornings from 7:30 to 7:55 and afterschool from 2:15 to 2:30 to help encourage safe walking and to remind peers of school rules. School Resource Officer Blake Ragocos will coordinate with Administration to lead this program. Our JPO's will be learning valuable citizenship qualities while participating in the program. JPO's are expected to be model students; any JPO that has more than one referral may be dismissed from the JPO program for at least one quarter.

### Leaving Early:

Students who leave early must get a pass to leave campus from the main office. Parents need to go to the main office to sign the student out. The main office will call the classroom to have the student released to the office for pick up. Students will meet parents at the office. Parents are not to go directly to classrooms to remove students. Any student who leaves campus before 11:30 am is considered absent for the day.

### Leaving the School Campus during School Hours:

Should it be necessary for your child to leave campus during the school day, the parent or authorized person must sign out the child in the administration office. For security reasons, if you decide to phone in your request, the individual designated to pick up your child must be on the child's emergency card. This person will also be required to show a valid ID before the student is released. Pick up persons may not go directly to the classroom to pick up students. Students are NOT allowed to walk off campus without being signed out by a parent/authorized pick up person. Please plan accordingly. Our school policy is that once students arrive on campus in the morning they are not allowed to leave. Students who leave for any reason are breaking school rules and infractions will be handled as a Chapter 19 offense.

### Lost and Found:

The lost and found box is located in M17, see office for assistance. All lost and found items will be discarded at the end of the year. We encourage parents to use a permanent marker to label all outerwear (i.e.: Jackets) as they are the most commonly "lost" items.

Lunch Menu:

Monthly school breakfast and lunch menus can be found on the office counter. Menus are also posted on the school website.

Morning Arrival Routine:

Parents are invited to utilize the parking lot/ drop off area on Puakalo Rd. (the old gravel road) to alleviate Pakalana street traffic for all morning drop offs and pick ups to promote student safety.

Supervision is available at this drop off location to assist students. Parents are discouraged from dropping off at the old kindergarten round-a-bout as there will be no supervision provided there.

Parents may drop off curbside at the cafeteria if students will report directly to the cafeteria,

however, we encourage you to utilize the new parking/drop off so that students are greeted by our staff upon arrival. There are absolutely no drop offs allowed on Puakalo Rd. (yellow gate/fence area). This area is not safe as it is now a lined-two way street with traffic. Students darting out into traffic to meet parents have been a major safety concern and HPD will be monitoring to ensure that there is no parking/stopping/dropping off or picking up along that roadway. Please help us by using the new drop off area in the parking lot and informing your family and friends who may come to campus as well so they keep our students safe. Please do not park in the lot behind our cafeteria – those stalls are all assigned to Elementary and High School staff. When parents park in these stalls, it results in staff being late to work and compromises supervision of students on campus. Thank you for your cooperation.



Supervision on campus begins at 7:30am in the cafeteria. At 7:30 breakfast is served. Following that students are released from the cafeteria and allowed to go to their classroom buildings where supervisors are present and wait for teacher's to open the doors. School begins at 8:00am each day.

Traffic patterns, dropping off and picking up students, parking, crosswalks.

- First & foremost, DRIVE SLOWLY by the school and especially slowly on campus. Safety is our first priority.
- There should be absolutely NO DROP OFFS at the back fence area off Puakalo Road. This is not a safe drop off. HPD will be monitoring compliance with this.

