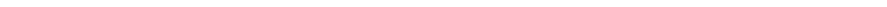
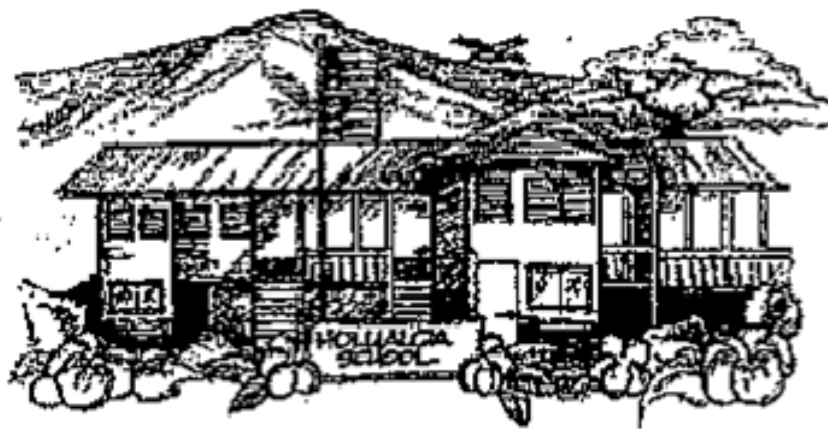




# **HOLUALOA SCHOOL**

School Mascot the Iʻo (Hawaiian Hawk)

# ***PARENT AND STUDENT*** **HANDBOOK**



**Established in 1897 on the slopes of Mount Hualalai in Holualoa Town**

The Hawaii State Department of Education (HIDOE) and its schools do not discriminate on the basis of race, sex, age, color, national origin, religion or disability in its programs and activities. Please direct inquiries regarding HIDOE nondiscrimination policies as follows: ADA/Section 504 inquiries: Krysti Sukita, ADA/504 Specialist, Civil Rights Compliance Office, Hawaii State Department of Education, PO Box 2360, Honolulu, Hawaii, (808) 586-3322 or relay, [crco@notes.k12.hi.us](mailto:crco@notes.k12.hi.us). Title VI, Title IX, and other inquiries: Anne Marie Puglisi, Director, Civil Rights Compliance Office, Hawaii State Department of Education, PO Box 2360, Honolulu, Hawaii, (808) 586-3322 or relay, [crco@notes.k12.hi.us](mailto:crco@notes.k12.hi.us). (3/16/18 CRCO).

# HOLUALOA SCHOOL

Established in 1897 on the slopes of  
Mount Hualalai in Holualoa Town

## HANDBOOK FOR STUDENTS AND THEIR FAMILIES

HOLUALOA SCHOOL  
76-5957 Mamalahoa Highway  
Holualoa HI 96725

(808) 313-3800 Office  
(808) 322-4801 Fax

We are pleased to make this school handbook available to our students and their families. A clear statement of policies and procedures provides a strong base for mutual cooperation between home and school. Such cooperation benefits all students and assists in the delivery of a sound educational program. It is our hope that this handbook will serve to further those educational benefits for both parents and students.

❖ **All Staff 313-3800**

- Student Support Services Coordinator. 313-3817
- Counselor, 313-3820
- Health Aide, 313-3813
- A+ Program, 313-3819

**FOR MORE INFORMATION ON HOLUALOA SCHOOL go to:  
<http://doe.k12.hi.us/myschool/index.htm>**



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**ADMISSION - ENTRANCE**

Students may be enrolled by a parent or legal guardian Monday through Friday (except holidays), between the hours of 8:30am and 3:00pm. In Hawaii, children who are **five years** of age on or before July 31<sup>st</sup> will be enrolled in Kindergarten.

Students entering school in Hawaii for the first time must complete the following health requirements **before** admission to school:

- \* **Tuberculosis Evaluation**- Students must show proof of freedom from communicable tuberculosis through a negative risk assessment or tuberculin test or x-ray before they can be admitted to school. A PPD or Mantoux tuberculin test completed within one (1) year of entry will be accepted.
  
