

Pa‘auilo Elementary & Intermediate School

**PARENT/STUDENT
HANDBOOK**

School Year 2018-19

ACKNOWLEDGEMENT PAGE

Pa‘auilo Elementary & Intermediate School

43-1497 Hauola Road

Pa‘auilo, HI 96776

(808)776-7710

www.paauiloschool.org

I have read this student/parent handbook with my student(s) and we understand the contents of this handbook and agree to its provisions.

Name of Student(s): _____ Grade: _____ Teacher: _____

Parent Name(s): _____ Signature(s): _____

Best Contact Phone Number : _____ Text ok: YES NO (Circle)

KINDLY RETURN BY 08/16/18

THIS FORM TO BE KEPT IN A BINDER IN THE ADMINISTRATION OFFICE

Pa‘auilo Elementary & Intermediate School

PARENT/STUDENT HANDBOOK

School Year 2018-19

PA‘AUILO ELEMENTARY & INTERMEDIATE SCHOOL

43-1497 Hauola Road

Pa‘auilo, HI 96776

Phone (808) 776-7710, Fax (808) 776-7714

Website: www.paauiloschool.org

Principal: Mrs. Michelle Barber
Vice Principal: Mrs. Felicia Friend Linton
SASA: Ms. Laurie Diego
Front Office Clerk: Ms. Adah Mattos
Registrar & SSC Clerk: Mrs. Renee Saito
Registrar: Mrs. Karla Miranda
Curriculum Coordinator: Mrs. Karla Miranda
Student Services Coordinator: Mrs. Elizabeth Adams
Counselor: Mrs. Montana Tsubamoto
School Health Aide: Mrs. JoAnn Dias-Cabreros
Head Custodian: Mr. Arnold Sugiyama
Cafeteria Manager: Mr. Alan Kaohimaunu
Parent/Community Network Coordinator (PCNC):
Ms. Donna Ito-Villafuerte

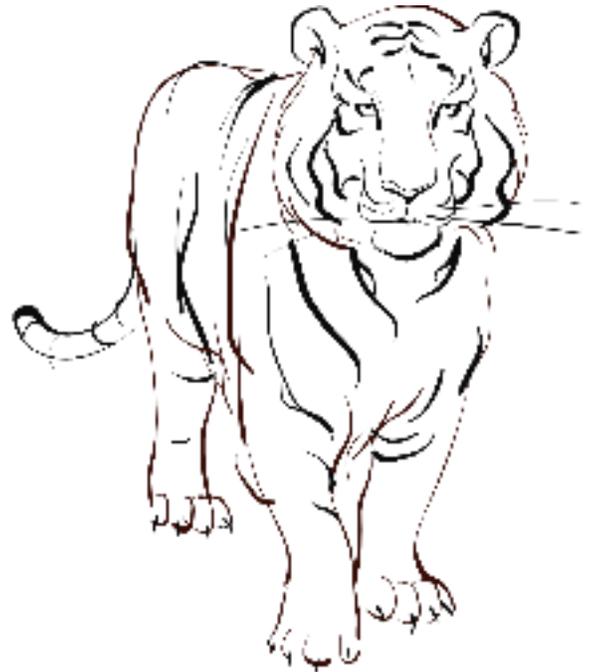


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DAVID Y. IGE
GOVERNOR

MICHELLE BARBER
PRINCIPAL



DR. CHRISTINA M. KISHIMOTO
SUPERINTENDENT

ARTHUR SOUZA
COMPLEX AREA SUPERINTENDENT

STATE OF HAWAII
DEPARTMENT OF EDUCATION
PA'AUULO ELEMENTARY & INTERMEDIATE
P.O. BOX 329
PA'AUULO, HAWAII 96776
PHONE: (808) 776-7710
FAX: (808) 776-7714

August 7, 2018

Dear Parent(s)/Guardian(s):

This parent/student handbook includes information about Pa'auilo School's operations, opportunities, contacts, academic and behavioral expectations as an educational institution. Here are some highlights:

- Behavioral expectations for students from the State law (**Chapter 19**) are the **school rules** that must be followed for a successful learning environment to be in place. You and your child(ren) should be familiar with them and comply with these community norms. Please note that the loose, colored page of the handbook is the acknowledgement form to return to the school with parent/child signatures.
- **Report cards** are sent home with elementary students following the end of Quarter 1, 2, 3. The fourth quarter report card and all middle school report cards will be mailed home. Please be sure update your records if your address or phone numbers change. It is crucial for us to have current contact information on file.

Pa'auilo Elementary and Intermediate School staff and administration want to work closely with parents/guardians. We welcome your partnership in the education of your child(ren). You may call 776-7710 or visit the school to schedule a conference with teachers, counselors, or administrators regarding any concern you or your child(ren) have.

Sincerely yours,

Michelle Barber
Principal

I. Our Vision Statement

Preparing the next generation with core values.

Environment:

We strive to provide an environment of mutual respect, where everyone has a positive attitude and takes a general interest in student success.

Curriculum & Instruction:

We strive to teach the whole child where learning is engaging, interdisciplinary and standards driven. Pa‘auilo School has an active school garden that provides place based and hands-on STEM learning for our school community. Our focus is collaborative learning and teaching where Teachers work together to connect different content areas while students engage in relevant, rigorous and differentiated learning experiences.

Assessment:

We strive to use multiple types of assessment to guide our instruction in order to get the best picture of where a student is performing and where they need support. Learning is visible through displayed student work and the criteria for assessment is aligned to the standards. Feedback is used to help students improve their work and it comes from a variety of sources including self, peers and teachers.

II. Our Mission Statement

At Pa‘auilo School we operate under a set of core values that will enable students to define success for themselves in order to achieve their goals. We teach students to communicate effectively, think critically, be resilient, have hope and belief in themselves and to be able to meet any opportunity with confidence.

III. Our Core Values and Beliefs

CURRICULUM: What we teach.

- How to care for self & others
- All academic disciplines are valued equally
- Place and community based curricula
- Vocabulary instruction
- Metacognition
- Flexible
- Exciting and enjoyable
- Directly connected to the way students are held accountable
- Common core & HCPS III
- Teaching to standards
- Hands on
- Social emotional
- STEM
- College & Career Ready

INSTRUCTION: How we teach the curriculum

- Diversity
- Hands-on
- Real world application
- Differentiation
- Collaborative learning
- Student discussion
- Disciplinary
- Facilitation, not dictation
- Think about thinking
- Arts integration
- Personal connection
- Knowing your students
- Relevance to students' lives
- Rigor
- Consistency (K-9)
- With enthusiasm, conviction & understanding of what students need & what matters

ASSESSMENT: How we assess learning.

- Appropriate challenge
- Tiered accountability
- Alignment to what is being taught
- Appropriate frequency
- Assessment to drive instruction
- Multiple types (traditional, authentic – project, problem, verbal)
- Teacher holistic assessment should be valued
- Daily quick check
- Student feedback
- Peer or self-assessment

ENVIRONMENT: How each person treats every other person.

