

2018 – 2019
**Parent/Student
Handbook**



Moanalua Middle School

1289 Mahiole Street
Honolulu, Hawaii 96819

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<http://www.moanaluumiddle.org>

ALOHA

Welcome to Moanalua Middle School (MMS), the home of the mighty Mustangs! The strength of our school comes from our students, caring staff members, supportive families, and community members committed to academic excellence. We recognize the academic, developmental, social, and emotional needs of middle-level students and their unique talents and abilities. This handbook is designed to provide you with essential information for your child's success here at MMS. We encourage you to frequently visit our school website www.moanaluamiddle.org for the latest news and information. Have a great year!

ADMINISTRATION AND SUPPORT STAFF

Principal.....	Mr. Wayne Guevara
Vice Principal (Grade 8).....	Mrs. Audrey Ragraola
Vice Principal (Grade 7).....	Mr. Barron Iwamura
School Administrative Services Assistant (SASA).....	Mr. Glenn Sawada
Account Clerk.....	Mrs. Sheary Labasan
Office Assistant (Student Attendance).....	TBD
Office Assistant (Meal Accounts / Student Transportation).....	Mrs. Shirley Amundson
Office Assistant (Registration).....	Mrs. LeeAnn LaFortune
Registrar.....	Mr. Gordon Nakamori
Student Services Coordinator (SSC).....	TBD
Counselor (Outreach).....	Mrs. Sue Anne Bersola
Counselor (Grade 8).....	Ms. Juli Shinn
Counselor (Grade 7).....	Mrs. Liane Yoshitsugu-Cenido
Curriculum Coordinator (Language Arts/Social Studies).....	Mrs. Carol Tano
Curriculum Coordinator (Mathematics).....	Mrs. Julia Mew
Curriculum Coordinator (Science/CTE).....	Mrs. Kristina Lee
ELL Program Coordinator.....	Mrs. Carol Tano
Head Custodian.....	Mr. Wes Ueda
School Health Aide (SHA).....	Mrs. Michelle Takahashi
Middle School Coordinator.....	Mr. Al Perez
Parent-Community Network Coordinator (PCNC).....	Mrs. LeeAnn LaFortune
School-Based Behavioral Health Specialist.....	Ms. Florentina Kobuke
School Safety & Security Officer (SSSO) / Sports Program Coordinator...	Mr. Donny Ma`a
Student Activities Coordinator / Yearbook Advisor.....	Mrs. Renae Villa
School Food Services Manager (SFSM).....	Mrs. Deborah Swanson
Technology Coordinator.....	Mr. David Arakaki

Continuous Notice of Non-Discrimination

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 or activities. Please direct inquiries regarding HIDOE nondiscrimination policies as follows:

ADA/Section 504 inquiries

Krysti Sugita, ADA/504 Specialist
Civil Rights Compliance Office
Hawaii State Department of Education
P.O. Box 2360
Honolulu, Hawaii 96804
(808) 586-3322 or relay
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
P.O. Box 2360
Honolulu, Hawaii 96804
(808) 586-3322 or relay
crco@notes.k12.hi.us

SCHOOL PROFILE

Moanalua Middle School is located on the island of Oahu about eight miles west of the capital city of Honolulu and within three miles of the Daniel K. Inouye International Airport. Our school opened in 1967 and currently has 60 certificated staff (teachers) and 27 classified staff (support personnel) serving approximately 825 students in the 7th and 8th grade. Included in the certificated staff are three counselors, a registrar, a student services coordinator, three curriculum coordinators, a middle school coordinator, a technology coordinator, and a half-time student activities coordinator.

Our school reflects the economic and ethnic diversity of the Moanalua community and approximately 30% of the student population are dependents from all branches of the military. Approximately 28% of the student population qualified for free or reduced meals. Our school's student body demographics, based on the most recent profile data, is: 48% are Asian, 14% are Pacific Islander (including Native Hawaiian), 12% are White, 11% are Hispanic, 5% are Black and 10% are multiple ethnicities. Approximately 8% of students receive Special Education services and 4% of students receive English Language Learner (ELL) services.

The Moanalua Complex is made up of six (6) schools: Moanalua High, Moanalua Middle, Moanalua Elementary, Red Hill Elementary, Salt Lake Elementary, and Shafter Elementary. Our complex schools value collaboration and communication due to the diversity of each school community and transient population.