- Parking. There is NO PARKING in the DROP OFF ZONES or on Puakalo Street at all. DO NOT LEAVE YOUR CAR UNATTENDED, not even for “just a minute.”
- PICK UP: Students should be picked up from the new parking lot off Puakalo Street as well as on Pakalana Street. There is after school supervision available there. Please DO NOT block the flow of traffic by picking up in unauthorized areas. There are NO pick ups at the back fence area at Puakalo Street. This is not a safe pick up area.
- Walking or riding a self-propelled vehicle to school is healthy. Students need to be safe the entire route and pay special attention to street crossings. Regardless of which crosswalk used, students should MAKE EYE CONTACT WITH ANY DRIVER BEFORE CROSSING and be certain the driver STOPS before stepping off the curb.
- If students travel to school via a self-propelled vehicle (bike, skateboard, scooter or any other “wheels,”) they should get off the device and WALK across the crosswalk. Using any self-propelled vehicle is NOT allowed on campus. The use of safety helmets for bike riders is required by state law. Bikes and skateboards must be checked in at the school office for storage during the day; they are not allowed in classrooms.

### Online Resources:

The school website has a wealth of resources for students, parents and staff. We encourage families to visit our website often for updates and current events happening at school. If you do not have access to the internet at home you are welcome to visit our school office to view our website on a school laptop.

### Orientation / Open House:

Each year an Open House is planned to welcome families into our school. All parents are encouraged to attend so they have the opportunity to meet the classroom teachers, support staff and administrators. Teachers share about the learning that will take place throughout the school year. There is a Principal’s Address where you will hear about school wide goals, meet the school staff, and have an opportunity to give parental input on school programming. Please make every attempt to join us for your child’s Open House!

### Parent Request for Teachers to complete forms:

If parents have a form that needs to be completed by a teacher or staff member, please give it to the office clerk to be delivered to the teacher/staff member and allow seven calendar days for it to be completed. Please DO NOT interrupt teachers in class to discuss forms. If you need to meet with a teacher regarding the form, please make an appointment to meet before or after school.

### Parent Involvement Policy:

Honoka'a Elementary is grounded in the mission and vision of the school. We feel strongly that parent involvement is key to ensuring that the mission and vision is carried out. It is our desire for parents to be involved daily in school and homework – asking questions about the school day and about learning taking place. We would like all parents to have a working relationship with the classroom teacher that supports the goals for their child's learning. It is also our hope that parents will attend all school functions including: Open House, Parent-Teacher conferences, Family Nights, School Performances, etc.

In addition to regular involvement, we would like to see parents as volunteers in the school. Please see the "Volunteers" section for more information on volunteering at school.

### PCNC:

Honoka'a Elementary has a Parent Community Networking Coordinator (PCNC). Mrs. Lisa Abarcar helps to develop a sense of community in and among the home, classroom, school and the neighborhood. PCNC's create and strengthen caring networks for parents, school, staff, students and classrooms. The PCNC works with teachers and administration to produce parent events, special school activities and recruits school volunteers.

### Photo Policy at School:

Honoka'a Elementary School uses student photographs, names and grade levels to post positive and celebratory messages on the school website, social media (twitter, facebook, and instagram), school bulletin boards and school yearbook. By signing the handbook acknowledgement page you are giving permission for your student to appear on these platforms. If you do not want your child's picture, name and grade level to be published please submit a letter to the Principal.

### Playground Safety Expectations:

Playground safety/expectations are based on safe and careful use of fields and equipment. On-duty supervisors are there for your safety and well being. Please respect their warnings and requests.

Snacks: Only healthy snacks are to be eaten in school- no candy, gum, or soda.

- Eat only when allowed under teacher or adult supervision.
- Rubbish is to be disposed of properly in trash containers.

- Asking others to share their snack is not acceptable.

**Balls:** Balls or toys from home are prohibited. Each class is issued balls that they may use during recesses.

- Balls are never bounced on lanais or walkways in front of classrooms or in buildings.
- Balls and equipment may be used only when an adult is supervising.
- Balls that go beyond the fence, on the roof, in trees, or in off limit areas are to be retrieved by adults only.
- Misuse of balls/equipment resulting in damage to the item or injury to student and adults is prohibited.
- While on the blacktop, covered shoes are encouraged. Anyone needing shoes to play basketball, may check with the school office to borrow a pair for recess.
- While playing 4-square, we do not slam the ball.

