

# 2018-2019 Parent & Student Handbook

## Pearl City Elementary School

A NASA Explorer School  
WASC Accredited

Website: [pearlcity-es.org](http://pearlcity-es.org)  
Phone: 307-5400 Fax: 453-6467  
Attendance Line: 307-5400, Press 1



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# Principal's Message

Aloha!

Welcome parents and guardians to Pearl City Elementary School! Faculty, support staff and fellow students work collaboratively to create an enriching learning environment. Student learning can thrive when our school community comprised of students, parents, faculty, and staff, uphold safe procedures. This handbook serves as a guideline and reference resource so that we can continually improve our safe learning environment.

Dr. Susan Hirokane

Principal

## Positive Caring Education for Students

### **P.C.E.S. Vision:**

Pearl City Elementary is a place that is safe and caring where life-long learners work together to achieve success.

### **P.C.E.S. Mission:**

Our mission at Pearl City Elementary is for all students to be:

PRODUCTIVE: Achieve academic success through differentiated instruction

PREPARED: Become critical thinkers and effective users of technology

PROMPT: Precise and compassionate communicators

POSITIVE: Display qualities of good citizenship

POLITE: Be respectful of themselves and others

### **Vision of a Public School Graduate**

All public school graduates will:

- Realize their individual goals and aspirations;
- Possess the attitudes, knowledge, and skills necessary to contribute positively and compete in a global society;
- Exercise the rights and responsibilities of citizenship; and
- Pursue post-secondary education and/or careers.

### **General Information**

**Pearl City Elementary School**

**1090 Waimano Home Rd.**

**Pearl City, HI 96782**

**School Telephone 307-5400 FAX 453-6467**

### **School Hours**

Students- M, T, Th, Fri 7:50 a.m. - 2:00 p.m.

Wednesday 7:50 a.m. - 12:35 p.m.

**Office Hours: 7:30 a.m. - 4:00 p. m.**

## Bell Schedule

7:45 Student Warning Bell

7:50 **TARDY BELL**

10:00–10:15 RECESS Grades K – 6

Lunch (Schedule subject to change)

Preschool	10:50 – 11:20
Kindergarten	10:50 – 11:20
Grade 1	11:15 – 11:45
Grade 2	11:20 – 11:50
Grade 3	11:25 – 11:55
Grade 4	11:30 – 12:00
Grade 5	11:35 – 12:05
Grade 6	11:40 – 12:10

12:35 p.m. Wednesday Student Dismissal

2:00 p.m. Mon./Tues./Thurs./Fri. Student Dismissal

## Support Staff

Principal	Dr. Susan Hirokane
S.A.S.A.	Mrs. Karen Goto
Office Assistant	Ms. Lori Takemoto
Account Clerk	Mr. Keith Tateoka
Health Aide	Ms. Delphia Thomas – Press 2
Student Services Coordinator	Mr. Calvin Kaneshiro – Press 3
Counselor	Mrs. Tammy Calbero – Press 4
Before School Care	(6:00 am - 7:45 am)
Kidz Kare Enterprise	Mrs. Merle Morikawa
	Ph. # 220-6485
After School Care	(1:15 pm / 2:00 pm - 5:30 pm)
A+ Program	Ms. Sonya Sonan/Ms. Renee Morikawa
	Ph. # 307-5400 – Press 5

## Before and After School Supervision

For the safety of your child, students should not arrive on campus prior to 7:15 a.m. Students and parents will remain in the courtyard until the 7:40 a.m. dismissal to classes. Students are not permitted to remain on campus after dismissal without PC staff supervision. **Students are not allowed to play on the playground equipment or play on the school grounds before, during, or after school without a PCES staff member supervising.**

## A+ Program (Department of Education)

An after school child-care program for working parents runs from 2:00 - 5:30 p.m. on M, T, Th, Fri. and from 12:35 - 5:30 p.m. on Wednesday in the school cafeteria. Childcare prices vary based on eligibility.

## Before School Care

Kidz Kare, a Private Provider, provides before school supervision in the café. from 6:00 –7:45 a.m. Please contact Ms. Renee Morikawa at 220-6485 to inquire about the child care provider rates.

## General Learner Outcomes: (GLO's)

Public school students will have:

- Self Directed Learner - The ability to be responsible for their own learning.
- Community Contributor - The understanding that it is essential for human beings to work well together.
- Complex Thinker - The ability to engage in complex 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 & ethically.

## Common Core Standards (CCSS)

Governors and state commissioners from 48 states (including Hawaii), the District of Columbia and two territories committed to developing a common core of state standards for proficiency in English language arts and mathematics for grades K-12. The Common Core State Standards (CCSS) for English Language Arts and Literacy in History/Social Studies, Science and Technical Subjects and the CCSS for Mathematics define the knowledge and skills students need to succeed in college and careers when they graduate. In Hawaii, English Language Arts and Mathematics all teachers will teach the Common Core Standards for English Language Arts and Mathematics.

## Hawaii Content and Performance Standards III (HCPS III)

The Hawaii Content and Performance Standards (HCPS) III describe the educational targets for students in subject areas not including English Language Arts and Mathematics.

Content Standards identify important ideas, concepts, issues and skills to be learned. This is what all students are expected to know, be able to do, and care about.