- \* **Health Record** - A completed Health Record (FORM 14) must be submitted before the first day of school. The health requirements include a physical examination completed by a licensed United States Physician within one year prior to school entry date. A complete series of immunizations to include: diphtheria, tetanus, pertussis, polio, measles, mumps, rubella and hepatitis B. If your child does not have proof of a physical or has not met all immunization requirements, a doctor’s statement or appointment slip (with the date/time of the scheduled visit) will enable your child to enter school provisionally. Children granted provisional entrance must follow through with their appointment and must meet all the requirements within **three months** of provisional entrance in order to remain in school. In the event of an outbreak or epidemic of any of the diseases against which a child is not fully immunized, that child will be excluded from attending school until the outbreak is over or the child receives the required immunization as determined by the State Department of Health.
  
- \* **Birth Certificate** - First time entrants must provide an **original** of the child’s birth certificate.
  
- \* **School Record Information** - Students transferring from other schools must present a certificate of release, report card, health and immunization records and/or any other school records.
  
- \* **Verification of residence** – Documents verifying residency within Holualoa School’s boundaries must be provided at the time of registration. This can be a utility bill (water, electricity, or gas), recent mortgage documents, or rental agreement with a notarized statement from the landlord verifying that the parent/guardian and child live at the address on the agreement along with the landlord’s proof of residence. *See addendum “Proof of Residency” at time of registration.*

## **ANTI-HARASSMENT**

Discriminatory harassment on the basis of sex or race is not tolerated in the Hawaii public schools. A school is a place where every adult and student should enjoy a sense of safety, respect, and belonging. With this in mind, please take the time to learn about the applicable federal and state laws, and the Hawaii State Board of Education policies that pertain to civil rights in the Hawaii State Department of Education (DOE).

*Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin. Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in programs or activities that receive federal financial assistance.*

*Hawaii Administrative Rules, Chapter 19, Student Misconduct, Discipline, School Searches and Seizures, Reporting Offenses, Police Interviews and Arrests, and Restitution for Vandalism and Negligence (Chapter 19) includes consequences for students who, among other things, engage in harassment on the basis of race or sex at school. Students should immediately report any harassment to their school administrator or counselor.*

Any teacher, official, or other employee who receives a complaint of racial sexual harassment or retaliation from a student by another student shall promptly report the incident to the principal or counselor. The employee who receives a complaint of racial or sexual harassment or retaliation should provide the principal or counselor with a written referral which includes the specifics of the complaint, date, and time of the incident, with the names of any witnesses to the alleged incident.

### **Hawaii State Board of Education Policy**

*BOE Policy #4211, Anti-Harassment, Anti-Bullying, and Anti-Discrimination Against Student(s) by Employees, strictly prohibit discrimination, including harassment, by any employee against a student based on the following protected classes: race, color, national origin, sex, physical or mental disability, and/or religion. Under this policy, the DOE strictly prohibits any form of harassment and/or bullying based on gender identity and expression, socio-economic status, physical appearance and characteristic, and sexual orientation. Retaliation against any one who complains or participates in an investigation dealing with harassment or bullying is also expressly prohibited.*

Any employee who witnesses or knows about any incident of racial or sexual harassment by an employee against a student should inform the principal, vice principal, the Complex Area Superintendent, or contact the DOE's Civil Rights Compliance Office at 808-586-3322.

*BOE Policy #1110-11 Applicant and Employee Non-Discrimination Policy strictly prohibits any form of discrimination, including harassment based on a person's membership in a protected class, which includes race, color, sex, religion, national origin, ancestry, age, physical or mental disability, sexual orientation, marital status, arrest and court record, income assignment for child support, national guard absence,*

uniformed service, breastfeeding, or citizenship status. Retaliation against anyone who files a complaint of discrimination or participates in proceeding dealing with discrimination, inquires about their rights under discrimination laws, or otherwise opposes acts of discrimination is also strictly prohibited.

The names and telephone numbers of the personnel who will receive reports of alleged harassment and/or discrimination is provided below:

- Principal 313-3800
- Complex Area Superintendent 327-4991

For individuals who are deaf or hard of hearing, any of the above numbers can be accessed through the relay system.