**Playground Equipment:**

- No running and chasing while on equipment and landing.
- One at a time down the slide, the right way from top to bottom.
- No climbing to the top of the rail.

**Playing:** "Playing" is defined as all participants enjoying an activity

- "Disrespect" is when this is not happening and it is not playful.
- All playing stops at the sound of the bell or whistle.
- Hard contact and rough play (as defined by the staff on duty) are unsafe and prohibited.
- There is no such thing as "pretend" or "play" fighting – and there is no fighting allowed
- Tackle type games such as football or wrestling are unsafe and prohibited.
- We use bean bags for hopscotch - no rocks please.
- Lower grades Slope- two finger tag is played on the lower slope and hula hoops on the upper slope; no sliding or rolling down the hill.
- Lower grades dodge-ball - adults will coordinate safe dodge-ball games and balls are thrown below the waist.
- Upper grades Kickball - no sliding, chasing, stealing bases; and we tag the runner carefully. Upper grades Volleyball- 8 players per side, no hanging on nets/poles.

- Upper grades basketball - use jerseys and teams of 5 only with subs on the court.

### Peer Mediators:

The school counselor is in charge of the peer mediator program. Peer Mediators are student helpers who are trained and choose to spend their recesses (on a rotational schedule) helping peers solve problems. Peer mediators must be model students that display the qualities of problem solvers and the desire to help others. Any peer mediator who receives a behavior referral will be dismissed from the peer mediator program for at least one quarter.

### PSAP:

PSAP is an early intervention program designed to help children in grades K-3 who need additional support adjusting to changes. Anyone can make a referral for PSAP services. Parents with concerns may request services for their child by contacting the teacher or school counselor. We currently have a full time Educational Assistant, Aunty Dela on staff that serves as the PSAP Aide. The school counselor oversees the PSAP program and works directly with the PSAP Aide to ensure services are in place for identified students.

### Report Cards:

Report cards are sent home with the students following the end of Quarters 1, 2, and 3. The fourth quarter report card will be mailed home.

### SSC-Student Services Coordinator:

Each public school in Hawaii has a SSC to serve as the entry point for Comprehensive Student Support System (CSSS). The role of the SSC is to help direct those with needs and concerns about support for a particular student. If you have concerns about your child's academic, physical, or emotional development, the SSC can work with you to explore options for identifying and meeting any special needs your child may have. Judy Hinokawa (SSC) can be reached at 775-8820.

### Special custody arrangements:

If there are any special custody arrangements or prohibitions due to divorce, separation, or other family situations, parents/guardians *MUST inform the school and submit a copy of supporting documents* (i.e., TRO, legal documents that limit access or visitation, or prevent removal of the student from the school



campus by a party). Informal parent requests, that are not accompanied by a legal document cannot be enforced. We also cannot honor legal agreements without a copy on file. If you have such a document, please provide a copy for the student's cumulative folder. When there is any questions about this policy please speak directly to an administrator.

### School Breakfast/Lunch Service:

Honoka'a Elementary has an automated meal system. This year we will continue to be a "CEP" school. This means that all students do not need to pay for their first breakfast or lunch meal. The system allows you to prepay your child's breakfast and lunch meals for second entrees. Individual student accounts are created for children enrolled at HES. This account is like a debit / checking account. Checks or cash deposits are made to the account by parents. The cost of the meals that your child purchases during the day will be deducted from the account. Please fill out the white envelope in the office to make a deposit to your child/children's account(s) prior to the first day of school if your child would like to have a second meal or entree. All Elementary Students are encouraged to take a lunch at our school. Families may also choose to send home lunches with their child that include healthy food choices.

### **\*Federal Meal Program Application:**

Applications to qualify for the Federal Meal Program are sent home on the first day of school. Although we are on "CEP" status, this application can be used to assist with other areas such as bus. More applications are available at the school office. One application per household is sufficient. Office staff will notify parents of eligibility status. Students who were deemed eligible the previous school year will be eligible the first month of school until the applications are processed. Students who become ineligible must begin paying full price for their meals.