Our school is grounded in a belief that ***we are stronger as a team than as an individual***; thus, adopting the concepts of teaming and looping. Every student is assigned to an interdisciplinary teaching team. Each team consists of teachers for each core subject: English Language Arts, Mathematics, Science, and Social Studies. In addition to the content area standards, HIDOE's General Learner Outcomes (GLOs) are practiced to ensure our students are engaged and become lifelong learners. In Advisory class, our students will learn what it means to be a part of a Tribes learning community.

The MMS Parent Teacher Organization (PTO) supports our school through fund-raising efforts and making purchases that general school funds cannot provide. Our school has an active and engaged School Community Council (SCC) with student, parent, and community representation. MMS is continuously seeking out community partnerships; past and ongoing partnerships include campus beautification, reading mentors, Aloha `Aina recycling, and extended support for curricular and co-curricular activities. If you are interested in becoming involved, please leave your contact information with the school office.

Our Parent-Community Networking and New Student Transition Center is located on campus to provide services to students and families; please contact the school's PCNC for more information.

Moanalua Middle School has a strong academic focus and is highly regarded by students from other communities as many applications are received each year for a geographic exception (GE). Our Fine Arts program, which includes band, orchestra, chorus, and art, is considered exemplary as students and teachers, over the years, have received district, state and national recognition. Digital Media and Technology, including computer education, is infused across the curriculum and continues to be a special area of emphasis, and every student is issued a 1-to-1 digital device (computer laptop). Staff development, parent and community participation, and priority funding have supported this effort.

VISION

Moanalua Middle School will be one that...

- V**alues the dignity and worth of each individual member of the school community.
- I**nvolves parents, community, staff and students in teaching and learning.
- S**upports each individual's academic, personal, and professional growth.
- I**nspires life-long learning among the school community members.
- O**pens doors to encourage and develop new ideas to meet the ever changing needs of the students.
- N**urtures a positive, safe, exciting and enjoyable environment.

MISSION

We, the people of the Moanalua Middle School learning community, are committed to excellence. Building on the strengths and diversity of our community, we work together to meet all challenges so every student experiences success in learning and contributes to our community.

BELIEFS

We At Moanalua Middle School believe that...

- Students learn best when they feel good about themselves and their school.
- Students can reach their potential when they are given opportunities to explore and experiment in a safe and accepting environment.
- Students will be provided with challenging opportunities to experience success and to develop the necessary skills to participate responsibly in our school and community.
- Students will be supported and nurtured with values which encourage an appreciation for the richness of our multi-ethnic community and world.
- Students should acquire the technology, skills and knowledge needed to assume their many roles in society.
- Students deserve teaching that is relevant and challenging and which fosters lifelong learning.
- Students will be provided with facilities which are safe and comfortable and which augment the learning process.

GOALS

Our school goals are to...

- Provide a nurturing environment that creates positive learning experiences.
- Encourage students, staff, parents, and community members to embrace a shared value system of caring for self and others, of respecting the differences among people, and of believing all students can learn.
- Provide innovative teaching/learning strategies based on the Common Core State Standards to inspire learning, academic achievement, and independent critical thinking.

General Learner Outcomes (GLOs)

GLO #1: Self-Directed Learner

The ability to be responsible for one's own learning

GLO #2: Community Contributor

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

GLO #3: Complex Thinker

The ability to perform complex thinking and problem solving

GLO #4: Quality Producer

The ability to recognize and produce quality performance and quality products

GLO #5: Effective Communicator

The ability to communicate effectively

GLO #6: Effective and Ethical User of Technology

The ability to use a variety of technology effectively and ethically

Tribes Learning Community Agreements

Appreciation / No Put Downs

Stating appreciation for unique qualities and helpful contributions

Attentive Listening

Paying close attention to one another's ideas and feelings

Mutual Respect

Recognizing the value and uniqueness of each person

Right to Pass

Choose when and to what extent you will participate in group activities

The 16 Habits of Mind

1. Persisting
2. Thinking and communicating with clarity and precision
3. Managing impulsivity
4. Gathering data through all senses
5. Listening with understanding and empathy
6. Creating, imagining, innovating
7. Thinking flexibly
8. Responding with wonderment and awe
9. Thinking about thinking (metacognition)
10. Taking responsible risks
11. Striving for accuracy
12. Finding humor
13. Questioning and posing problems
14. Thinking interdependently
15. Applying past knowledge to new situations
16. Remaining open to continuous learning

CHARACTER EDUCATION

Our school's curriculum supports the core ethical values to foster academic growth and focus on social skills and is based on the following principles:

1. *Character education is not a subject; it is part of every subject.*
2. *Integrated character education is action education.*
3. *A positive school environment helps build character.*
4. *Character education is encouraged through administrative policy and practice.*

(*An Integrated Approach to Character Education*. T. Rusnak, ed. Corwin Press, 1998)

CORE ETHICAL VALUES

Moanalua Middle School demonstrates character education concepts and core values by incorporating them into the curriculum at each grade level. Core Ethical Values also serve as standards for student behavior and character development.