For more information or to file a complaint, contact your school administrator or the DOE Civil Rights Compliance Office at 808-586-3322 or via relay. Complaint forms are also available at <http://www.doe.k12.hi.us/civilrights/index.htm>.

### **ARRIVAL AND DISMISSAL: Drop-Off/Pick-up**

Please drop off your child at the cafeteria between 7:00 - 7:40 a.m. There is NO Adult supervision prior to 7:00 a.m. OR after 2:30 p.m

Children arriving between 7:00 – 7:30 a.m. are to report to the cafeteria.

### **Students cannot wait unsupervised on campus until parents finish work and can pick them up.**

Call the school office for a bus application or call the A+ office for an application, if you need after school supervision. Or apply online.

We are asking for your cooperation to only have staff and local traffic (residents of upper properties) drive up the access road past the basketball court. **Our students' safety is of paramount concern to us.**

### **ATTENDANCE**

A major factor in a student's school success is regular attendance. If your child must be absent from school, call the school office at 313-3800 the morning of the absence. This allows the office staff to verify that the absence is with the permission of the parent or guardian. If you are unable to call, please send a note with your child upon his/her return to school. Excused absence includes family court hearings, and hearings involving foster children; and medical or dental related reasons with a verifiable note provided by a doctor or dentist.

Your child will be marked "absent" from school when he/she is not physically present in school for at least half of the school day. For Holualoa School that means that the student must arrive prior to 10:45 am and must remain in school for a minimum of three hours in order to be considered present for the day.

If you would like to request homework while your child is absent, **please call the office before 9:30 a.m.** Homework can be picked up by the parent/guardian between the



hours of 2:30 - 4:30 p.m. in the school office. Call the office before coming to pick up the homework to make sure it is available. **Homework will not be sent home with other students.** Please do not call the Health Room for homework.

It is the student’s responsibility to make up all assignments and tests missed during his/her absence. Early dismissal or late arrival will prevent students from receiving a perfect attendance award.

**\*Reminder** – In order for your student to receive perfect attendance they must come to school every day and have no more than three (3) tardies for the semester. Perfect Attendance Certificates are awarded at the end of the school year.

**AFTER SCHOOL PROGRAM**

The A+ After School Program provides a high-quality after school program to children of working parents or children whose parents are engaged in job training or attending school. Holualoa School’s after school program is provided by Kama’aina Kids. For more information please call Kama’aina Kids after 1:30 pm 313-3819.

**BELL SCHEDULE**

Holualoa Elementary School Bell Schedule SY 2018-2019		
7:45 AM		Opening
7:50 AM 7:50 – 8:10		Tardy Bell Homeroom
8:10 AM	10:15 AM	Reading Block
9:40 AM	9:55 AM	Recess Gr. K-2
10:00 AM	10:15 AM	Recess Gr. 3-5
11:00 AM	11:35 AM	Grades K Lunch Block
11:15 AM	11:50 AM	Grades 1 & 2 Lunch Block
11:35 AM 11:45 AM	12:10 PM 12:20 PM	Grades 3 Gr. 4- 5 Lunch Block
1:45 PM		Bus Rider Release
1:48 PM		End of School (MTTHF)
1:05 PM		Bus rider Release (W)
1:08 PM		End of School (W)

## **BIRTHDAY PARTIES**

If you wish to celebrate your child's birthday at school with his/her classmates, please discuss arrangements with the teacher **ahead of time**. **Please give the teacher time to work it into the class schedule.**

## **BULLYING/HARRASSMENT**

A student engages in intimidating behavior, whether by word or deed, when he or she places another person in fear of bodily harm or causes another person significant fear, discomfort or embarrassment. Bullying behavior should be reported to the office or a person in authority and will be dealt with via disciplinary action. Please remind your child that there are serious consequences for bullying.

## **BUS TRANSPORTATION ~ Routes, Rules and School Boundaries**

School bus transportation is a privilege that may be withdrawn for inappropriate behavior. A student is to ride the bus to which he/she is assigned. Students will be allowed off the bus only at school, home and locations requested in writing by parents. The bus driver is in complete charge of the bus and its occupants at all times. Students riding the bus must comply with the requests of the driver. Bus rules are listed on the bus application/agreement form.