- Respect
- Compassion
- Positive attitude
- Safe place
- Kind & caring
- Trust
- Patience
- Genuine interest in student success
- Clear norms for varied locations (school-wide)
- Clear expectations
- Collaborative environment (teachers & students)
- Growth mindset
- Consistency
- Valuing each person's contributions & talents
- Respect rights & differences

IV. Family Involvement Policy

Pa'auilo School recognizes that a child's education is a responsibility shared by the school and the family. We, therefore, welcome and encourage family involvement. We actively seek family representation at our SCC (School Community Council) meetings. We pledge to promote meaningful two-way communication, to establish programs and practices that reflect the needs of our students and their families, to provide for family participation in decisions that affect their children, and to build supportive partnerships between the home and school to improve student learning and achievement. We encourage parents to take an active role in their child's learning. Please join us for all family events, parent workshops, student conferences, etc. PTSA is also another way families can get involved. Please contact our PCNC, Donna Ito-Villafuerte, for more information on how you can get involved at school.

V. School/Parent Compact

Parent's/Guardian's Agreement

I want my child to achieve and I will encourage him/her by doing the following:

- See that my child attends school regularly and on time;
- Communicate regularly with my child's teacher(s)
- Attend all conferences/meetings for my child
- Volunteer in my child's classroom when possible
- Encourage and be aware of my child's learning;
- Provide positive use of extra-curricular time
- Participate in decisions related to the education of my child
- Support the school in its discipline plan;
- Establish a schedule and provide a quiet/lighted place for study;
- Review and sign my child's student planner/communication log at least once a week; and
- Provide/replace school supplies as needed (pencils, paper, glue, crayons, etc.).

Student's Agreement

It is important that I do my best and I will do the followings:

- Attend school on time with a positive attitude about learning;
- Complete daily homework during study time;
- Return all assignments on time;
- Follow classroom and school rules.
- Be alert and ready to work and learn with pencils, paper, and school supplies;

Teacher's Agreement

It is important that students achieve and I will do the following:

Provide high quality curriculum and instruction

- Provide a supportive and effective learning environment that enables students to meet the state standards
- Use appropriate teaching strategies and materials for different learning styles;
- Provide a positive classroom environment;
- Provide frequent reports to parents on their child's progress
- Guide and counsel students according to his or her needs;
- Ensure regular two-way meaningful communication with family members
- Use a variety of activities to make learning meaningful;
- Provide assignments and answer questions related to assignments;

Principal's Agreement

I support Paauilo School's compact and I will do the following:

- Provide a supportive environment that allows for communications between student, parent, and teacher;
- Ensure teachers have high quality curriculum that meets the needs of all students.
- Provide a plan for school-wide parent teacher conferences.
- Ensure that parents have reasonable access to staff with opportunities to volunteer/observe
- Ensure teachers provide classroom instruction that accommodates the needs of all students;
- Provide professional/personal development opportunities for school community groups to learn; and
- Provide a safe environment for everyone to work, learn, and play.

We welcome parent input in the school compact. To provide input please attend a School Community Council (SCC) meeting. Dates for the SCC meetings can be found on the school's website: www.paauiloschool.org

VI. General Learner Outcomes (GLO)

It is the mission of Pa‘auilo 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 preschool through high school, and encompassing all academic disciplines. Every content standard 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.

Self-directed Learner – “Kuleana Ihola”: The ability to be responsible for one’s own learning

Community Contributor- “Malama Kaiaulu”: The understanding that it is essential for human beings to work together

Complex Thinker- “Ho’okuano’o”: The ability to demonstrate critical thinking and problem solving

Quality Producer- “Hana No’eau”: The ability to recognize and produce quality performance and quality products

Effective Communicator – “Kaka’olelo”: The ability to communicate effectively

Effective and Ethical User of Technology- “Kupono Hana’ike”: The ability to use a variety of technologies effectively and ethically

VII. Pertinent Information for Parent(s)/Guardian(s)

A. Administrative hours: 7:30 a.m.- 4:30 p.m., Monday-Friday. Closed weekends/holidays.

B. Campus restrictions: Contrary to popular notion, public schools are not public parks. Public schools are closed during non school hours. All guests to the campus during school hours must first sign in at the main office and receive a pass.

C. Custody arrangements regarding your child: If there are legal custody arrangements or prohibitions due to divorce, separation, or other family situations, the parents/guardians *need to inform the school and submit a copy of supporting documents* (i.e., TRO, court orders, etc. that limit access or visitation, or prevent removal of the student from the school campus by a party). Be advised that the school cannot enforce informal agreements, nor can we honor agreements without a copy on file. Please direct questions or concerns to administration.

D. Dress Standard: Anything worn that interferes with learning is not allowed at school and will be considered a dress code violation. Students wearing “inappropriate” clothing will call home to get a change of clothing or be required to change into an alternative choice of dress provided by the office. Inappropriate clothing includes, but is not limited to:

- Any clothing not following the philosophy of the school
- Hemlines shorter than the end of the child’s fist
- Gang symbols; bandanas or “color”, or gang related attire
- Head apparel worn indoors, including sunglasses

- Any type of clothing that exposes underwear, cleavage, midriff, belly-button, buttocks, bare back.
- Strapless tops or tops w/thin straps (1 inch minimum, ie. No Tube Tops)
- Any garment that is “see through”, mesh, fish net material, holes, tears or see through patterns that exposes an area of bare skin or underwear
- Any garment that advertises, describes, embodies, or pictures alcohol products, tobacco products, unlawful drugs, profanity, violence, illegal activities or sexually offensive matter.
- For safety purposes, students should have footwear on every day. No heels higher than 2 inches should be worn.
- On PE days, students are safest if they wear athletic shoes to school during PE time. For PE, playground ball games, and field trips, closed-toe shoes are optimal.
- Footwear should be worn at all times for your protection when on the playing field and are required for field trips.

School Spirit Days:

- Monday – College Monday (AVID initiative) – we wear any college or college team attire!
- Wednesday – School Shirt Days
- Fridays – Aloha Friday! Wear your Aloha wear!

We will randomly survey classes for participation; classes with good participation are eligible for prizes and drawings. Please note, Pa‘auilo School T-Shirts can be purchased at the school office. If you cannot afford a school t-shirt, please discuss this with the Principal.

E. Early Release of an individual student: If you need to pick your child up early, you must sign them out at the front office and document the reason for the early release. Only authorized persons may pick up students. Parents must wait at the school office while the office staff calls for the student and not report directly to their child’s classroom. Students will report to the office to meet parents. Teachers will NOT release students unless contacted by office staff as this system is designed with your child’s safety in mind. Please do not ask staff members to disregard this procedure. Please allow enough time for this process when planning to remove a student during school hours. We do ask that you schedule appointments after lunch if you must take them out of school allowing them to spend as much time in core subjects as possible.