Appreciation/Thankfulness

- Be able to appreciate what one has • Be thankful for what one has
- Show appreciation for others who have done acts of kindness

Citizenship

- Obey rules and the law • Volunteer to help others • Protect the environment

Compassion/Kindness

- Show that you care about others through kindness, sharing and caring • Be charitable and empathetic
- Live by the golden rule, "Do unto others as you would have them do unto you." • Be altruistic

Cooperation

- Work as a team member to accomplish common goals

Courage

- Face adversity or difficulty with confidence and conviction • Face difficulties even when afraid

Honesty/Ethics

- Tell the truth • Be sincere • Do not cheat, steal, or betray a trust
- Understand and consistently abide by the spirit of an agreement, policy or law

Humility

- Be modest in demeanor, not overly filled with pride

Integrity

- Stand up for your beliefs about right and wrong • Resist social pressures and make ethical choices
- Keep your word • Always choose what is right, not just do what is right for self • Keep your word

Initiative

- Take on responsibility without being asked and without expecting compensation
- Willingly take charge to get something done

Justice

- Treat all people fairly • Be open-minded • Do not take advantage of another's mistakes
- Do not take more than your fair share

Perseverance/Work

- Do the best with what you have • Pursue excellence • Keep trying • Do not quit or give up easily
- Be diligent and industrious • Invest time and effort to produce something useful • Be resilient

Respect

- Be courteous and polite • Judge all people on their merits • Be tolerant and appreciative
- Accept individual differences • Appreciate cultural diversity

Responsibility/Commitment

- Be reliable • Be accountable • Do not blame others for your mistakes or take credit for another's achievements
- Be responsible for one's self and for one's learning • Uphold obligation (s) to others

Self-Discipline

- Exercise self-control • Think before you act • Consider the consequences

ACADEMIC INFORMATION

Required Courses/Promotion Guidelines

The Board of Education recognizes that young adolescence is a critical period in the development and education of students. Middle-level students must develop 21st century learning skills and be able to use technological tools. Therefore, all students in grades six, seven and eight shall be required to take language arts, mathematics, science, and social studies and be able to demonstrate their 21st century knowledge and skills. Students will receive an academic unit for each of the core content courses to be promoted to the next grade level. Successful completion shall be based on academic proficiency on identified benchmarks.

Hawaii Board of Education Policy 4502 Approved: 9/02; Amended: 4/7/05; 8/5/10

At **Moanalua Middle School** this is the course of study:

7th Grade

Language Arts
Mathematics
Science
Social Studies
CTE Exploratory Wheel
Elective

Total: 6 credits

8th Grade

Language Arts
Mathematics
Science
Social Studies
CTE Exploratory Wheel
Elective

Total: 6 credits

Requests for a program change will be accepted only during the first two weeks of school. The student must bring a note from the parent addressed to your child's grade level counselor. A program change will be made after careful review and consideration made by the grade level counselor. Students and parents should understand that changes will be made only on a space available basis.

Report Cards & Honor Roll

Academic Progress Reports to parents are sent home eight (8) times a year: a progress report in the middle of each quarter and a summative report at the end of each quarter. These reports keep parents informed of their child's progress throughout the year. In addition, parents/guardians may check JupiterGrades (an online grade book) at any time to monitor grades and assignments. Parents/guardians may call the school at any time to schedule a conference with all core teachers during their planning period or schedule a conference with a counselor or an administrator concerning student progress or problems.

Students who earn a quarterly grade point average (GPA) of 3.5 or above qualify for the Honor Roll. Students who earn a quarterly GPA of 4.0 qualify for the Principal's Honor Roll.

STUDENT SERVICES

Advisory

During Advisory students plan and organize school and team activities, discuss guidelines and problems of attendance, performance, and other issues relevant to the success of every student. The goals for Advisory are to improve and maintain communication, practice problem-solving skills, and build relationships among class members. Advisory meets for 30 minutes each day.