## Four Student Objectives for Success

- Empowered – All students are empowered in their learning to set and achieve their aspirations for the future.
- Whole Child – All students are safe, health, and supported in school so that they can engage fully in high-quality educational opportunities.
- Well Rounded – All students are offered and engage in a rigorous, well-rounded education so that students are prepared to be successful in their post-high school goals.
- Prepared and Resilient – All students transition successfully throughout their educational experiences

## Student Information

### Emergency Card Information

The school office/health room needs to maintain accurate and up-to-date records of student emergency contact information. Emergency cards are submitted annually for returning students. Additional contacts listed on your child's emergency card may be called in the event of an emergency if you cannot be reached. Please list only those who have your permission in making a decision for you and your child. If you would like a certain phone number called first, please indicate on the emergency card by numbering 1,2,3 etc. **Throughout the school year, please notify the school office of any changes to the information on this card.**

### Closing of School Procedures

The local radio station KSSK 92.3 FM will carry all school closing announcements due to inclement weather or other emergencies. In the event of the school closing, parents will be directed where to pick up their child. Your child will **ONLY** be released to those authorized on the closing of school emergency card. A **PHOTO ID** will be required. **Throughout the school year, please notify your child's teacher of any changes to the information on this card.**

### Early Release of Students

Parents may request to have their child released early during the school day by sending a signed note with an explanation to his/her teacher. A child **cannot** be released on his/her word alone. Also, the person picking up the child must be listed on the emergency card. Teachers are not authorized to release students to parents who come to the classroom. Parents must report to the office to sign their child out from school with proper **PHOTO ID**. A child is not permitted to leave the school grounds once they arrive on campus during school hours unless escorted by an authorized adult. Whenever possible, dental and medical appointments during instructional hours should be avoided. **Students will NOT be sent to the office until the parent arrives and has signed out the student.** We ask the parents to plan accordingly.

### Student ID's

Students are required to wear ID's **at all times**. The ID is their access to school lunch and helps the supervising adults quickly identify and assist the child in an emergency or unsafe behavior situation. There is a **"No ID, no play"** recess rule that is both a safety procedure and an incentive for students to take good care of their ID's. **Lost or damaged IDs can be replaced for a cost of \$5.00.**

### Lost and Found

Lost and found items are kept in the office. All unclaimed lost and found items will be donated at the end of each semester.

## Gifted and Talented Program

The PCES gifted and talented students in all grade levels are served through a differentiated curriculum provided by the regular classroom teacher.

## Classroom Size

At the beginning of the school year, there may be large classes in certain grade levels due to late registration and transfers from other schools. We make every effort to relieve the large class size as our actual enrollment becomes more certain. This may entail a reorganization of classes after school has begun.

## Telephone Use

Telephones in the classrooms are for school business only. Please make all after school arrangements with your child(ren) **PRIOR** to the start of the school day to alleviate the need for phone usage. For **EMERGENCY** communication, please contact the office.

## Cellular Phones

Cellular phones vary in features that are contained in it, such as cameras and videos. These features compromise the confidentiality of the students. Due to the disruptive nature of cellular phones, they are to be turned off when the child reaches the stairs at the front of our school campus. Cellular phones may **NOT** be turned on at **ANY** time during the school day, including A Plus. If a cellular phone rings or is visible to staff members, it will be confiscated for parents to pick up in the office. If the student has excessive offenses the phone will be held **until the last day of school**. If a parent needs to talk to their child, please call the office at 307-5400. Cellular phones can **ONLY** be used at the top of the stairs in front of the school outside of school hours. Anywhere else on campus and the phone **will be** confiscated.

## Payments

Students may need to bring money to school to pay various fees during the school year. It is requested that separate checks be made for each item. **The purpose of the check should be clearly marked on the check and envelope, along with the student's name, grade and room number.** For your protection, lunch money checks should be dropped off **ONLY** in the school office.

## Financial Responsibility for Lost School Property

Students are expected to be responsible for the care and safe keeping of all books, furniture, equipment, computers, and any other school property issued to them. Parents are financially responsible for lost or damaged school property. An outstanding obligation will be transferred to the receiving school. A student who is found to be responsible for the loss, destruction, breakage or damage of school books, equipment, computers, school property and supplies including library and assigned textbooks shall make restitution to the school (Hawaii Statutes Chapter 8-57). **Failure to do so will result in the loss of privileges to participate in athletics, field trips, and extracurricular activities until restitution is made.**

## Dishonored Checks

A fee of \$25.00 will be assessed. (Hawaii Revised Statutes Ch.40-35.5)

## Educational Excursions (Field Trips)

Field Trips are considered "educational excursions" that are planned to provide students with experiences that support the school curriculum. A legal parent or guardian must sign all field trip permission forms before a student is allowed to go on the trip. Bus fare money cannot be refunded if the child is unable to attend. Admission money is refundable. Children are to bring sack lunches on the day of their field trips, unless otherwise indicated. **Purple school T-shirts, covered shoes, and school ID's are required.** All students will ride together, unless for health and safety reasons this is not feasible. Students are expected to exhibit excellent behavior and follow all school rules. Students who misbehave on a bus shall be subject to disciplinary actions as defined in Chapter 19 (See pg.14). A **limited number** of parent chaperones may be asked to accompany the class on the trip. Chaperones must:

- Attend the volunteer orientation and have a TB Clearance
- Remain drug free, no alcohol, no tobacco during the entire trip (includes off island travel)
- Follow all teacher procedures and school rules including dress code
- NOT bring other children on the excursions and unless otherwise directed will ride the same transportation as the students.

Unless parents are chaperoning the excursion, they may **NOT** attend the field trip with their student. Excursions are given a group rate and are given special services not opened to the public.

## Visitors

For the safety and security of students and staff, **all visitors** (including parents) are required to obtain clearance and a visitor badge from the office prior to entering the main campus. All visitors must return to the office before departure to sign out from the school campus. In an effort to minimize classroom disruptions and provide the best opportunity for visitations, please make arrangements with the **Teacher** at least 36 hrs. before you would like to visit. Visits may be subject to Principal's approval. **Under no circumstances are parents or visitors to go to without prior approval to a teacher's classroom during school hours.** Prior to school dismissal, parents should not be waiting by classrooms for their children. Parents may wait at the top of the stairs or next to the cafeteria no earlier than 15 minutes before the end of school until the end of school bell rings.