F. Financial Obligations: Final Report cards will NOT be released to students who have unpaid fees or obligations to the school until payment is received. Students may also be excluded from on campus activities if they have outstanding financial obligations. Families moving out of state will need to pay cash (not by check) for outstanding financial obligations. Please understand that student obligation balances follow them if they transfer schools and until graduation if not paid. Students will also not participate in extra-curricular activities if they have outstanding obligations.

- **Textbooks.** Students are issued textbooks for which they are responsible for the care of and return to the school. The cost of the textbook varies by grade level and subject area, ranging from \$50-\$100/textbook. Families will be responsible for replacing lost or damaged texts.
- **Library/classroom books/materials.** Students use other books and materials as well. They are also responsible for the care and return of these items. The library clerk will notify parents of missing books and their costs, as well as classroom teacher or office for missing/damaged materials or books.
- **No Lunch Loans.** Lunch loans are no longer allowed. However, the school will not deny any student a meal. When a student does not have sufficient funds in their meal account, a cafeteria or alternative meal will be given and a call will be made for the parent to come in and pay for the meal given. If you are having trouble paying for meals and are in financial need of assistance, send a home lunch with your child and consider applying for free or reduced lunch fees under “School Meal Program”. Until eligible, parents are responsible to cover their student’s meal costs.

- **Bounced checks.** The Department of Education's policy states that there is a \$25.00 charge for checks returned for insufficient funds or closed accounts. If this happens, you will be required to pay the amount of the check and the \$25.00 charge in cash, with a cashier's check, or money order.

G. Health Concerns: Health Room: The health room is located in the B Building. Students are required to get a pass to go to the health room from their teacher unless they incur a recess injury. If your student needs to leave campus due to illness or injury, you will be called by the health aide. If you cannot be reached, a person listed on your emergency card will be called. Authorized persons picking up students from health room may proceed to the health room to sign students out. In a true emergency, you will be contacted immediately after 911 has been called.

Medicine at School: Regulations dictate that all medications for students can *only* be administered after the form SH-36 is filled out by the doctor and the parent has returned it to the health room. Arrangement must be made for a parent/guardian or an authorized adult to bring the medication to the health room otherwise. Students must take their medication in the health room. Students should not be carrying medication around with them or self-medicating.

Head Lice (Uku) Policy: The policy implemented in the 2016-17 school year and continuing this year to address head lice(ukus) is based on national recommendations from the American Academy of Pediatrics, Center for Disease control and Prevention, and the National Association of School Nurses. Under this policy, all students will remain in school regardless of the presence of ukus.

The following procedure will be implemented:

- 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 the child

Facts about Lice (ukus):

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

Helpful Pointers for Parents:

- Check your child'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 promptly.
- Consider keeping your child's hair slicked back or tied up to prevent infestations. Remember, checking your keiki's hair once a week at home will help keep ukus out of your home and our school community.

H. IDs: If students are issued a school ID and lose them, an ID can be replaced for \$5.00. Otherwise, a student can do community service for the school to cover the cost of replacement IDs.

I. Notification of changes to telephone numbers (parents & emergency contacts): Please update your phone numbers with our school office if there are ANY changes. The school must be able to reach parents/guardians or their designated emergency contacts in the event of illness or injury.

J. Open House: Open House is held in August. This is an opportunity for parents to meet their child's teacher(s) and become more familiar with the campus and learning environment. Please see the calendar for the exact date of Open House this year.

K. Parent Communication: The school attempts to keep parent/guardians informed about their child's progress in a variety of ways, including our Annual Open House, parent-teacher conferences, phone calls, emails, texts, letters, flyers, the phone messaging system, our school website and we added a PCNC position to aid in communication between home and school. The PCNC sends out monthly newsletters filled with valuable information about what is happening at Pa'auilo School and updates our school website often as well as coordinates the planning of family events.

L. Primary School Adjustment Project - PSAP: Pa'auilo provides a variety of services through a Comprehensive Student Support System (CSSS). PSAP is a lower level service, intended for mild concerns with young students in general education classrooms K-3rd grade. The PSAP EA(Educational Assistant) helps children and families with adjustments concerns that occur commonly in the course of a child's development. The goal of the project is to provide a short-term intervention to help children work comfortably and successfully in the regular classroom setting. For questions about PSAP please call the school counselor.

M. Report Cards: Report cards are sent home with elementary students following the end of Quarters 1, 2, and 3. All middle school report cards, mid-quarter reports and elementary fourth quarter report cards will be mailed home.

N. School Community Council - SCC: Our SCC is a group of people elected by their peers to advise the principal on matters that affect student achievement and school improvement. Their primary focus is to participate in the process that ensures that the needs of all students are addressed in the overall education plan for the school. The council helps to monitor implementation of the school academic and financial plan. The council is comprised of members from six groups: administration, classified staff, certificated staff, students, parents and community. The SCC meets monthly and all are invited to attend. Please watch for meeting days and times on our school website along with agendas and minutes.

O. School Hours: A warning bell rings at 7:55am daily. School starts promptly at 8:00 am. Students should be inside their classrooms at 8:00 am, ready to learn. Students who arrive at the classroom after 8:00 am are tardy. If tardy, the student must report to the office for a tardy slip. Students who arrive at the classroom after 8:00 am without a tardy slip will be sent to the office to get one. Please do not ask teachers to disregard this procedure. When the office is unaware that a student had arrived late, parents will receive an automated phone call from the school after 10:00 am stating that their child is absent. School is dismissed at 2:15pm, and 1:15 pm on Wednesday. For safety reasons, students should vacate campus 15 minutes after dismissal. There is no adult supervision for students after that time. Students who are enrolled in A+ or specifically assigned to tutoring or

after-school services need to report promptly to their programs. All others need to leave campus and go home after school, whether they walk, ride the bus, or get picked up. The office staff does not supervise children and parents should not rely on them doing this. If students are left behind and we cannot reach you, police assistance may have to be called for “person in need of supervision.” Should you have an emergency, because emergencies happen, please call our office immediately and inform us so we can respond accordingly.

P. School Telephones: Arrangements for after school activities should be made prior to coming to school. Planning ahead helps the students to feel comfortable and it helps the school to run more smoothly. Messages from parents/guardians that come in during the day will be placed in the teacher’s office mail box which are checked after-school. Teachers will try to check messages prior to the end of the day, but the parent/guardian should **not** depend on this due to teacher’s instructional responsibilities. We do not call classrooms during instructional hours unless a student is going home or for emergencies. *Please avoid calling with last minute messages for students, there is not always someone available to deliver messages.*

Q. Student Services Coordinator - SSC: Each public school in Hawaii has a SSC to serve as the entry point for a Comprehensive Student Support System (CSSS), mentioned above under “PSAP.” 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. Please contact the SCC for more information or if you have any questions.