*PRE CEP (Your child's lunch status will remain the same as last school year for the first (30) days of this school year. A new lunch application must be submitted prior to the (10) day period for your child's lunch status to continue on free/reduced status. If no application is received prior to this date, your child's lunch status will revert to full price status. For parents who have "Direct Certification" Letters, you are approved for free lunch status. Please provide the school with a copy of your letter. If you have an incoming kindergartner, the child's name must be listed on the Direct Certification Letter. If the letter does not list all the children in your family, you will need to submit a lunch application.*

*Parents will receive a “Notification of Approval or Denial” indicating your child’s lunch status and effective date after approval by the State. A new application should be completed at any time during the school year if your financial situation changes.)*

Special Note: CEP or Community Eligibility Provision is in its 4th year of a 5 year term. The 24-25 school year will be our last year of the CEP program for HES. At that time we will revert back to determining paid, free, or reduced status through the school breakfast / lunch application process.

Breakfast is served from 7:30 – 7:55 a.m. Second lunch entrees are \$2.00 for ALL students. Minimum payment must be made in advance. Adult breakfast will be \$2.40 and adult lunch will be \$5.50. We will NOT accept any money in the lunch line. Cash, checks or money orders are accepted at the office during business hours. Checks or money orders should be made payable to “Honoka’a Elementary”. All payments received by 8:00 a.m. will be credited to your child’s account by 7:00 a.m. the following day. It is best to make a deposit into your child’s account in advance to avoid any problems. You may also sign up on [www.ezschoollpay.com](http://www.ezschoollpay.com) to make online deposits into your child’s account.

If your child is allergic to milk, please provide your own drink. Sodas and sugary drinks are not allowed.

### School Records:

Under the “Family Educational Rights and Privacy Act” (FERPA), parents, guardians and eligible students (age 18 and over) have the right to inspect and review the student’s education records within 45 days of the day the school receives a request for access. Parents, guardians, or eligible students should submit a written request to the school principal that identifies the records they wish to inspect/review. The principal will make arrangements for access and notify the parent, guardian or eligible student of the time and place where the records may be inspected. Parent, guardian or eligible student may request that school officials explain and/or interpret the records. They can obtain copies of records at their own expense. The cost shall be for reproduction only.

### School Supply List:

School Supply Lists are developed at the end of each school year and sent home via class dojo. Lists can also be found on the school office counter or on the school website. If you cannot afford something on the school list, please inquire with the school counselor about support available.

### Search of Students:

Whenever the administrator, or designee, receives information, or suspects that a student is in possession of illegal, harmful materials, and/or contraband, he or she is obligated to make a reasonable search to see if such materials actually exist. This is an issue of safety and security/welfare for our entire student body. Note: The principal, or designee, does not need a search warrant or prior parent approval before initiating a search. Items discovered in a search may be used in school disciplinary actions and/or be submitted to the Hawaii County Police Department.

### Student Code of Conduct:

1. Regular Attendance – Students are expected to attend school regularly and to attend classes.
2. Punctuality – Students are expected to be on time for school classes.
3. Work Habits – Students are expected to be prepared for and to participate in class to meet performance standards, have the necessary class materials, and complete class/homework accurately and on time, and to prepare for quizzes, tests and examinations.
4. Respect for Self & Others – Students are expected to be honest, behave with dignity and treat others with respect and courtesy. Behavior of the individual should not interfere with the rights of others. This includes the use of appropriate language, actions and attire. Students are expected not to harass others verbally and physically. Students are expected to come to school free from the influence of tobacco products, alcohol or drugs. Students are expected not to use or possess such substances.
5. Respect for Authority – Students are expected to comply with all school rules and to obey all laws. Students are expected to respond in a respectful manner to all adults while under the jurisdiction of the school and while participating in school-sponsored activities.
6. Respect for Property – Students are expected to treat all property belonging to the school and to others with care.