## Pet Visitors

Pets may only be brought to school for educational purposes with a written authorization from parents and prior administrative approval. Some children are allergic and some children are afraid. Do not bring animals on campus without administrative approval.

## Homework

To get the greatest benefit from school learning experiences, students may be assigned related study or follow-up work at home to strengthen and reinforce learning. Homework builds responsibility and develops essential study habits. Students have the responsibility for accepting and completing homework in a timely and effective manner, soliciting help and support of parents and teachers as necessary. Parents are encouraged to set aside a regular time to discuss papers their child may have brought home from school and to talk to their child about the day's events. **Please remember to sign their communication tablets daily.** Homework assignments may include:

- Practice: to reinforce skills and concepts taught in class
- Preparation: to provide background information before topics appear in class
- Extension: emphasizing individual needs & interest, creativity, & application of knowledge gained in class.
- Study Assignments: to prepare students for or provide for completion of independent reading
- Long Term Assignments: to emphasize independent planning and completion of projects.

## Parent Homework Supports

Parents can provide their child with homework support with the following recommendations:

- Set a good example by reading, writing and doing things that require thought and effort on your part.
- Encourage activities that support learning: family outings, library visits, quiet reading.
- Encourage your child to clarify any questions about homework with their teacher.
- Provide time, a suitable study area, and the necessary tools to complete the homework to allow quality family time.
- Encourage children to spend more time reading rather than watching television or playing video/computer games.
- Use questions to help your child to think through an assignment and break it down into small, workable parts.

## Requests for Make-up Work

Homework for a sick child will be given from the student's **SECOND** day of absence. Request should be made via phone when reporting the absence. In order to allow teachers sufficient time to gather and write directions between class instruction time, requests must be made **before 9 a.m.**, and picked up at the school office from 2-4 p.m. Any request for homework for a week or more (**excused absences ONLY**) needs to be made to the teacher at least one week in advance to allow enough time for the teacher to prepare the work. Homework is an extension of classroom work. When your child is absent for an extended period of time, he/she does not have the benefit of instruction from the teacher. Many lessons cannot be made up or completed without the instruction of the teacher. Therefore, students will be responsible for the work missed upon their return to school. Vacations during school instructional days will be considered unexcused absences. **Teachers may not provide assignments for unexcused absences.** School textbooks may **NOT** be taken off island. **Students/Parents are not allowed to enter a closed classroom after school to pick up forgotten homework//items.**

## Parent Conferences/Progress Reports

Progress reports to parents are made several times during the school year. If there are any questions or doubts concerning your child, please contact the teacher so that adequate preparation can be made for a meeting. The teacher may request a meeting on matters concerning your child. Parent-Teacher conferences are encouraged, and are the best means of communicating between teacher and parent. Conferences are scheduled after the first quarter and again after the 1st semester. The school day will be shortened to enable the teachers to see all the parents in a timely manner.



## Deliveries to classrooms

In order to keep instructional disruptions to a minimum, please limit messages or deliveries to the classrooms to those of an emergency or urgent nature. Phone messages must be received at least one hour prior to the end of school in order for them to be delivered to the student before the end of the school day. Items should be labeled with your child's full name, grade and classroom number or teacher's name. Items that will be a distraction to learning will not be delivered. These will be kept in the office for the student to pick up after school, i.e. gifts, flowers, etc. If contact with the child is required, the office will have the child come to the office to meet with the parent. As a reminder, **NO** food items that are **NOT** in alignment with our health and wellness policy (see pg. 10) will be delivered to the classroom. **Please do NOT bring these items to school to serve to the students.**

## Registration – Incoming Transfers

The following information will be needed for enrolling in a public school of Hawaii for the first time (out-of-state, private school, out of country, and kindergarten students):

1. Current proof of residency within our district (current utility bill, lease/rental, mortgage document)
2. Original Birth Certificate
3. Physical exam completed within 12 months prior to school entry
4. Updated immunization records
5. A Tuberculosis (TB) clearance.

Only parents or legal guardians are permitted to supply background information and sign required school forms for the attending child. Students transferring to Pearl City Elementary from a public school in Hawaii must provide the office with a release card (Form 211) issued by the prior school and proof of residency within the school district.

## Outgoing Transfers

When a student is transferring out of Pearl City Elementary School to another school, please submit a written request (available in the front office) at least five (5) days prior to the student's last day in school. If submitted on time, the release will be available for pick up in the office on the student's last day. Instruct your child to be responsible for collecting all of his belongings, returning all materials assigned or borrowed, and paying for any outstanding obligations. Registration at any State of Hawaii public school from another State of Hawaii public school will not be permitted without the submission of Form 211 (Student's Certificate of Release).

## School Attendance

School attendance is a primary indicator of academic success. Optimum benefits of education can be achieved only when students attend school daily and are in class on time. Excessive absences and/or tardies are barriers to learning and prevent maximum teaching and learning from taking place. **Family vacations are considered unexcused absences and are encouraged to be taken during the approved school breaks.** Parents must notify the school, in writing, for all family vacations and that notification will be acknowledged by the Administrator or designee. Absent means that the student is not physically present in school for at least half the school day (by 11:00 a.m.) School attendance is mandatory under the Hawaii Revised Statutes Sec. 298-9, 12-13. Should a student accumulate a chronic record of absences or the nature of absences is questionable, the school may need to file an educational neglect petition with the Family Court. Parents wishing a copy of the entire attendance policy, should request so in writing before the first week of student's entering school.

## Absences/Tardies

If your child will be absent or is absent, please follow these procedures:

- Call the office at 307-5400 press 1 before 8:15 a.m. every day your child is absent.
- **Clearly** state in your message, the student's name, grade, room number or teacher's name, reason for the absence and relationship of the caller to the student.
- Any absence that is 5 days or more will **REQUIRE** a doctor's note.