### **BUS Routes**

Donkey Mill Bus - South of Holualoa School to Fuku Bonsai Park

Kailua View Estates Bus - Hualalai Road, Kona Heights, Upper Aloha Kona, Kailua View Estates, Pualani Subdivision

Malulani Gardens Subdivision

Palani Junction Bus - North of Holualoa School to Palani junction, Kalaoa to Ona Ona Road

### **BUS Discipline**

**SAFETY** is the key issue here. **The bus company requires the school to suspend the bus riding privileges of children who are referred twice for misbehavior. Students who are referred to the office by the bus driver more than once can be suspended from riding the bus. Their parents would need to find another way to bring their children to and from school for a period of one to three days to permanently for repeated offenses.** A formal letter will be sent to the parents with the suspended dates. A week's notice will be given to provide ample time for parents to make other arrangements. As with any discipline, should the behavior be serious enough, a removal from the bus for an appropriate length of time can occur **even on the first offense.**

## School Boundaries

Our school boundaries are: North from Holualoa School to Palani Junction (Hawaiian Gardens), From Palani Junction to Matsuyama's General Store on the mountain side of the highway. Going south, from Holualoa School to the new Humane Society dog park. From Holualoa going down Hualalai Road to Queen Kaahumanu Highway along the mountainside to Kailua View Estates, Kona Heights, Upper Aloha Kona, Malulani Gardens, and Pualani Estates.

## Bus Transportation for Students Living Within the One Mile Boundary

Bus transportation is provided to students who live within one (1) mile of the school. Please see the school office for appropriate forms.

Bus service is provided by Roberts Student Transportation. Should you have any concerns, please call the school office at 313-3800.

## *CAFETERIA ~ BREAKFAST AND LUNCH*

Holualoa Elementary School offers a range of eating options. Breakfast is served from 7:15 a.m.-7:40 a.m. Students are provided with a supervised lunch period each day. The cafeteria staff provides a well-balanced lunch which provides one-third of the daily nutritional requirements. Students are welcome to bring home lunch and eat in the cafeteria.

We utilize a computerized system to help eliminate cash payments and facilitate a smoother-flowing and less stressful meal time for your child. Individual student accounts are created for each student. Checks or cash deposits are made to the account by parents. Make check payable to: **Holualoa School**

**Student will be issued a meal card –\*\* there is a \$5.00 fee for lost or damaged beyond use cards.**

### Free or Reduced-Cost Meals

Free or reduced-price lunches are based upon family income and can be requested by filling out a free/reduced lunch application available through the office or for faster response we recommend applying online at: **ezmealapp.com**. Students who are receiving free/reduced lunch will continue to receive the benefit for the first thirty (30) days of school. **You must re-apply again at the beginning of the new school year.**

### MEAL PRICES (STUDENTS):

Full price-Breakfast: \$1.10

Reduced price Breakfast: \$0.30

Full price-Lunch: \$2.50

Reduced price-Lunch: \$0.40

Additional Milk: \$0.75

2<sup>nd</sup> Student Meal: \$5.50

Adult lunch prices are \$5.50 and adult breakfasts are \$2.40. If you are bringing guests or other children to have breakfast or lunch, the cost will be the same as adult prices.

**\* Milk is included with all full meals. Milk purchased without a meal is always \$0.60. This also pertains to those who qualify for Free or Reduced Meal Status.**

Reminder notices will be sent home with your child prior to account balance depletion. Any student who does not have money in their school account will be able to take out a loan with the school office. Parent(s) will be notified of meal loans via a note or phone call from the school office. All loans need to be paid as soon as parent is notified of the loan.

The maximum loan amount will be as follows:

Students eligible for free meals:	No Loan
Students eligible for reduced price meals	\$1.60*
Students who pay the regular student meal price:	\$10.00*

\*You will need to provide a home lunch for your child if the loan amount has reached the maximum.

If you would like to have lunch with your child please call the office before 8:30 a.m. to order lunch, and check in at the office before going to the cafeteria.

Breakfast/lunch menus will go home with your child prior to the upcoming month.