R. Teacher and staff contact: The main phone number for Pa‘auilo School is 776-7710. With the current phone system teachers do not have voicemail and calls are not forwarded to classrooms during instructional hours. Teachers can be reached before and after school hours. All messages for teachers are left in their office mailboxes, which are checked at the end of each school day. You may also reach teachers at their DOE email, which is standard format of `firstname_lastname@notes.k12.hi.us` or via our school website.

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

- DRIVE SLOWLY near the school and especially while on campus. Safety is our first priority.
- DROP OFF: we have a ONE WAY school entrance that wraps around in a circular drive and exits out one way. You may drop off your children at the stairs just past the cafeteria or fronting the fire lane (pulling up parallel – not forward which causes you to reverse to leave. This causes traffic jams.) Be mindful of the crosswalk from the parking lot to the campus and yield to pedestrians. Exit slowly, using the circle loop, paying close attention to cars and pedestrians as you leave.
- PARKING: There is NO PARKING in any drop off zone or the fire lane. DO NOT LEAVE YOUR CAR UNATTENDED, not even for “just a minute.” If you want to walk your child on campus, you must park in a marked stall first.
- PICK UP: All of the above procedures apply to picking up students as well. You may NOT block the flow of traffic. Students must be picked up from school no later than 15 minutes after the end of the school day.
- 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. When using the crosswalk, students should MAKE EYE CONTACT with any driver BEFORE CROSSING and be certain the driver STOPS before stepping into the crosswalk. The use of safety helmets for bike riders is required by state law. All bikes,

skateboards, scooters, etc. must be left in a safe and secure place designated by the teacher. Or left in the main office.

T. Visitors on campus: In order to provide a safe environment for our students and staff, all visitors to campus are required to check in at the main office and will be given a visitor's pass that must be displayed at all times. Unauthorized persons on campus will be directed to the office to check-in. Please do not go directly to classrooms during school hours, even if just to drop off a backpack or lunch bag. These items should be taken to the school office and will be delivered to the student by a staff member. Visitors that do not comply with our visitor policy or that have no business on campus may be asked to leave, and if necessary police assistance may be initiated. This policy is very strict as our first job is to keep students safe at all times.

U. Wellness: Only healthy snacks are to be eaten in school- no candy, gum, soda, or caffeinated drinks.

- Exceptions may be made during parties
- Eat only when allowed under teacher or adult supervision.
- Rubbish is to be disposed of properly in trash containers.
- Sharing of snacks is not acceptable.
- Please remember to pack your child/children healthy snacks and 100% juice or water to consume during recess. These could include fresh fruits, vegetables, popcorn, crackers, etc.

V. Yearbook: Every school year, a yearbook is available for purchase.

VIII. School Attendance

Hawaii Revised Statutes, Section 302A-1132 (www.hawaiipublicschools.org) requires all children who are 5 years old by July 31 to enroll in kindergarten for that school year. For example, children who are 5 years old by July 31, 2018 enroll in kindergarten for the 2018-19 school year. Children who turn 5 on August 1 or later enroll the following school year.

We believe school attendance is a primary indicator of academic success. Coming to school everyday develops a sense of responsibility and follow through that will be valuable throughout your child's life. Excessive absences, and/or tardies are barriers to learning and prevent maximum teaching and learning from taking place. Absences from school will be monitored and fifteen (15) or more absences may result in a court petition for nonattendance. If your child misses half (1/2) of a day, he/she will be considered absent for the day.

Tardies: The school day begins at 8:00 am and, like daily school attendance, promptness to school is essential to your child's school success. Arriving promptly at school ensures that no instruction is missed, routines are maintained, and good work habits are promoted. It is important students are in their seat before the tardy bell rings. Students arriving the tardy bell rings will be marked tardy.

Absences: We will only excuse absences when written documentation (note) is submitted from a doctor or dentist within three (3) days upon your child's return to school and absences are for one of the following reasons:

- Medical or dental related reasons, injury, quarantine (i.e. chicken pox, measles, etc.).
- Death in the family
- Special cases approved by the Principal (must be approved prior to each absence)
- Off campus activities – school related

Excuse Notes: The written documentation includes the following information:

- Date note was written
- Grade Level
- Reason for absences
- Parent/guardian's signature
- Child's first and last legal name (name listed in our records)
- Date(s) of absences
- Phone number(s) of parent/guardian

Frequent Monitoring: The school will review attendance records to ensure that excessive or recurring absences are addressed.

- When your child is absent, you will receive an automated phone call from the school stating your child is not in school. If you receive a call and your child should be in school, please call us immediately
- Letters are sent home for students who have accumulated five (5) absences or five (5) and the school will call home to discuss what type of support you might need.
- A second letter is sent home after ten (10) absences and the school will request a conference.
- A third letter is sent home after fifteen (15) absences and a Family Court Petition may be filed.

95% Attendance Recognition Program: In an effort to meet our goal of 95% attendance rate for all students, we have implemented a quarterly Attendance Recognition Program. We will recognize students that meet and/or exceed the 95% attendance rate at a quarterly school-wide assembly and through the Pa'auilo Tiger Newsletter. In order to meet the 95% attendance rate your child must have two (2) or fewer absences OR tardies per quarter. School begins promptly at 8:00 a.m.

Make Up Work: Upon return to school, students will be granted reasonable time to submit missed work. It is the student's responsibility to confer with each teacher to determine assignments missed that need completion immediately upon their return to school. Homework assignments may be requested if a child will be absent for 3 or more days. Should a student become seriously ill or face an extended absence from school, the team and the parents will work for a realistic solution to address individual student needs.

IX. Student Conduct

Paauilo School uses the "Three Personal Standards"

A. Show Respect

- We speak kindly.
- We cooperate.
- We keep our hands feet and objects to ourselves.
- We request what we want or need and return it afterwards.
- We play appropriately.
- We are courteous.
- We listen attentively.
- We care how others feel.

B. Solve Problems

- We use "I messages" to communicate our feelings to peers.
- We use the "Peace Path" when needed to help us.
- We discuss our problems with peers and adults.

C. Make Good Decisions

- We hand or pass things over in a safe and appropriate way.
- We use school equipment the way it is supposed to be used.
- We maintain our beautiful campus, the furniture, equipment, books and other instructional materials.
- We come to class on time, ready to work with completed homework and necessary materials.

X. Pa'auilo School Discipline Plan

Education is our fundamental function, and we are committed to ensure that each student shall have the opportunity to grow academically, emotionally, socially and morally to become productive citizens able to function in society. In support of this, the Pa'auilo School Discipline Plan seeks to:

1. Promote and maintain a safe and secure educational environment;
2. Teach and acknowledge proper behavior which is beneficial to the educational process and self development;
3. Deter students from acts which interfere with the purpose of education or which are self-destructive or anti-social; and
4. Maintain proper student conduct to ensure that educational activities and responsibilities remain uninterrupted.