Any time children arrive in school after **7:50 a.m.** (7:51 a.m.) are considered tardy. Tardy students must report to the office to obtain a tardy slip before being admitted to class. All tardies are considered "unexcused" except for those caused by circumstances that are not reasonably foreseeable or within the control of the student or parent.

**The consequences of having absences/tardies (whether excused or unexcused) are:**

**After 10 absences/tardies – Letter sent home**

**After 15 absences/tardies – 2nd letter sent home**

**After 25 absences/tardies – 3rd letter sent home, conference with parents**

**Any absences/tardies after 30 – 4th letter sent home, conference with parents, possible Family Court Petition**

## School Meal Program

A USDA (An equal opportunity provider and employer) approved breakfast and lunch are served daily. Breakfast is served between 7:10 - 7:40 a.m. Students must be physically present during the meal service. We encourage all students to purchase the hot lunch. Parents who opt to pack their child's lunch are cautioned to pack foods that do not spoil easily. In addition, we are a peanut-free school. (See pg. 11). Due to possible injuries, **microwaves will not be accessible to students**. Soft drinks, caffeinated drinks, and other carbonated beverages are not to be consumed by students. Students may purchase milk in the cafeteria. All students are to eat school lunch or bring home lunch daily.

## Menus

Menus are distributed monthly and subject to change.

## Free and Reduced Meals

Federal assistance is available for income-qualifying families. If you need breakfast/lunch assistance, please complete the form and return it to the school **or** complete online at [ezmealapp.com](http://ezmealapp.com). Our school receives additional funds for each student qualifying for federal assistance. Please consider applying even if you are unsure that you qualify. You will be notified if you meet the criteria. If at any time during the school year your household size increases, income decreases, start receiving Food Stamps, TANF, etc., please complete a new application.

## Meal Payment

Meal payments are made at the office **or online at [www.EZSchoolPay.com](http://www.EZSchoolPay.com)**. Envelopes are provided in the office if needed. Write your child's whole name, grade, and room # on the envelope. Make checks payable to DOE. Write your child's name and room # on the check.

**Minimum deposit into account: \$5.00**

**Maximum deposit into account: \$100.00**

Money is deducted from your child's account as needed. Please be sure your child's account has money in it at all times. **NO LUNCH LOANS** will be given. At the end of each school year, the balance of your child's account will transfer to the following school year.

## Meal & Milk Prices

- Reduced Breakfast = 30 cents.
- Full Price Breakfast = \$1.10
- Second breakfast for students = \$2.40
- Reduced Lunch = 40 cents
- Full Price Lunch = \$2.50
- Second Lunch for student = \$5.50
- Ala Carte (entree only) = \$2.00
- Milk Only = 60 cents

## Refunds

Please notify the office at least a week prior to the student's last day in school in order to receive a refund for the balance of the meal account. Refunds will **ONLY** be given if your student is leaving the State of Hawaii, non-DOE school, or charter school.

## Health and Wellness

Due to the health and wellness nutritional guidelines set by the state, unhealthy snacks will no longer be allowed to be consumed on school property. Please check with your child's teacher before bringing any food items to the school. The acceptable beverages for students are: water, nonfat and lowfat milk (1%), and 100 percent fruit juice. **Drinks with caffeine**, such as, but not limited to, energy drinks, soda, and coffee are **NOT** acceptable. All items sold for fundraisers may follow the healthy nutritional guidelines. The guidelines are listed below:

The first ingredient **CANNOT** be sugar. In addition:

Calories: < 200 calories    Total Fat: < 8 grams    Saturated Fat: < 2 grams    Trans Fat: ZERO  
Sodium: < 200 mg    Sugar: < 8 grams    Dietary Fiber: > 2 grams (recommended)

## Parent Participation

Parents are welcome to join their children at breakfast. Parents may periodically join their children at lunch with one week in advance permission from a school administrator and notice to the office by 8:00 a.m. Adults do not need to sign in at the office for breakfast, but must do so for lunch.

## Cafeteria Rules

The cafeteria has rules that will be followed at all times:

- Students will remain in line and behave in an orderly manner using indoor voices.
- No cutting in line
- Stand in single file, in an orderly line, while entering the cafeteria and waiting for lunch.
- Walk at all times (No running)
- Student will eat using proper table manners. Keep hands, body parts, and objects to yourself
- No playing in line, at the tables, or with the food.
- Sharing of food is not allowed. All food is to be eaten in the cafeteria
- Keep dining area clean and safe. Notify an adult supervisor for cleaning up spills.
- Keep off the stage. Do not touch stage curtain.
- Follow adult directions. Demonstrate respectful behavior.
- Use the restroom during playground time or before coming into the cafeteria.

## Health Services

The principal, health aide and your child's teacher should be advised of any students who require immediate or special attention for health conditions. It is imperative that these students have up-to-date and accurate information on their Emergency Card (see page 6) at all times.

## Peanut Free Policy

To ensure the health and safety of our students who have life-threatening allergies, PCES is a peanut-free school. This means that absolutely **NO** peanuts, peanut products, or items produced where peanuts are processed are allowed on our campus. Please check that any food your child brings to school contains absolutely no peanuts or traces of peanut products. This is an extremely serious matter as even the slightest exposure can trigger a potentially deadly reaction for some of our students.

## Medication in School:

School personnel are not authorized to administer any medication to students. The health aide may administer medication only after proper approval and authorization from the State Department of Health. Please see the health aide for the medication request form (SH-36). Students with the proper documentation from their doctor must take the medication to the health room when they arrive at school. Please make every effort to modify the time intervals and give your child his/her medication before or after school. Students are not allowed to bring medication (such as Tylenol, antibiotics, or cough syrup) to school and keep it with them in the classroom.