### **Lunchroom Rules**

- Students are to line up in order at their respective bell.
- No playing in the lunch line.
- Students are to sit in designated areas and eat quietly (no screaming or yelling).
- No throwing of food.
- Return and empty lunch trays in an orderly manner.
- Listen to and respect cafeteria supervisors.
- Students are to remain seated in the cafeteria until dismissed by a cafeteria supervisor.
- **No soft drinks or candy are allowed.**

### **Milk Allergies**

If your child has a documented “disability” that restricts his or her diet with milk, a Medical Diet Order form (attachment J) must be filled out by a medical doctor. No drink substitutions are offered.

HES requests that all families apply for the Free/Reduced lunch program even if parents are unsure if the family will qualify. Our school Title I funding is dependent on the number of free/reduced lunch applications. The higher our percentage of qualified applications, the more Title I funds we receive. Title I helps fund much of our reading, writing and math improvement efforts and is a crucial part of our school budget. Please do not let pride stop you from applying for free or reduced meals. The program is designed to help those that need temporary financial assistance and it provides children with a nutritious hot breakfast and lunch. Your applications will also help to ensure our continued Title I funding.

**If you have any questions, please call the school office at 313-3800.**

## **Wellness Guidelines**

The Department of Education (DOE) recognizes that there are links among nutrition education, the food served in schools, and the amount of physical activity. Student Wellness is affected by all of these. The DOE also recognizes that when students' wellness needs are met, they attain higher achievement levels.

### *Nutrition Education:*

Each school has a designated school committee or council that regularly addresses school health issues. This committee shall be responsible for ensuring that the Hawaii Wellness Guidelines are implemented at the school.

### *Food served in school:*

All reimbursable meals shall fulfill Federal nutrient standards as required by the USDA Child Nutrition Program regulations.

Meals feature fresh and minimally processed fruits and vegetables from local sources to the greatest extent possible.

### *Physical Activity:*

All students will have at least 20 minutes a day of supervised recess, during which schools must encourage moderate to vigorous physical activity.

Students do not have periods of two or more hours of inactivity.

Schools do not use physical activity as punishment.

Schools do not withhold opportunities for physical activity as punishment.

### *Healthy Snacks:*

- Listed below are items that meet the Wellness Guidelines. Though, it is still important to check the nutrition facts label for serving size, fat, sugar, and sodium amounts.
- FRUITS such as apples, oranges, pineapples, strawberries, bananas, grapes, blueberries, cantaloupe, pears, watermelon, kiwi fruit and dried fruit.
- VEGETABLES such as carrots and celery.
- CARBOHYDRATES such as granola bars, cereal, mini-sandwiches, crackers, and pretzels.
- PROTEIN/FAT such as trail mix.
- DAIRY such as yogurt and cheese.

## **CELL PHONES**

Students are **NOT ALLOWED** to use cell phones during school hours. If a student is seen with a cell phone out, it will be taken away and kept in the principal's office. The student's

parent/guardian will be notified and only a parent/guardian will be allowed to pick up the cell phone from the school office.

## **CHEATING**

Cheating will **not** be tolerated at Holualoa School. Those who are caught cheating will be subject to disciplinary action via a formal incident report.

## **CONTRABAND**

The following items, or any item used to distract from the educational process and/or the safety and welfare of students, are not to be brought to school and will be confiscated if they are in the possession of any student. Only parents may pick up confiscated items. Below is a partial list. Administration has the right to declare any other items as contraband.

### **Contraband Items:**

- Aerosol sprays
- “Boom” boxes, CD players, MP3 players
- Bandanas (any display of “colors”)
- Dangerous materials: lighters, matches, sharp edged instruments, etc.
- Electronic devices or games (of any sort)
- Fireworks
- Gambling devices
- Hacky Sacks
- Kendamas
- Noisemakers, cell phones, electronic games
- Pepper spray
- POGs
- Toy guns
- Tobacco- any form
- Water Balloons
- Whipped cream, shaving cream
- Laser pointers
- Skateboards, skates, skate shoes, rollerblades, soap shoes

Parents will be called in for a conference and given the material. All items considered contraband should not be used nor visible at any time during the school day.