Effective discipline requires the mutual respect and involvement of the total school community. Counseling will be an essential part of all disciplinary action. The Discipline Plan is designed to be used to teach, counsel, penalize and redirect unacceptable conduct and support positive behavior.

Teacher's Role

Teachers have the primary responsibility during school hours for the disciplining and counseling of students under their supervision.

Excluding Class A and B offenses, which must be promptly reported to administration, teachers will manage all disciplinary infractions of students subject to their supervision. They will communicate with parents and counselor to avert discipline problems as well as to reinforce student effort toward responsible behavior.

After exhausting all methods and procedures available, a teacher may refer a student to administration when the persistence of the misbehaving student or the disruptive effect of the violation makes the continued presence of the student in class intolerable, or the disruptive behavior of the student affects the educational process of the classroom. Such referrals should not be interpreted as the end. The referring teacher will follow through with measures that promote the deterrence of the infraction.

Teachers are accountable for knowing their roles, and for following the procedures as outlined in the school's discipline plan, and for assisting in its implementation. The Pa'auilo School Discipline Plan will be introduced and discussed during the first two weeks of school. In line with the school philosophy, class rules will be written and discussed with all students. The consequences for failure to comply with Chapter 19 and classroom rules will be written, posted and discussed with the students in each room.

Student's Role

All students have a right to learn in a safe, secure environment. Students and staff members are jointly responsible for creating and maintaining a positive school atmosphere. It's the responsibility of each student to learn and not to infringe on the rights of other students to learn or of teachers to teach. Students are accountable for knowing and obeying all the rules for each classroom.

Students are responsible to:

1. Attend all classes on time.
2. Remain on campus at all times.
3. Use respectful language and refrain from using vulgar, profane and obscene words and making malicious, slanderous and derogatory remarks about other people.
4. Keep hands, feet and objects to self and refrain from acts of physical aggression and violence.
5. Show respect by refraining from acts of insubordination and disrespect toward people and property.
6. Make good decisions by refraining from the use of alcohol, drugs, and other substances which affect the learning process.
7. Display model behavior by refraining from public intimacy and public display of affection (PDA).
8. Respect the rights of others.
9. Adhere to all school and classroom rules.

Parent's Role

Parents will be notified if their student has received a referral for significant or recurring disciplinary infractions and will be asked to follow up with their student to improve behaviors. The primary, long-term responsibility for the behavior of a student lies with the parent/guardian. This Discipline Plan is designed to reinforce the family in its efforts to establish responsible behavior. Parents play an active role in supporting the school to create and maintain a positive learning environment and a caring school community by modeling desired behaviors.

Counselor's Role

The counselor's role is to provide a positive avenue for communication between students, parents and teachers. The counselor will provide a personal way of helping in a one-to-one or peer group setting to develop skills and attitudes that lend themselves toward self-management and constructive decision-making. When students are in need of special or professional help, counselors will refer their families to the appropriate school support personnel, private counselors, or specialty agencies.

Administrator's Role

Administrators are charged with promoting and maintaining a safe and nurturing learning environment based on the standards established by the school community. As such, they will consider and impose reasonable and prudent disciplinary action to preserve a secure educational setting.

As outlined in the "Principal's Guidelines for Student Behavior Support System", Administrators are the discipline officers of the school. It is the responsibility of the administration to support teachers in the disciplinary process and to follow the guidelines established in the Pa'auilo School Discipline Plan. Administrators must provide each student with his/her "Due Process," as follows.

1. Students and parents will be informed of state law and school rules on expected behaviors.
2. Upon receipt of a disciplinary referral from staff, student(s), or parent(s), the Administrator and or Counselors will conduct an investigation using available resources and will make a judgment based on the findings of the investigation. These judgments will be administered without prejudice. If the allegations are substantiated, the student will face consequences in accordance with the guidelines outlined in Classroom Rules, Pa'auilo School Discipline Plan, and Chapter 19.

3. Students referred to the administration for disciplinary action, except for serious offenses under Chapter 19 (A and B Offenses), will receive counseling services, which may include parental contacts from the teacher, counselors, administration, and/or other resource people.

4. Students will be given an opportunity to present their interpretation of an incident involving disciplinary action to administration and to provide a list of witnesses. Parents will be notified of serious disciplinary action or re-occurring discipline concerns.

Student Acts Requiring Disciplinary Actions

“Ignorance of the law does not equal innocence.” If you don’t know the speed limit, you will still get fined if you exceed the posted limit. Students and parents need to be familiar with Chapter 19. The law is designed to protect all students and create a safe learning environment. Awareness of the law alerts students when they are moving into an area of misconduct. It also means that students know when the conduct of others is prohibited and that they are protected from that misconduct (for example, being teased.)

Chapter 19: Students in grades K-9 will be provided a copy of Chapter 19 for discussion in class. Chapter 19 outlines prohibited conduct that applies to all students during school hours, on school premises, or during department supervised activities. School Incident Report and/or possible police involvement accompany certain offenses.

There are several pages of Vocabulary, which define the following terms as used in Chapter 19. It is important to familiarize yourself with these terms.

In Chapter 19, Subchapter 2, the prohibited student conduct is listed in order of severity. You will see that Class A and B offenses are acts that are also illegal in our general society.

Class A offenses are the most serious forms of unlawful conduct and carry the most stringent consequences. The police may be called and involved in the investigation.

- Assault
- Burglary
- Dangerous instrument, or substance; possession or use of
- Dangerous Weapon; possession or use of
- Drug Paraphernalia; possession, use, or sale
- Extortion
- Fighting
- Firearms; possession, use or sale of
- Homicide
- Illicit drugs; possession, use or sale of
- Intoxicating Substances; possession, use or sale of
- Property Damage or Vandalism
- Robbery
- Sexual Offenses
- Terrorist Threatening

Class B offenses also involve unlawful conduct. The police may be called and involved in the investigation.

- Bullying
- Cyberbullying
- Disorderly Conduct
- False alarm
- Forgery
- Gambling
- Harassment
- Hazing
- Inappropriate or questionable uses, or both of internet materials or equipment, or both
- Theft
- Trespassing

Class C offenses outline conduct that is prohibited by the Department of Education. These are actions that might be allowed elsewhere, but are prohibited at schools.

- Abusive Language
- Class Cutting
- Insubordination
- Laser Pens/Pointers; possession or use of
- Leaving Campus without consent
- Smoking or use of tobacco substances; possession or use of (including e-cigarettes)
- Truancy

Class D offenses are school-prohibited conduct, as defined by established school rules.