Counseling Services

Our counseling department serves the guidance needs of our students, by assisting in their academic, social, emotional, and personal development. Students who wish to have a conference with a counselor should schedule an appointment. In case of an emergency, students may go directly to the counselor's office after obtaining a pass from the teacher responsible for them during that class period. Parents/guardians who wish to speak with any of the counselors may call during the school day.

Student Services Coordinator

Our student services coordinator (SSC) works closely with the faculty to ensure the needs of all learners are met. If your child has services under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Americans with Disabilities Act (504) the SSC is your initial point of contact. Please make an appointment to see the SSC if you have questions regarding these services.

Health Services

A student with an illness or injury should ask their teacher for a health room referral slip. If a student should feel ill or get injured before school, during recess or lunch or after school they may report directly to the office or health room. **If students are found with active/live head lice, or “ukus”, parents will be notified for pick-up.** Emergency Information cards must be kept current in order to contact parents/guardians in case of accidental injury or illness. Please report changes in addresses, phone numbers, or emergency contacts to the office as soon as possible.

Student Activities and Athletics

Research has shown that students who are involved with co-curricular or extracurricular activities do better in their school work and enjoy attending school. Students are encouraged to join one or more of the many co-curricular activities offered at MMS. Faculty and community partners volunteer to provide fun, learning experiences for diverse interests. Although these offerings may change from year to year, depending on the schedules of our volunteers, most activities are offered each year. Students should listen to the morning bulletin for sign-up information or see the Student Activities Coordinator in the SG Room or the Sports Coordinator in the Security Office. Activities may include:

Cheerleading	Volleyball (boys & girls)	Anime Club
Cross Country	Wrestling (boys & girls)	Chess Club
Track & Field	Student Government	Multicultural Drama Club
Basketball (boys & girls)	Yearbook Committee	Robotics Team
Soccer (boys & girls)	Multimedia Program	After School Tutoring

SCHOOL RULES & REGULATIONS

School Issued Identification (ID) Badges

The school ID badge must be “prominently” displayed and visible at all times while on campus or at designated school sponsored events. The ID badge must be clipped on the upper half of the uniform shirt or worn on a lanyard. ID badge's may **NOT** be clipped on the bottom hem of the shirt where it is difficult to see. One (1) ID badge is issued to each student during the first week of school at no charge. A replacement fee of \$5.00 will be assessed for a re-issued ID badge and \$0.25 for the badge clip.

Visitors

Parents/guardians are encouraged to visit our campus and classrooms. Please coordinate your visit with our PCNC. Students from other schools are not permitted to visit the school apart from an organized visitation. All visitors are asked to follow our **Standard Dress Code** and report to the office **first**. The office will then contact the school personnel to meet you in the office and you will be escorted to your destination. This helps to ensure a safety and orderly campus of our students and employees.

Volunteers/Chaperones

We value the partnerships and services that volunteers and chaperones provide to our school and students. Prior to starting, we require all volunteers and chaperones to complete an application form, available in the school office.

Morning Drop-off and Afternoon Pick-up

Official campus supervision starts at 7:30 a.m., it is **not recommended** that students arrive or be dropped off before this time. Afterschool campus supervision ends at 3:30 p.m., students are to immediately leave campus after the release bell, unless they are participating in an official afterschool program such as athletics, band, orchestra, or other teacher-supervised activities. *Complete Child Care* (a private after-school program) provides afterschool supervision daily until 5:30 p.m. for a fee. For more information please visit www.ccihawaii.org.

Before School Waiting Areas

Students are expected to be waiting in the designated areas in the morning: the courts, field or Building K quad. All other areas are off-limits until the school day begins, unless you have permission from a teacher. Students eating breakfast are allowed to go to the cafeteria. Students may access their lockers on the second floor but must immediately go to the designated waiting areas after.

General Safety

No Running on campus. Running is only permitted on the grassy or play areas. Field sports (football, soccer, etc.) can only be played when there is adult supervision.

Gum and Food

Absolutely no gum chewing on campus. Eating is not allowed in classrooms or the library unless special arrangements have been made with appropriate school personnel. Students who eat snacks on campus must dispose of all litter in the trash receptacles provided.