Holualoa School will not assume responsibility for items brought on campus which are broken, lost or stolen. Valuable items, money (except lunch money), cell phones, MP3 players, games, etc. should not be brought to school. School staff does not have the resources to investigate the loss or theft of items considered contraband.



## **CURRICULUM**

Should you have any questions regarding the type and use of curriculum at Holualoa School, please direct them either to the principal or your child's teacher.

## **CSSS**

The Comprehensive Student Support System is based on the belief that given the appropriate support and interventions, every student will learn and succeed. CSSS is the structure for a continuum of support, in every school, to address whatever slows student progress. These programs and services enhance the school's academic, social, emotional, and physical environments so that all students succeed. If you have a concern regarding your child's learning, please speak to your child's teacher or to our SSC (Student Services Coordinator) for assistance. Share your concerns; learn about the school-based supports and strategies that are available in the classroom and school for ALL students. Together our team will work with you to discuss and implement appropriate supports in the school, home, and neighborhood to address any barriers to learning.

## **DISCIPLINE**

Holualoa School is a part of the Hawaii District Initiative in the Positive Behavior Support System which looks at school discipline from the point of view of prevention and statistical analysis. There is emphasis placed on positive behavior recognition.

Our plan has clear positive behavior expectations, positive school rules, and a plan for teaching positive behavior. Consequences will be progressive as shown below, but will also depend on the severity of the infraction:

- \* Counseling
  - \* Detention
  - \* Loss of privileges
  - \* Suspension

Communication between the school and home is crucial.

Complete school discipline policies can be found in the Ch. 19 booklet.

## **DISCLOSURE OF INFORMATION**

Parents need to inform the school annually if they want directory information on their child withheld from the public. Parents have ten (10) working days to complete and return the form.



## **DISHONORED CHECKS**

If for some reason you receive a dishonored check notice from your bank, you will need to do the following:

**Service Fee:** Submit \$25.00 cash, certified check or money order made payable to the Department of Education.

**Dishonored Check:** Submit cash, certified check or money order made payable to Holualoa School. Once a dishonored check is received, we will not accept another check from the same account for one school year (August-June). Once a dishonored check is received, we will not accept another check from the same account for one school year (August-June).

## **DRESS AND GROOMING**

Holualoa School takes pride in its students. All students are expected to dress neatly in clothes that are suitable for school activities.

1. Clothes are to be free of drug or sex related words and/or other inappropriate words or pictures.
2. The following types of clothes are not allowed--spaghetti straps, tube tops, exposed midriffs, snug shorts, mini-skirts, baggy shorts or pants and underwear that shows.
3. Protective covering for feet (shoes or slippers) should be worn at all times. Footwear with wheels (heelies), cleats or platform soles and heels greater than 1 inch are not allowed for safety reasons.
4. Hats may be worn on the playground. However, all hats must be removed before students enter the classrooms or other rooms (eg. Library, cafeteria) on campus.

The classroom teachers and/or other adult staff members will determine whether a student's clothing is appropriate. If clothing is inappropriate, students will be asked to borrow clothes from the health room.

## **EARLY DISMISSAL REQUESTS**

A request to have a student excused from classes early should be sent with the student on the morning of the dismissal. The time and reason for leaving should be included. In the absence of a note, phone calls will be accepted by the office. When possible, medical and dental appointments should be made outside of school hours. A pass for the student will be prepared to release the student from class. A child will be released only to the parent unless the school has been notified by the parent that they have granted permission for someone else to pick up their child. **Parents must sign the child out in the school office.**

## **EMERGENCIES**

Please have an emergency contact phone number or even two on file with the office in the event we should need to contact you concerning your child. Your emergency contact should be

someone other than yourself or spouse that would know where to reach you or could come to pick up your child if the school cannot reach you.

## **FIRE DRILLS**

In case of a fire emergency, the signal to evacuate the building will be a continuous sounding of the emergency fire alarm. There is an evacuation plan posted in each room. Teachers will instruct their class regarding specific procedures.