- **Cheating** will result in the student being subject to consequence based upon the incident.
- **Contraband, Possession or use of:** These items are prohibited as experience has shown that they interfere with the teaching/learning process or campus safety. These items will be taken away upon discovery and held by the school until picked up by parents from Administration. The following is a list of items classified as contraband on Pa‘auilo’s campus:
 - Personal Electronic Devices
 - Cigarette Lighters/Matches
 - Chewing gum
 - Drug/Gang related articles
 - “Fad” items: toys, balls, etc.
 - Heelies (Shoes with wheels)
 - Items or clothing that violate the dress standards (see pg. 8)

- **Off Limits Areas:**

- Off limits campus areas before school:

- All bushes and trees.
 - Bathrooms and areas fronting designated bathrooms except for proper and reasonable use.
 - Areas on the classroom side of the RED LINE of building C (once bags have been dropped off).

- Off limits campus areas during school hours:

- In a classroom, unless under supervision of a teacher.
 - Bathrooms and areas fronting designated bathrooms except for proper and reasonable use.
 - Playground areas not assigned to your grade level.
 - On trees: No climbing or swinging on branches.

- Off limits campus areas after school hours:

- Campus is off limits fifteen(15) minutes after the end of the school day. This includes afternoons, evenings and weekends, except for participation in activities pre-approved by Administration.

- **Public Intimacy:** A public display of affection (PDA) by students during school hours, on school premises, or during department supervised activities is not appropriate or allowed.

- **Usage Ban:** Students are allowed to be in possession of the following items, but may not use them on campus. If used on campus, these items will be taken away and held by the school until picked up by parents from Administration:

- Candy, gum, soda, energy drinks, etc,
 - Cellular Phones, Smart Phones
(Allowed before/after school only)
 - Skateboards/“Rip Sticks”
 - Scooters
 - Bikes
 - Kandamas/POGS

Disciplinary Consequences for Chapter 19 Offenses

In most cases, Pa‘auilo administrators follow a plan of “progressive discipline.” However, in all cases the nature and severity of the offense, the impact of the offense on others, the age of the offender, the repeat offender status, and any other relevant information will be taken into account when considering disciplinary consequences.

First infractions of the rules are addressed through counseling, warnings, corrections, and possible detention. Sometimes writing assignments are part of the corrective action, possibly a note of apology or a reflective writing on what they learned from this experience and what they would do differently next time.

A second, similar offense may result in being assigned detention. For detention, students lose their recess privilege for one or more days and use that time in a manner directed by administration. Additional writing assignments may be a part of the corrective action, including homework assignments that are due the next day.

The third level of progressive discipline is more serious. Without remediating, students risk removal from the classroom for a portion of or the entire day. Suspension is also possible at this level.

While progressive discipline is the usual procedure, the following possible disciplinary actions are at the discretion of the administration, with one exception. Discipline may begin at any point on the following list:

- Parental contact by teacher, counselor, and/or administrator
- Counseling by teacher, counselor, and/or administrator
- Reprimand and warning by teacher, counselor, and/or administrator
- Limited access to school activities
- Confiscation of contraband
- Detention
- Suspension
- Expulsion/Disciplinary Transfer

** Administrators DO NOT have disciplinary discretion about the possession of firearms on campus. A student who possesses a firearm SHALL be dismissed from school for not less than one calendar year. See Appendix A.

Suspensions Limit Access to Activities

Students who are disciplined for Class A and B offenses may be excluded from extra-curricular activities for a period of time as determined by Administration.

Ninth grade student athletes will also be subject to the “Dragon Code of Conduct”.

At the discretion of the administration and in consultation with other involved staff members and parents, students may be excluded from an activity if their inclusion in the activity may be detrimental to self and/or other individuals or poses a threat to the successful completion of the activity’s goals. This can include exclusion from curricular-related field trips.

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 and/or may be excluded from the end of the year celebrations. Those students who are disciplined for a Class C or D offense will serve their consequence and will be in danger of being excluded from the end of the year celebrations (depending on the nature of the offense.)

XI. School Standards-Based Grading

Elementary School Standards

For **Elementary** students, the Office of Curriculum, Instruction, and Student Support developed a standards-based report card used at Pa‘auilo School and all public schools in the State of Hawaii. This report card separates out behaviors from academics, and then grades academics according to the following criteria:

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

The academics to be graded are Language Arts, Mathematics, Science, Social Studies, Fine Arts, Health, Physical Education, World Languages, Educational Technology and Career and Life Skills. (Grade levels will explain further if there are areas they do not cover.)

The other part of the Report card has the General Learner Outcomes (GLOs), which essentially are the **behavior expectations** for all students. The GLOs to be graded are separated into 6 areas (see Section VI for details). The grading criteria for the behaviors indicate the frequency with which a student exhibits the positive traits of the GLOs:

Consistently Usually Sometimes Rarely

The teachers will explain further how this report card and grading affects your child(ren) at parent/teacher conferences during the second quarter or at any time if you contact them.

Intermediate School Grading

Academic grades for Intermediate School are based on the following criteria:

A	100-90
B	89-80
C	79-70
D	69-60
F	59 and below

The academics to be graded are Language Arts, Mathematics, Science, Social Studies, and other elective courses as offered.

XII. Homework Philosophy

Homework is an essential part of the educational process. It is an extension of the formal classroom instruction and serves to reinforce and strengthen student learning. Homework assignments are for review and should not require instructional assistance at home. If students were attentive in class, they should be capable of doing the homework on their own. Homework can be assigned at anytime. Weekend assignments may be given at the discretion of the teacher. The amount of time to be spent studying after school varies depending on the age of the student.

Parents/guardians can support students in establishing good homework habits. Students need a quiet, designated area to study without distraction or interruption. There needs to be sufficient lighting, ventilation, and table space for written assignments. Sometimes it's good to break up the written assignments from their reading time. It's great when families can have a time together when everyone is reading silently in a relaxed home, whenever possible.

XIII. Safety

Safety is SO important. Some items have already been covered earlier in Section VII (Pertinent Information for Parent/Guardian). Please refer back to these subsections for safety information, as follows:

- B. Campus restrictions
- C. Custody arrangements regarding your child

- D. Dress Standards
- E. Early Release of an individual student
- G. Health Room
- I. Notification of changes to telephone numbers (parents & emergency contacts)
- H. IDs
- O. School Hours
- S. Traffic pattern, parking, dropping off and picking up students
- T. Visitors on campus

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, soda, or caffeinated drinks

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

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.
- Soccer rules:
 - Use of hands is prohibited unless in goalie position.
 - Goals will be placed so balls don’t go over the fence.
 - 3 Feet along side fence are considered out of bounds.

Equipment Use and Safety: Use all the equipment in a safe manner:

- Take off backpacks before using any equipment.
- Standing on top of the monkey or parallel bars is unsafe and prohibited.
- Playing chasing games and “chicken fights” on the equipment is unsafe and prohibited.
- Shaking equipment while others use it is unsafe and prohibited.
- Swinging must be in a back and forth motion only, not side-to-side or twisting. No one is to jump off the swings regardless of the height. If others are waiting, take turns by counting 20 swings up and back. Do not walk in front or behind someone who is swinging.
- Slides are for sliding down on your bottom with feet in front of you only; there should be no running up the slide

CONSEQUENCES

- First, a verbal warning by adult on duty.
- Second, time out along the fence or sidelines.
- Third, referral slip sent to the teacher or the office with loss of recess and/or equipment privileges. Students who become chronic offenders will have higher levels of interventions put in place by the administration.
- The consequence for severe misbehaviors will be an immediate referral to Administration.