Public Displays of Affection (PDA)

Some middle school students have matured to the point of having close friends. This is a natural process on the way to adulthood. However, the school prohibits open and public displays of affection. Students who are displaying their affections will be counseled, and appropriate consequences will be determined by an administrator.

Off-Limits/No Loitering Areas

The off-limits areas are: parking lots, the City & County park (except for the basketball court and playing field next to the K-building), park pavilion, anywhere outside the fence line, F-building lanais and stairwells, behind all portables, F-building, all second floor lanais, and remote trees. These areas are designated off-limits for student safety as we want students to be visible on campus. The school administration reserves the right to declare any area off-limits during the school year.

No loitering in: restrooms, the administration building, or any area painted with diagonal lines. During the lunch period, students may be in the cafeteria, library or in designated play areas, including the courts and large grassy areas. Students may NOT loiter or hang out by the classrooms when other students are in Advisory classes. The fire code forbids students from sitting or blocking the stairwells and walkways. The school administration reserves the right to declare any area a “no loitering” area during the school year.

Planner Pass and Call Slips

All students leaving the classroom during class time must possess an official pass. The official pass is the student planner with the hall pass section fully completed and signed by a teacher. If a student is called out of class, they must have an authorized Call Slip. Students must attend to the specific business and report directly back to class. Students who need to move from one location to another while classes are in session must do so without disturbance so that learning is not interrupted for others. Students who are out of class without passes or call slips may receive school level consequences.

School Property

The school is a public institution and no one may deface, damage, or destroy, its buildings, equipment, furniture, grounds, and other property. Graffiti is considered vandalism, and violators will be prosecuted. Damaged, lost, or stolen school books (including the student planner) and supplies must be paid for by the student to whom the items were issued. School issued ID badges are considered school property and handled with care.

Outstanding Obligations

Before a student can participate in or attend special events sponsored in full or in part by the school, **all** outstanding obligations (student government dues, detentions, classroom textbooks, overdue library books or fines, outstanding uniforms on-loan, fund-raising money, etc.) must be cleared.

Personal Belongings

Personal belongings, such as band instruments, handbags, iPads, laptops, Kindles or other eReaders, or other valuables, are the responsibility of the individual student. **DO NOT** leave personal items unattended as **the school is not responsible for loss, damage or theft.**

Lost and Found

The lost and found department, located in the school security office, is for the convenience of persons who have lost or found items on the school campus. Losses due to theft should be reported to the administration immediately.

School Office & Use of Telephone

Students are reminded that the school office and telephone are for business purposes. Students should not loiter in or around the office. The office will give permission for students to call parents only in emergency situations.

Change of Address or Telephone

The office should be notified in the event of a change in a student's address or telephone number as soon as possible.

Request for Copies of Student Education Records

Parents/Guardians may request a form from the school for the Department of Education to provide copies of educational records. In accordance with Section 92-21, Hawaii Revised Statutes, Copies of records; other cost and fees, requester will be charged twenty-five cents (\$0.25) per page for requests for copies of public records. The requester may also incur additional charges as outlined by the Office of Information Practices.

For more information on the additional charges, please refer to the following website: www.state.hi.us/oip/rules.html

Transferring to Another School

As soon as it is evident that a transfer to another school is necessary, students must bring a written notice from home. The school office staff will prepare the Request for Transfer form. The student will then circulate this form to all teachers. Upon completion, the student will receive a release if all school obligations have been met.

Non-Discrimination

No public school student shall be excluded from participation in, denied the benefits of, or be subjected to discrimination on account of the student's race, color, national origin, sex, religion, or handicap condition under any program or activity of the Department of Education.

If a student feels they have been discriminated against in one of the department's educational programs or activities, they are encouraged to bring the matter to the attention of the school principal for discussion and resolution. If the matter cannot be resolved at this level they are encouraged to make full use of the Department of Education's **Civil Rights Complaint Procedure for Students** and file a written complaint with the district superintendent's office. Upon receiving the discrimination complaint, a District Complaint Board will hear and decide on the merits of the complaint in a prompt and fair manner. Students may request a copy of the Civil Rights Complaint Procedure for Students from the principal.

ATTENDANCE PROCEDURES

Attendance:

Students are expected to attend school daily and be on time. The official school day for students begins at 8:30 a.m., a warning bell rings at 8:25 a.m., and school day ends at 2:39 p.m., except on Wednesdays when school day ends at 1:44 p.m..