## **GEOGRAPHICAL EXCEPTIONS**

If you move outside of Holualoa School's boundaries, you must request a Geographical Exception to remain at Holualoa School (pending approval) or obtain a transfer slip to another school. Students who are granted a Geographical Exception are not eligible to ride the state bus. If parents request to have their children ride the bus, form CS101 (Request for Student to Ride the Bus on a Space Available Basis) must be completed and approved. See office for more information.

## **GENERAL SUGGESTIONS TO PARENTS**

Please do not phone your child during school hours unless there is an emergency. Please call the office before 9:30 a.m. with urgent or important messages.

**Place names on all articles of outer clothing – coats, hats, caps, sweaters, raincoats, lunchboxes, etc...**

You may send healthy snacks with your child – fruit, dried fruit, sandwiches, cereal, etc. **NO** candy, gum, soda, seeds, Li Hing Mui powder, etc...

Your child should have plenty of sleep each night for him/her to do well in school.

Instruct your child to never converse with a stranger, never to accept a gift from a stranger, and never to get into a car with a stranger.

Encourage your child to come home immediately after school is dismissed.

Do not send large amounts of money with your child.

## **CHANGE OF ADDRESS/TELEPHONE NUMBER**

If you change your address or telephone number please inform the school office immediately. If you move outside of Holualoa School's boundaries, you must apply for a "**Geographical Exception Request**". Please see the office for more information and to acquire "G.E." forms.

## **GIFTED AND TALENTED PROGRAM**

Starting in 2008, all students in second grade will be screened using the North Kona Complex gifted and talented screening process. Students who exhibit giftedness will qualify for further screening. Students who transfer into the North Hawaii Complex from out of district or state can be nominated for screening for two weeks before Spring Break until the end of the second week after Spring Break.

Call the Counselor for more information. 313-3820

## **GUIDANCE AND COUNSELOR SERVICES**

Guidance and counseling services are provided here at the school through our school counselor. Should you have any concerns that you feel the counselor may be able to assist you with, please call the school office.

## **ILLNESS OR INJURY AT SCHOOL**

If a student is injured or becomes ill at school, he/she is to report to his/her teacher. The teacher will determine if the child needs to go to the Health Room. If necessary, the Health Aide will contact a parent, guardian, or other emergency contact person to pick up the child. All students who are injured or become ill at school must check out through the Health Room before leaving school.

## **LOST AND FOUND**

The school maintains a lost and found department for small items such as jewelry, pens, and barrettes. Students can claim lost items by coming to the office to identify them. Large items such as jackets and lunchboxes are kept in a bin outside of the office. Items which are found by students should be taken to the office, except for library and textbooks which should be returned to the library. All items in the lost and found are kept for 45 days and then returned to whoever found them.

## **PARENTAL COMPLAINT PROCEDURE**

If a teacher receives a complaint from a parent, the teacher will:

1. Inform the department head and principal
2. Discuss the complaint with parent and attempt to resolve the problem
3. Meet with the principal & teacher to discuss the case
4. Provide the parent with a DOE complaint form and letter of explanation
5. Meet with the principal, department head and parent to discuss complaint
6. Refer case to the district level if it cannot be resolved at the school level

## **FIELD TRIPS**

Field trips are scheduled at various times throughout the year. Parents will receive a parental permission form informing them of the location and cost of the field trip. Please fill out the form and return it to your child's teacher as soon as possible.

## **PLANNERS**

Each student in grades 1 through 5 is issued a school planner. This is a major means of maintaining communication between home and school. Notes home, notices, memos and homework are included in the daily planner. Parents are asked to sign the planner each evening to ensure the child is supported by both home and school in student success.

If a planner is lost, a replacement can be purchased for \$5.00 at the office if available.

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

The Holualoa PTO is an integral and essential part of the success of Holualoa School. We rely on our PTO to supplement the purchase of textbooks, computers, and other equipment, and to support our teachers and students. Membership forms are available at the school office. Please become involved in the school and your child's education.

## **RECESS**

During recess students are expected to be on the field. Students are not allowed in the classrooms during recess unless the teacher is present. Students are not allowed to leave campus to retrieve balls or other play equipment. If a student is injured during recess, he/she should report to the recess supervisor

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

The SCC is a school improvement process which is based upon the premise that people within a schools community are competent, creative and want their children to have the best education possible. SCCs provide opportunities for shared decision making responsibilities among principals, teachers, support staff, parents, students and community members.