XIV. Cafeteria Expectations

Show respect to all people and things while at lunch. Use “indoor” expectations at all times.

1. Adult supervisors are in charge. Follow their directions and be polite. Report all spills to an adult.
2. Treat your cafeteria as if it were your dining room at home.
3. At breakfast, backpacks should be left at the classroom or outside the cafeteria.
4. Cutting, saving a space, or playing with others in line is prohibited.
5. All students are provided with IDs (with barcodes.) These IDs should be brought to lunch.
6. Playing with food or taking other’s food is prohibited.
7. Students should ask permission to leave the table to use the restroom or get water. If Building A bathrooms must be used, students are responsible for flushing and keeping the floors and sinks clean.
8. Wait to be excused from the tables before emptying your trash and plate.
9. Stay in line when disposing your food and then walk to the playground.
10. If a student or group of students are eating outside of the cafeteria, unless it is a whole class of students with their teacher, there needs to be a pass/list provided by the adult in charge and that adult should obtain a large rubbish bag for their trash from a custodian.

XV. Meal Program

It is the intent of the U.S. Congress that nutritious meals are available to every school student regardless of the household’s ability to pay. The State of Hawaii, Department of Education, School Food Services Branch participates in the USDA National School Lunch and School Breakfast Program. Schools are able to offer affordable student lunches because of a USDA subsidy. The price of an unsubsidized lunch is double. Only students attending our school are subsidized. All others (visiting students, siblings, adults) must pay the actual cost of the meal. The State of Hawaii and our School MUST follow the established regulations of the U.S. Department of Agriculture.

Meal prices for the 2018-19 school year**

Milk only	\$0.60/carton
Water only	\$0.50/bottle

BREAKFAST:

Elementary Student	\$1.10
Middle School Student	\$1.20
Reduced Price Student	\$0.30
2 nd & Subsequent Student	\$2.40 (PRE-PAID; NO LOANS)
Adults and Visitors (all ages)	\$2.40 (PRE-PAID; NO LOANS)

LUNCH:

Elementary Student	\$2.50
Middle School Student	\$2.75
Reduced Price Student	\$0.40
Adults and Visitors (all ages)	\$5.50 (PRE-PAID; NO LOANS)
Second Student entrée	\$2.00 (MIDDLE SCHOOL; PRE-PAID; NO LOANS)
2 nd & Subsequent Student	\$5.50 (MIDDLE SCHOOL; PRE-PAID; NO LOANS)

Parents are welcome to have a meal in the school cafeteria. Please pay in advance at the office and obtain a visitor's pass and meal slip. Change will not be available. **Please call the office to order a school lunch by 8:30am.**

**Prices may change during the school year.

Applications for reduced price/free meals

Applications for reduced price/free meals MUST be made by households every school year or can be completed online at <https://secure.ezmealapp.com/>. Applications are available at the school office. We encourage all households to apply for reduced price/free meals. The USDA publishes qualifying income guidelines each school year. Therefore, households must apply and a determination must be made each year. When completing the application, please follow the instructions printed on the application and the accompanying memo.

After your completed application has been accepted, the school date-stamps the receipt of the application, logs it, and sends it to the State office for approval. State officials will make a determination whether your household qualifies for reduced price meals, free meals, or is denied the benefit. The determination is based on the published USDA's income guidelines. A Notice of Determination will be sent to the school and then forwarded home with your child, notifying you of your child's status and the effective date.

Costs incurred during the approval process are the parent's responsibility and will not be reimbursed by the school. Eligibility for other income assistance programs does not automatically trigger eligibility for free or reduced lunch. Parents must fill out an application.

If your child attended a Hawaii public school last school year

- If your child attended a Hawaii public school last school year, your child's lunch status in May 2018 will continue for the first 30 school days of this school year - until September 18, 2018.
- You MUST reapply to qualify for reduced price/free meals. If you do not turn in an application by September 4, 2018 we cannot guarantee that your child will qualify for reduced/free meals after that date.
- Applications are sent home with your child during the first days of the school year. You may also get an application at the school office.

If this is your child's first school year at a Hawaii public school

If this is your child's first school year at a Hawaii DOE School, your child's meals will be at full price until your family qualifies for reduced price/free meals. You MUST apply to qualify for reduced price/free meals.

Breakfast: We at Pa‘auilo School know that breakfast is an important part of getting our children off to a good start every morning. Our breakfast program is offered on a voluntary basis every morning from 7:00 a.m. to 7:55 a.m. in the cafeteria. Students must have money in their account to participate in breakfast.

Lunch: Lunch is served from 11:05 a.m. to 12:17 p.m. Students should have money in their account to participate in lunch. It is the policy of school food services to not allow lunch loans.

Computerized Meal System

Meal System: An individual meal account is automatically opened for every child who is enrolled at our school.

- Your child will automatically be assigned a unique PIN (Personal Identification Number) bar code. Your child’s meal account will be identified with this PIN. The money deposited into this account can be used by your child to purchase school breakfasts, lunches, and milk. This account is like a checking account. You/your child will make deposits to the account. Deposits can be made in cash, by checks or online. Meals/milk will be purchased with these funds.
- Your child’s meal status (free, reduced, full pay) is kept confidential. No one is able to tell just by looking at the bar code whether a child is paying a full price, reduced price, or having a free meal. At the point of purchase, the price of the meal will be deducted from your child’s account as long as there is money in the account. Children who have a free meal status will not have any money deducted from their accounts but are required to have their card scanned. In all cases, when a meal is served, it will not indicate the meal status of the child on the terminal or on the bar-code sheets.

Deposits: You/your child may make deposits to the account at the Administration office. Make sure to fill out the deposit envelope. Remember to write your child’s full name, grade, room number, and the amount being deposited and turn it into the office staff. You may also make deposits on-line at www.ezschoollpay.com after creating an account, however a fee may apply.

Checks: Make checks payable to “Pa‘auilo School”. Note that the Department of Education’s policy states that there is a \$25.00 charge for checks returned for insufficient funds or closed accounts. If this happens, you will be required to pay the amount of the check and the \$25.00 charge in cash, with a cashier’s check, or money order.

Low Balances: Notices are sent home with your child periodically indicating a low balance on his/her account. Please submit this low balance notice along with your payment to the school office. This will speed the processing of your deposit to your child’s account. If your child’s account does not have enough to pay for a meal, please send a home lunch. You can also monitor your child’s balance on-line at www.ezschoollpay.com after you create an account.