## Head Lice

Head lice or pediculosis has been identified in schools not only in Hawaii but also throughout the country. In order to keep this potential problem under control, the Department of Health and the Department of Education request that parents regularly check their child(ren) so that early treatment can be made. Parents should check the hair, especially at the nape of the neck and around the ears for a pearly, teardrop-shaped egg attached to the hair shaft. An initial signal to parents that a louse infestation may be present is intense itching of the head. Parents suspecting louse infestation should call their physician or ask the pharmacist for appropriate treatment. A call to the school health aide would be appreciated so that contacts can be referred for appropriate care. The health aide does conduct in school screening as necessary. During the periodic screening, if a child is found to have live head lice or nits, the parents will be called to come and pick up their child. The child can return to school when the hair has been clean from **ALL** signs of head lice by being treated, ensuring the live head lice is gone, and the nits are combed out. When the child does return to school, the child and the parent must report to the health aide for a head check **BEFORE** they can return to class. If the hair is **NOT** clean, the parent will be asked to take the child(ren) home.

## Illnesses:

Your child should be kept home from school if he/she has any one or more of the following conditions:

- Fever – temperature of 100 degrees or over. Your child should be fever-free (without medication) for 24 hours before returning to class.
- Cold – the common cold presents the most frequent health problems for students. A child with a persistent cough and/or a runny nose with green or yellow mucus should remain at home whether he/she has a fever or not.
- Pain – toothache, earache/draining ear, headache, etc.
- Sore throat
- Stomachache
- Vomiting
- Diarrhea
- Unusual rash

## Emergency treatment

In minor incidents, if your child becomes ill or is injured in school, immediate first-aid care will be provided. If necessary, the parent or guardian will be notified by telephone. In the event of serious illness or injury, if parents or alternate source of contact cannot be informed, and the illness/injury is thought to be of such a nature to require the services of a doctor, the child will be taken to a doctor or hospital for treatment by way of an ambulance. This action in no way implies that the personnel or school assumes financial responsibility for the illness/injury, or the costs incurred. Please note that **we are unable to keep sick children in school.** Therefore, a home, work or emergency phone number is of utmost importance. If the parent is unable to pick up the sick or injured child, **the parent will need to make arrangements for someone else to do so and inform the school.** The register in our health room must be signed to release students. **Photo ID** will be required.

## Uniform Policy

Pearl City Elementary School has a school dress code uniform policy in the belief that it would create a positive learning environment. Our school community council (SCC) believes this policy will address our students' appearance, appropriateness of attire, school identity and most importantly, safety. Parents, together with students, are responsible to ensure that students abide by the uniform policy.

Volunteers and chaperones must dress appropriate at all times. The unacceptable attire also applies to any volunteers on campus and chaperones on educational excursions. **Tattoos must be covered** while volunteering or chaperoning.

**Tops:** Pearl City Elementary school T-shirt (purple or gray). Shirts must be worn in the form in which they were purchased. No alterations of the school uniform tops will be allowed. Students must wear purple shirts on field trips.

**T-Shirts can be purchased from the Pearl City Elementary School PTO in Room 9**

**Bottoms:** Long pants, jeans, shorts, capris, pedal pushers, skorts, or skirts. Shorts/Skorts/Skirts must be longer than the middle finger when arms are by your side.

### Unacceptable attire:

- Altered school uniform T-shirt
- Oversized, baggy pants, hip hugger jeans, cut-off pants that have fringe or holes whether by design or due to wear
- Length of long pants should not extend more than 2 inches off the ankles
- Shorts/Skorts/Skirts shorter than middle finger tip length
- Bandanna, head coverings, shades, waist chains, oversized belts or belt buckles. (Hats, such as, baseball caps can be worn to school but must be removed while inside buildings, such as classroom, cafeteria, etc.)
- Gang related clothing or accessories, which depict drug, sex, violence, or profanity or clothing otherwise deemed inappropriate
- Footwear exceeding 2 inches. No "Heelies", roller blades, roller skates, etc.
- Tattoos (even if washable) (tattoos must be covered)
- Embellishments (i.e. laces, sequins, beads, etc.)
- No spiked, sharp or expensive jewelry (including, but not limited to, earrings, necklaces, bracelets, etc.)
- Swimwear shorts or swimsuits
- Pullover jackets, (Jackets must open in the front in order to see uniform)
- No colored hair (blue, green, pink, purple, etc.) or inappropriate hairstyles (shaved with words, Mohawks, etc.) that would distract other students' learning

### Uniform violation consequences:

**1st offense:** Parents notified

**2nd offense:** Sent to the office, parent is called to bring uniform

**3rd offense:** Sent to the office, parent is called to bring uniform, student is to do community service in the school

**Any additional offenses:** Sent to the office, parent is called to bring uniform, community service and may be excluded from participation in extracurricular activities.

Waiver: Parents/Guardians wishing to be exempt of the uniform policy must:

- Read and understand the PCES Uniform Policy
- Abide by the Dress Code Regulations, under the State of Hawaii BOE, Policy #4410: Dress Code and School Uniform Policy
- Meet with Administration or their representative. Complete and sign the waiver application, witnessed and signed by said administrator or representative.

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

The goal of CSSS is to respond to the broad range of student needs by providing students with comprehensive, integrated, and custom supports that are accessible, timely, and strength-based for school achievement. An array of student support services is an inventory of programs and services designed to develop competent students. The prevention efforts support student success.

## **Special Education**

Special Education is provided for qualified students. If your child received Special Education or if you feel your child may be in need of Special Education, please call the teacher and/or the school services coordinator.

## **Counseling Department**

Pearl City Elementary School counseling department services are available to address the concerns of students, teachers and parents. Their goal is to support the behavioral and academic success of students by providing individual and group counseling sessions, classroom guidance, as well as contact and referral to community agencies. The three R's, respect, responsibility, and relationships, will be encouraged in all counseling and guidance lessons.