7. Freedom from Fear – Students are expected to contribute to a safe school environment free from fear. Acts of violence, weapons and contraband are never acceptable.

#### School Community Council (SCC):

SCC meets monthly virtually, alternate meeting sites may be used also. If you are interested in becoming a part of the SCC or attending a meeting, please call HES Office at (808)775-8820 or check our school website calendar for upcoming meeting dates.

#### School Lunch Policy:

All Elementary Students are encouraged to take a lunch at our school. Students may eat a school lunch or pack a home lunch. Students should not bring a snack in place of lunch as this creates situations of students asking for and sharing food when a snack is not enough. Please help us to ensure that your student understands the school lunch policy and has a healthy lunch each day to allow for optimal learning throughout the school day. If you need help with the application for free/reduced lunch, please call our school office.

#### Sixth Grade Recognition Day:

To celebrate the accomplishments of our 6<sup>th</sup> graders as well as send them off as they transition to middle school – we plan and provide recognition and activities at the end of the school year dedicated to them. This day may include things like water activities, free play basketball, photo booth, a dance and certificate ceremony. This event is a student-centered celebration and is not a graduation. A simple lei for students is encouraged, however elaborate displays, balloons and “leis up to the ears” are discouraged.

#### Social-Emotional Learning:

We use a curriculum called “Second Step” in all grades (prek through 6th).

*The evidence-based Second Step Program includes everything schools need to integrate social-emotional learning (SEL) into their classrooms and schoolwide. Using the Second Step curriculum has been shown to decrease problem behaviors, and it's designed to promote school success, self-regulation, and a sense of safety and support.*

Our school counselor will also be using Second Step’s Bullying Prevention curriculum this year with grades K-6.

*Based on the latest field research, the Second Step Bullying Prevention Unit teaches Kindergarten–Grade 5 students how to recognize, report, and refuse bullying.*

**POLICY 305-10**

**ANTI-HARASSMENT, ANTI-BULLYING, AND ANTI-DISCRIMINATION AGAINST STUDENT(S) BY EMPLOYEES**

The Department of Education strictly prohibits discrimination, including harassment, by any employee against a student based on the following protected classes: race, color, national origin, sex, physical or mental disability, and/or religion. In addition to the above protected bases, the Department of Education strictly prohibits any form of harassment and/or bullying based on the following: gender identity and expression, socio-economic status, physical appearance and characteristic, and sexual orientation.

A student shall not be excluded from participation in, be denied the benefits of, or otherwise be subjected to harassment, bullying, or discrimination under, any program, services, or activity of the Department of Education.

The Department of Education expressly prohibits retaliation against anyone engaging in protected activity. Protected activity is defined as anyone who files a complaint of harassment, bullying, or discrimination; participates in complaint or investigation proceedings dealing with harassment, bullying, or discrimination under this policy; inquires about his or her rights under this policy; or otherwise opposes acts covered under this policy.

The Department of Education shall develop regulations and procedures relating to this policy to include personnel action consequences for anyone who violates this policy.

[Approved: 02/17/2015 (as Board Policy 305.10); amended: 06/21/2016 (renumbered as Board Policy 305-10)]

Former policy 4211 history: approved: 02/21/2008

### Telephone and Telephone messages:

The school telephone is available for school business and emergencies only. (Parents are urged to make arrangements with their child before they leave home in the morning for after-school pickup and after-school activities.) You may utilize the school planner for reminders. Parents, please limit your calls to school for emergencies only. During instructional time no calls will be forwarded to the classrooms except for emergencies; messages will be taken and delivered to students between 2:00-2:15 each day/1:00-1:15 on Wednesdays. Students are not permitted to answer classroom telephones for any reason. This is a safety and security practice to ensure an adult answers all calls.