XVI. Student Transportation and Bus Services

Please take the time to familiarize yourself with this section if you are eligible to use bus services to transport your child(ren) to school.

Transportation: Is provided to students during the regular school year is limited to and from the student’s legal home address. Transportation home is only after the regular school day has ended. Student transportation will be provided on regular school days.

Bus Registration: To register a child to ride the school bus, parents or guardians shall complete an *Application For Regular Education Student to Ride School Bus Form* (Form ST-70) giving background information on the child, agreeing to a payment plan and confirming your child's understanding of the safety rules.

Bus Pass Payments: There are three payment options available to parents to pay for their child's bus pass. Once you agree to a payment option, you will need to maintain that option for the school year. A signed agreement to the payment option and financial responsibility is mandatory. Fees are due and payable in person to the Pa'auilo Administration Office on or before the date that your child plans to ride the bus. Fees are due 15 days before a new quarter begins.

- The annual payment plan option merits a 5% discount.
- Payments can also be made on a quarterly basis.
- One way bus coupons may be purchased at any time in sheets of 10 for \$12.50.

Parents or guardians must pay by check, money order, or cashier's check made payable to the **Department of Education**. There will be a \$25.00 service charge for all returned checks.

- Original receipt of payment will be issued and sent home with children to their parents. Your child's temporary bus pass will be attached to your receipt. Parents are encouraged to keep their receipt as proof of payment.
- Your child's permanent pass will be laminated and have a luggage tag loop attached. Please make sure your child attaches his/her bus pass to his/her school bag. Your child may be denied bus boarding if they refuse to or cannot show their bus pass.

Non-Payment: Student Transportation Services will assume that when payment is not made within 15 working days as agreed by the payment plan you selected, that the child(ren) no longer needs transportation services. Failure to pay any outstanding fees (e.g. bounced check fees, duplicate pass fees, etc.) shall result in termination from the program. The Student Transportation Services Branch must approve any exceptions to this policy. The child may re-enroll the next month if the new bus pass fee and all outstanding fees are paid in full. If your child does not have a bus pass, you must make alternate transportation arrangements.

Lost Bus Pass: If students lose a bus pass, it can be replaced for \$5.00.

Bus Regulations: Students have the privilege of using transportation services. Rigid standards of discipline must be maintained at all times in order to satisfy safety requirements. Whenever a driver must direct his/her attention away from the road, danger exists. Foremost in our minds is the safety of each passenger.

WHILE 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.

APPENDIX A: HAWAII GUN FREE SCHOOLS

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

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

1. Any weapon including but is not limited to a starter gun, shotgun, air guns which includes BB guns, pellet guns, paintball guns, or cross bow or any other instrument which will or is designed to or may readily be converted to expel a projectile;
2. The frame or receiver of any such weapon;
3. Any firearm muffler or firearm silencer; or
4. Any destructive device. The term "destructive device" means:
 - A. Any explosive, incendiary, or poison gas:
 - i. Bomb;
 - ii. Grenade;
 - iii. Rocket having a propellant charge;
 - iv. Missile having an explosive or incendiary charge;
 - v. Mine; or
 - vi. Device similar to any devices described in the preceding clause;
 - B. 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
 - C. Any combination or parts either designed to intended for use in converting any device described above and from which a destructive device may be readily assembled.

APPENDIX B

<u>Pa'auilo School</u>	
<u>Elementary Bell Schedule</u>	
Block	Class/Subject
7:55	Warning Bell
8:00-8:10	Monday Morning Protocol/Homeroom
8:10-8:13	Walk to read - transition to ELA
8:13-9:43	ELA block
9:43-9:45	Transition back to Homeroom
9:45-9:55	Morning RECESS
9:55-10:00	Transition back to Homeroom
10:00-11:12	MATH Block
11:12-11:15	Transition to Lunch *PreK/Kindergarten will go at 11:10
11:15-11:40	LUNCH K-5
11:40-11:55	Lunch RECESS
11:55-12:00	Transition back to Homeroom
12:00-2:08	Afternoon learning blocks
2:08-2:15	AVID Organization block - all grades
<u>Wednesday Afternoon Schedule:</u>	
12:00-1:08	Afternoon learning blocks
1:08-1:15	AVID Organization block - all grades

APPENDIX C

Pa'auilo School				
Intermediate Bell Schedule 2018-2019				
Monday	Tuesday	Wednesday	Thursday	Friday
8:00-8:15 Morning Protocol	8:00-8:11 Homeroom	8:00-8:08 Homeroom	8:00-8:11 Homeroom	8:00-8:11 Homeroom
8:15-8:18 Passing	8:11-9:13 Period 1	8:08-8:11 Passing	8:11-9:13 Period 1	8:11-9:13 Period 1
8:18-9:18 Period 1	9:13-9:18 Passing	8:11-9:11 Period 2	9:13-9:18 Passing	9:13-9:18 Passing
9:18-9:21 Passing	9:18-10:21 Period 2	9:11-9:15 Passing	9:18-10:21 Period 3	9:18-10:21 Period 2
9:21-10:21 Period 2	10:21-10:36 Recess	9:15-10:21 Period 4	10:21-10:36 Recess	10:21-10:36 Recess
10:21-10:36 Recess	10:36-10:41 Passing	10:21-10:36 Recess	10:36-10:41 Passing	10:36-10:41 Passing
10:36-10:41 Passing	10:41-11:44 Period 3	10:36-10:41 Passing	10:41-11:44 Period 4	10:41-11:41 Period 3
10:41-11:41 Period 3	11:44-12:10 Lunch	10:41-11:44 Period 5 blue/ Period 6 white	11:44-12:10 Lunch	11:41-12:05 Lunch
11:41-12:05 Lunch	12:10-12:20 Recess	11:44-12:10 Lunch	12:10-12:20 Recess	12:05-12:15 Recess
12:05-12:12 Recess	12:20-12:25 Passing	12:10-12:20 Recess	12:20-12:25 Passing	12:15-12:20 Passing
12:12-12:17 Passing	12:25-1:17 Period 6	12:20-12:25 Passing	12:25-1:17 Period 6	12:20-1:17 Period 4
12:17-1:17 Period 4	1:17-1:20 Passing	12:25-1:15 Advisory	1:17-1:20 Passing	1:17-1:20 Passing
1:17-1:20 Passing	1:20-2:10 Period 7		1:20-2:10 Period 7	1:20-2:10 Period 5
1:20-2:10 Period 5	2:10-2:15 Advisory/ Laptop return/ AVID Org		2:10-2:15 Advisory/ Laptop return/ AVID Org	2:10-2:15 Advisory/ Laptop return/ AVID Org
2:10-2:15 Advisory/ Laptop return/ AVID Org				
1	1	2	1	1
2	2	4	3	2
3	3	5/6	4	3
4	6	Advisory	6	4
5	7		7	5