## **Student Transition Program**

The purpose of this program is to provide early intervention/prevention support services to students exhibiting adjustment difficulties. Students may benefit from the firm nurturing support of an adult "friend" who can help them to acquire appropriate social skills, gain good health and hygiene practices, build positive self esteem and develop effective work habits.

## **Student Conduct and Discipline**

Education is a cooperative effort in which teachers and students are brought together for learning to take place. One of our goals is to instill a sense of self-discipline in students so that individuals do not allow themselves to infringe upon the rights of others as they seek to express themselves. Students are required to behave properly, respecting others and property. This includes traveling to and from school. Respect for everyone in our school community is expected. Consequences for failure to follow school rules may include but are not limited to loss of school privileges restitution, in or out of school suspension, detentions and notification of parents. Every classroom teacher also has established rules and procedures. Students should realize that failure to follow classroom rules will result in consequences.

## **PCES Student Code of Conduct**

**Regular Attendance** – Students are expected to attend school regularly and to attend all classes.

**Punctuality** – Students are expected to be on time for school and classes.

**Work Habits** – Students are expected to be prepared for and to participate in each class to meet performance standards, to have the necessary class materials, to prepare for tests, to complete class work and homework accurately and on time.

**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. Appropriate language, actions and attire are the student's responsibility. 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. Students are expected not to harass others verbally and physically. All staff members have been trained to take bullying and harassment seriously. There are also several student behavior expectations that address bullying and harassment:

- Use kind words (no teasing, put-downs, rumors, or shunning)
- Be cooperative and helpful.
- Keep hands, feet, bodies and objects to yourself

Students are reminded that if teasing or physical contact is persistent or severe, it can be considered one of the four Chapter 19 categories of "Harassment" (verbal, physical, racial, sexual). A harassment infraction is a class B offense, and an automatic office referral. It is important for students or parents to notify a teacher or administrator if a child is being harassed in any way.

**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.

**Respect for Property** – Students are expected to treat all property belonging to the school and to others with care.

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

## Chapter 19 –Rules and Regulations Governing Student Behavior

Chapter 19, adopted by the Board of Education, governs school discipline (copies available on the DOE website). Class A offenses are based on State law. Class B and C offenses are based on Department of Education rules and regulations; Class D rules and regulations are developed by the school. Chapter 19 specifies the types of disciplinary actions, which are appropriate for each class. Class A, B, C or D disciplinary actions can be continued or carried over to a new school year if a student commits a serious violation within the last 20 days of the previous school year. We request assistance of our parents in reviewing Chapter 19 and School Rules with their children at home.

**Class A offenses are:** Violations of state law – They include but are not limited to: Assault; burglary; possession, use or sale of dangerous weapons, substances or instruments; possession, use, or sale of drug paraphernalia; extortion; possession, use or sale of firearms; possession, use or sale of illicit drugs; murder; property damage; robbery; sexual offenses; terroristic threatening.

**Class B offenses are:** Violations of Department of Education Rules – They include but are not limited to: Disorderly conduct; rendering of a false alarm; gambling; harassment; theft; trespassing.

**Class C offenses are:** Violations of Department of Education rules. They include but are not limited to: cutting class; insubordination; leaving campus without permission; smoking; truancy, possession/use of laser pen/pointer.

**Class D offenses are:** Violations of Pearl City Elementary rules- They include but are not limited to: contraband; disrespect/noncompliance; uniform policy violation; inappropriate language; lying/cheating; physical contact; property misuse; tardy.

## Consequences and Disciplinary Measures

Disciplinary action for students in grades K-6 include counseling, behavioral contract, warning, reprimand, parent contact, loss of privilege, loss of extracurricular activities, confiscation of contraband, office referral, detention, restitution, varying periods of suspension from school, disciplinary transfer to another school, and dismissal from school.

## Contraband

The following items are considered contraband and are **NOT ALLOWED** on our campus:

- Weapons (real or fake), including pocket knives (student may be expelled for possession)
- Projectiles – any item that projects another item (examples may include, but are not limited to toy guns, water guns, sling shot, rubberband guns, yoyo, etc.)
- Combustibles such as matches, lighters, pistol caps, firecrackers, fireworks, poppers
- Audio/video/electronic games & equipment, laser pointers
- Valuables or cash
- Toys, such as hard balls, Kendamas, Frisbees, model planes, toy guns, handcuffs, kites, balloons
- Sprays, such as breath & hair spray, color, glitter, perfume, pepper spray
- Medications (all medication must be stored in health room)
- Pogs, dice, baseball cards, Pokemon cards, or other items when used to trade, gamble, sell
- Wheeled vehicles, such as bikes, skateboards, scooters, roller blades, and heeies must be "dismounted" when entering campus.
- Beepers/pagers
- Drug, pornographic or gang paraphernalia
- Chewing gum
- Spiked, sharp, or expensive jewelry (Including, but not limited to, earrings, necklaces, etc.)
- Cellular Phones being used during school hours (see pg. 7 of this handbook for more information)

## Civic Responsibility

Pearl City Elementary students have opportunities to volunteer as part of a student's total learning experience. Student clubs help students become responsible and contributing citizens. The students are expected to participate as a team member for the entire school year, keep up with all class work and assignments, and be responsible and capable of managing their time. All students in these various clubs are considered school leaders.

## Book Club

Open to grades 4, 5, 6 – The book club is designed to get students to enjoy reading. Students read selected grade appropriate books and then discuss the author, plot, and morals of the stories. Students then watch the movie. After, they discuss the differences and similarities between the book and movie. Students will also be encouraged to read books to the lower grades during recess.