SCCs are a major part of the overall decision making structure at each school. They consist of people who are elected by their peers to represent the members of a school community. The Holualoa SCC consists of the school principal, two teachers, three parents, one classified staff member, one support staff member, one student body member and one community member. Their primary role is to guide the academic and financial planning process and to ensure the needs of all students are specifically addressed.

### **TARDINESS**

Children who arrive at school after 7:50 a.m. must report to the office for a tardy slip before going to class. This ensures accurate attendance records for the student.

### **VISITORS TO SCHOOL**

All visitors to the school are required to check in at the office to obtain a visitor's pass. Students from other schools are not allowed to visit the campus during school hours unless they are supervised. If you would like to speak to your child's teacher, please call and make an appointment first.

### **VOLUNTEER PROGRAM**

Volunteers are **required** to be cleared through the Office with a current valid TB clearance and background check within one year of volunteering. They must sign-in and wear a volunteer badge while on campus.

Parent and community volunteers are welcomed and very much needed at Holualoa School. If you would like to volunteer in your child's class, help with special projects, share a talent or a skill, or help supervise during recess/lunch, please call the Office

## **Top Five Ways to Get Involved**

- 1. Volunteer in the classroom. Read with students, make copies for the teacher, help with art projects, etc. For more information, contact the Office at 313-3800.**
- 2. Join the Parent-Teacher Organization. The PTO is responsible for fundraising for school needs, including books, field trips, and computers. Joining the PTO is a great way to meet new people and to learn more about the school.**
- 3. Volunteer for the School Community Council. The SCC is a policy-making group for the school which is responsible for reviewing the school academic and financial plans. Call the Office for more information.**
- 4. Volunteer for recess or cafeteria supervision. We are always in need of adult supervisors on the recess field and in the cafeteria in the morning and during lunch. Call the Office for more information.**
- 5. Wish list. Each month a staff and teacher wish list is published in the school newsletter with lists of volunteer and supply needs. Wish list items include everything from crayons to CD players. Donations of any kind are always appreciated and are tax-deductible.**

## HOLUALOA SCHOOL SONG

High above the calm seas of Kona  
Gently nestled beneath the blue skies  
Proudly stands Holualoa School  
On the slopes of Mount Hualalai

*Chorus:*

Eo-Holualoa  
Aloha-Holualoa  
The I'o fly above Holualoa School

All are friends and family and neighbors  
Where we live, our community shares  
Here is warmth and lasting aloha  
Our pride are teachers who care

*Chorus:*

Eo-Holualoa  
Lokahi-Holualoa  
Oh, how we love, Holualoa School

*Chorus:*

Aloha Holualoa  
Lokahi-Holualoa  
The 'io fly above Holualoa School



## **Our Shared Vision**

### **Kulia I Ka Nu'u – “Strive for the Summit”**

Kulia I ka nu`u is the Hawaiian value of achievement that has a simple message which serves as our vision of each of us, students, staff, parents and our community, constantly striving for personal excellence and the pursuit of quality.

## **Holualoa School MISSION**

Striving for Excellence through:

- Rigorous standards-based instruction
- Education of the whole child
- Inspiring a lifelong love of learning
- Preparing global citizens who exemplify empathy, tenacity, and resilience

### **General Learner Outcomes (GLO's)**

For many years, through changes in leadership, assessments and curricula, the General Learner Outcomes have been there. These are the over-arching goals of standards-based learning for all students in all grade levels. Our teachers rely upon rubrics built upon these to form their assessment of students – going beyond academic achievement to ensure students become engaged, lifelong learners. They are:

- Self-directed Learner (The ability to be responsible for one's own learning)
- Community Contributor (The understanding that it is essential for human beings to work together)
- Complex Thinker (The ability to demonstrate critical thinking and problem solving)
- Quality Producer (The ability to recognize and produce quality performance and quality products)
- Effective Communicator (The ability to communicate effectively)

- Effective and Ethical User of Technology (The ability to use a variety of technologies effectively and ethically)