### School Issued Books:

Care of books: The student is responsible for the textbooks assigned to him/her until the teacher recalls the books. Books assigned to students and left in the classroom or anywhere else on campus are still the responsibility of the student. All textbooks are to be protected with book covers. Bindings are fragile; books need to be handled with care at all times.

Payment for lost and damaged books: In 1978, the Governor signed into law a bill which states, "Any pupil found to be responsible for loss, destruction, breakage, or damage to school books, which shall include library and textbooks, shall make restitution to the school in any manner including the payment by the pupil or the pupil's parents of the actual replacement costs of the books." (From Sessions Law of Hawaii passed by the Ninth State Legislature; Regular Session 1978, Act 84, H.B. No. 490, Section 298-5.)

At Honoka'a Elementary School, the classroom teacher, with final approval of the principal, does assessment of damages incurred. Charges are issued accordingly. Lost books or badly damaged books that are not usable are charged to the student's account at the current replacement cost. With your assistance, we believe we can extend the lifespan of books and instill a sense of responsibility and concern for school property in our students. Thank you for your cooperation and support!

### Title 1 School:

Honoka'a Elementary is a Title 1 School. Title 1 funding is allocated to the school and used to support school-wide academic goals and student achievement. If you would like more information on Title 1 at HES please inquire with the school office.

### Visitors:

FOR SECURITY REASONS ALL VISITORS ARE REQUIRED TO CHECK IN AT THE ADMINISTRATION OFFICE AND PROVIDE A PICTURE ID. While on campus visitors must wear a visible visitor pass. Any visitor who does not follow this visitor policy and/or does not conduct themselves appropriately will be asked to leave and may be prohibited on campus thereafter. Visitors are not allowed to roam campus.

### Volunteers:

The main purpose of organized school volunteer programs is to enhance the capacity of our school to support student learning. Volunteers supplement and enhance the role of professional school personnel and provide help that the school might not otherwise have or be able to afford.

An "occasional-service volunteer" is any person who offers to provide a one-time on call or single task service to an agency without receipt of any compensation.

A "regular -service volunteer" is any person engaged in specific voluntary service activities on an on-going or continuous basis to an agency without receipt of any compensation.

An administrator must approve all volunteers on campus. Any regular volunteer will be required to complete a criminal background check and interview with an administrator prior to volunteering. Once approved, a volunteer orientation will be conducted with the volunteer and the "volunteer code of conduct" will be reviewed and must be signed by the volunteer before volunteering may begin.

Weapons:

Weapons are not tolerated at school. This includes pretend, toy, or airsoft and bb gun type weapons. It also includes pocket knives and any other items that have a blade. Please ensure that your child understands that consequences for bringing a weapon to school are very very serious.

HAWAII GUN FREE SCHOOLS ACT

Under the Department of Education's Chapter 19 (Hawaii Administrative Rules), any student who brings a firearm to school "shall be excluded from attending school for not less than one calendar year." This misconduct will result in an automatic one year suspension with an appeal to the State and Deputy Superintendent of Education.

As stated in Chapter 19 (Hawaii Administrative Rules) "Firearm" means:

- Any weapon (including but not limited to a starter gun, shotgun, air guns, which includes BB guns, pellet guns, paintball guns, or crossbow or any other instrument which will or is designed to or may readily be converted to expel a projectile;
- The frame or receiver of any such weapon;
- Any firearm muffler or firearm silencer; or
- Any destructive device. The term "destructive device" means: Any explosives, incendiary, or poison gas: bomb, grenade, rocket having a propellant charge, missile having an explosive or incendiary charge, mine, or similar to any device described in the preceding clause;
- Any type of weapon, which will, or which may be readily converted to expel a projectile, including but is not limited to a weapon that expels a projectile by action of an explosive or other propellant; or
- Any combination or parts either designed or intended for use in converting any device described above and from which a destructive device may be assembled.