## **Campus Safety Officers (CSO)**

Open to grades 4, 5, and 6 - The duty of a CSO is to ensure campus and pedestrian safety before and after school. CSOs are required to be at school at 7:00 AM on the days their squad is on duty. They serve from 7:05-7:50 in the morning, and 2:00-2:45 after school (Wed. 12:40-1:00). Duties include raising and lowering the flag, supporting pedestrian safety at the crosswalk on our campus and supervising various locations on campus (stairs, courtyard, playground equipment). Once a week, CSOs practice drill formations and receive safety training from their advisor.

## **Library/Library Club**

All students have access to the library materials and computers unless denied access by the parent or guardian. Students are expected to be responsible for the library materials they borrow. Any student that damages or loses a book will be charged the cost for it. All library materials are bar-coded and the barcodes must remain on the books and not be tampered with. If a student damages or loses a classroom text, they will be billed the replacement cost. Students in grades 4 – 6 are selected to be in the Library Club. Students in the Library Club dedicate one morning recess a week to volunteer in the library. Library Club Members help others to locate and use information in books and on the internet. Responsibilities include: checking books in and out, sorting and shelving books, and working to keep the library neat and pleasant. Being a good reader is not required but an enthusiasm for learning is a must.

## **Na Leo Nahenahe O’ Puuloa – The Sweet Sounding Voices of Pearl City**

All students in grades Pre-K through grade 6 attend music classes. Students in Grades 3, 4, 5, and 6 audition in April or May and are selected to participate in the school chorus the following year. Students practice throughout the months and perform at various locations on the island.

## **Office Monitor**

Open to grades 4, 5, and 6 – These students help the office staff during set times with the following duties: delivering school messages and items from parents to children, delivering messages to classrooms, stamping, collating, counting flyers, and distributing forms as needed (8-42-1 Relating to school services by students).

## **PCES Yearbook/Newsletter Staff**

Open to Grades 4, 5, 6 – Students work together to create from start to finish our school newsletter, “Pegasus Pride.” Students take pictures, interview, write the articles, edit, and organize the newsletter that goes out to parents.

## **Positive Action Club (PAC)**

Open to Grades 5 and 6 – The Positive Action Club (PAC) inspires students to take charge of their lives, and ensure that cooperative, responsible, and helpful attitudes are nurtured and promoted through their service projects. Students learn strategies to prevent teasing, bullying, and harassment in our school. The club meets once a week at lunch. The participants will also organize several positive performances in our courtyard throughout the year.

## **Student Council**

Open to Grades 4, 5, and 6 - The Student Council of Pearl City Elementary directs and drives school activities each school year. The Council is made up of five (5) officers from Grade 5 and 6 (President, Vice-President, 2<sup>nd</sup> Vice President, Secretary, Treasurer, and Historian), as well as two classroom representatives from each classroom (grades 4 – 6). . The Student Council meets from 12:15 pm. – 1:00 p.m. on selected Wednesdays throughout the year. The Student Council members serve as the liaison between the student body and the Administration. The Student Council President is the student representative for the School Community Council.

### **Recruitment Guidelines:**

Officers are recruited through an election process during the 4<sup>th</sup> quarter of the previous school year (elected officers will serve in the following year). Class representatives are selected at the beginning of the new school year by the homerooms.

## **Garden Club**

Open to Grades K – 6 – Students will be responsible to help keep our campus green. In addition, they will be working in our garden behind Bldg. L. Students will be scheduled throughout the week to ensure our campus is clean and neat.

## **Parental Involvement**

### **Parent Teacher Organization (PTO)**

The PTO is the official parent-teacher organization for the school. Board meetings are held monthly and the organization sponsors various activities throughout the year. The purpose of the PTO is to involve parents; teachers and the community in ensuring students have a high quality-learning environment and to fully support the Pearl City Elementary School mission statement.

### **School Community Council (SCC)**

The School Community Council (SCC) is a democratic system of management, which allows greater school level flexibility, and the increased involvement of those directly affected by decisions. SCC encourages all segments of the school community to work together through collaborative involvement and shared decision-making. The SCC at Pearl City Elementary is composed of responsible and committed representatives; parents, teachers, administrators, staff, community members and students. Public meetings are held and all parents and any community members are encouraged to attend and participate.

### **Volunteers**

Pearl City Elementary School welcomes adult volunteers in our school. All volunteers **MUST** go through the volunteer training program coordinated by the PCNC and provide a TB clearance from a doctor or clinic in order to volunteer on campus. Without these requirements fulfilled, adults will **NOT** be able to volunteer in **ANY** capacity, including chaperoning field trips. Volunteers tutor in classrooms, read to students, duplicate materials, and assist in the PCNC room and at other school events. All volunteers, including parents, are required to sign in and out at the office and receive an identification badge.

### **Parent Newsletter**

The Pegasus Pride is sent home through your children each month. Please give it your careful attention for this is an important means of communicating general information to parents regarding upcoming activities and school events.

### **Parent Community Network Center (PCNC)**

The PCNC is provided so parents can have an array of activities designed to help facilitate development of themselves and their child. The PCNC facilitator works closely with teachers, administrators, the PTO, and the SCC to support and organize school activities. The PCNC assists with coordinating all volunteers in the school.

## **School Safety – Safety Drills**

We are required by law to have regular campus wide safety drills. Parents and guardians will be notified in the event of a “true” emergency either through KSSK FM 92.3 or via the telephone.

- 1) Lockdown, earthquake, and Shelter in Place Drills -A classroom Lockdown drill, earthquake, and a Shelter in Place drill are conducted once a year. Parents who are on campus at the time of drill are required to participate in the drill. Please follow the directions of those in charge. Instructions are communicated through our school pager system.
- 2) Off-campus Evacuation and Drill- The primary evacuation destination for several drills is Pacheco Park, adjacent to campus. If it becomes necessary to evacuate to an "off campus" site, students and staff will move to our secondary site, Manana District Park. We are however, fortunate to have several sites for an “off campus” evacuation plan. In the event of an emergency, parents will be notified of the location of their students.
- 3) Fire Drills - Fire evacuation drills and fire bell checks are conducted once a month.

## **SAFETY FIRST**

### **Personal Safety for Students**

- \* Do not leave school or go anywhere alone or with someone without telling your teacher or parent.
- \* If someone does or says something that makes you feel bad or weird, tell your teacher or parent right away.
- \* If you do not know where to go, or your pick-up contact is late - GO TO THE OFFICE.

### **Pedestrian Safety**

CSOs are usually available to assist pedestrians. However, there are unforeseen circumstances when stations are not manned. Parents, remember you are a role model for your child, so only walk your child in a crosswalk and stay on the sidewalk. Teach your children to:

- Cross streets only at crosswalks. Wait for the signals on the lights in order to cross safely.
- Look and listen in both directions for cars before crossing.
- Stay on the curb until you are sure the cars have fully stopped.



## **Traffic**

- \* Pick up and drop off students at the curb only. Students are NOT allowed to walk through the waiting cars to enter your car in the roadway. Please keep your child safe by NOT calling them from the curb into the roadway.
- \* We have one way in and one way out of our school. Please follow the arrows.
- \* DO NOT park and leave your vehicle in the circle, along the curbs, or in the reserved stalls.
- \* DO NOT double park anywhere on our campus.
- \* Please be sure to follow the NO LEFT TURN signs and times fronting Waimano Home Rd. Police officers will continue to monitor the violations and will be giving citations.

## **Bike Safety**

- \* Riding of bicycles, scooters, skateboards, heeies, rollerblades or any other "wheel" is not allowed on campus by children or adults. If your children ride any of these to school, tell them to pay special attention to the many pedestrians on the sidewalks around the school, and to dismount once on campus.
- \* Bikes must be walked when crossing the street. Bicycle riders should:
  - Stop their bikes at the curb.
  - Dismount and wait until cars have stopped.
  - Walk their bikes across the street.
  - Bicycle riders must wear a helmet. Hawaii has a mandatory bicycle helmet law.
- \* Bikes are stored only in designated areas. Use a bike lock, and do not leave bikes on campus overnight.

## **Playground Safety**

We are fortunate that we have playground equipment. Children who use the equipment must be between the ages of 5-12 years. Please support our faculty, staff, and students by reviewing with your child the following playground rules that will be followed at our school:

- Adult supervision is required. If there is **NOT** a school official present, then the children are **NOT** allowed to play on the equipment. (This also applies to non-school hours)
- Take turns on all playground equipment
- Covered shoes are required. (No slippers, open toed shoes, or high heeled shoes)
- No pushing, shoving, or rough play
- Use the equipment correctly as the teachers have instructed.
- Do NOT play on the equipment when it is wet
- Do NOT wear clothing with cords, drawstrings, hoods, and necklaces (to avoid strangulation) while playing on the equipment.
- Do NOT walk up or climb on the slides. Slide feet first, face front in a seated position. Only one student may ride down at a time
- Do NOT climb over safety rails, walls, barriers, roof or swing frames
- Do NOT run on, jump or dive off from the equipment
- Do NOT walk on or climb on top of the overhead ladders ("Monkey bars") Only one student may cross these ladders at a time
- Do NOT jump off from bridge. Do NOT twist the chains.

**Students are not allowed to play on the playground equipment or play on the school grounds before, during, or after school without a PCES staff member supervising.**

## **State Regulations**

### **Child Abuse**

All employees are required to immediately report suspected child abuse to the principal. Principals are to notify the Honolulu Police Department and Child Protective Service.

### **Campus Trespassing / Loitering / Property Damage**

Please remind your children that they are not to come on to school campus after school hours, including breaks and weekends, unless they have official authorization from the school. It is prohibited to ride bicycles, skateboards, roller blades, scooters, heeies, etc. on campus at any time. Any unauthorized persons on campus are considered to be trespassing, which is a violation of the law, Chapter 708-813 & 814, Hawaii Revised Statutes.

## **Communication Access**

Notice to all parents and guardians who are deaf or hard of hearing: It is a State of Hawaii policy of ensuring that all individuals with disabilities have communication access to programs, services and activities of the State government which are equally effective as that provided to individuals without disabilities. Therefore, if you wish or require a sign language interpreter or other communication assistance, please make your needs known to the school office a week in advance of the activity you wish to attend.

## **Drug-Free Workplace/No Smoking Rule**

Smoking & other use of tobacco products are prohibited at all times on public school campuses, in school vehicles and off-campus sites under the operational control of the principal or designee. (DOE 8-31-3 Tobacco free school system) The Department of Education is committed to maintaining a drug-free school environment pursuant to the mandate and requirements as required by the Drug-Free School Act Amendments of 1989 (P.L.191-226). All schools must be free of alcohol and drug related substances.

## **Equal Educational Opportunity: Nondiscrimination Policy**

The Hawaii Department of Education does not discriminate on the basis of a person's race, color, national origin (including a person's limited English proficiency), disability, sex religion, or age in any educational program or activity conducted by the department, including vocational education. Inquiries regarding the department's nondiscrimination policy, the filing of discrimination complaints, or to request a copy of the department's complaint procedures may be directed to the Department of Education, Civil Rights Compliance Office at (808) 586-8636.

## **Geographic Exceptions (GE)/School Attendance Area**

Rules of the Department of Education, Chapter 13, require that all persons of school age are required to attend the school (home school) in the geographic area of their residence. Hawaii state law determines a minor's residence by the residence of the parents or legal guardians. Public school students may apply for Geographic Exceptions (GE) to attend schools other than their home school. GE application forms are available at any public school or district office, and must be submitted to the home school. Students currently attending a school on a valid GE may continue until their terminal year at that school without reapplying each year. Grade 6 is terminal year at Pearl City Elementary. GE applications for the following school year are accepted through March 1. Applications may be placed on a wait list.