Present means that the student is physically present in school or in a scheduled class, present for at least half the school day (8:30 a.m. to 11:30 a.m.), or is on an authorized school activity.

Absent means that the student is not physically present in school or in a scheduled class, leaves school before 11:30 a.m., or arrives to school after 11:30 a.m.. Students are either present or absent. The Department of Education does not make a distinction between excused or unexcused absences.

A student is **tardy** if arriving to school after 8:30 a.m. and before 11:30 a.m. or arrives to a classroom after the start of a class period without a pass.

Students arriving to school after the 8:30 a.m., must report to the front office and obtain a tardy slip before being admitted back to class.

Chronic Absenteeism and Excessive Tardiness:

Students are considered **chronically absent** when they accumulate **15 absences**. Students are considered **excessively tardy** when they accumulate **15 tardies**. Progressive action will be taken to address and prevent chronic absenteeism and excessive tardiness. Students who are chronically absent or excessively tardy may result in a referral to Family Court.

Reporting an Absence:

In the event your child is or going to be absent from school, please contact the school in one of the following ways:

Option 1

Call (808) 305-1289 between 8:00 a.m. and 9:00 a.m. on the day of your child's absence. When reporting an absence please give your **child's full legal name, reason for absence, and date of absence**.

Option 2

Email your child's counselor regarding your child's absence. When reporting an absence via email, please include **child's full legal name, reason for absence, and date of absence**.

Option 3

Submit a letter to the school office regarding the absence. When reporting an absence via letter, please include your **child's full legal name, reason for absence, and date of absence**. This letter must be signed by a parent/guardian and list a contact number.

If your child will be absent from school for an extended amount of time (e.g., family trip), please **submit a letter** to the **principal** stating your **child's full legal name, reason for absence, and dates of absence** for authorization.

Failure to contact the school of an absence may result in the absence recognized as unauthorized.

Upon Returning to School:

*A **doctor's note** is required for absences of five or more consecutive days due to illness upon returning to school. Failure to submit this note may result in the absence being considered unauthorized and subject to counselor and administrator follow up action.*

Homework Requests:

Homework requests will be taken on the **second consecutive day** of your child's absence. Requests must be made before 9:00 a.m. and will be available for pick-up in the front office at the end of the school day. Otherwise, the homework request will be available the next school day.

If your child will be absent for reasons other than an illness, contact your child's counselor prior to absence to make the appropriate arrangements for picking up homework. Requested assignments are due on the day the student returns to school.

Authorization to Leave Campus:

Once arriving to school, all students are expected to remain on campus until the end of the school day. Students arriving by bus are to immediately exit the bus and enter the campus. Students leaving campus without authorization will be referred to the administration for discipline and consequences. In the event a student must leave campus during school hours an off-campus pass must be obtained from the school's office.

Call (808) 305-1289 between 8:00 a.m. and 9:00 a.m. or **submit a letter** prior so that an off-campus pass can be prepared. When making this request please give your **child's full legal name, reason, and pick-up time.**

A parent, guardian, or an authorized adult must sign-out a student in the office before a student is allowed to leave campus.

**SCHOOL UNIFORM POLICY
(Revised June 2018)**

Statement of Policy

All Moanalua Middle School students are required to comply with the five (5) components of the school uniform effective the first day of school. Students must wear a uniform shirt, uniform bottoms, outerwear, footwear, and school issued identification (ID) badge as provided below. Outerwear, when worn, must adhere to specifications. This policy applies at all times on campus, buses, and field trips, as well as at school-sponsored activities. Students must remain in uniform all day, including after school. For school-sponsored activities that do not require a uniform, the Standard Dress Code applies.

1. **UNIFORM SHIRTS (TOPS):** Approved colors are ROYAL or NAVY BLUE, WHITE, and ASH GRAY.
 - Uniform shirts with the school logo are available from the school uniform vendor and includes: polo shirts with collars, t-shirts, and long-sleeved t-shirts.
 - Shirts that are not tucked in must not extend below bottoms. (No shirt longer than shorts length)
 - Shirts may not be altered (tied/knotted up, sleeves cut off, tie-dyed, written on, torn, etc.).
 - Shirts that have developed holes or areas of wear are not allowed.
 - Under shirts must be an approved uniform color (no shirt longer than shorts length).
 - School team (interdisciplinary or athletic teams) or program (i.e. Band, Orchestra, etc.) t-shirts in the approved colors and styles are acceptable uniform attire.
 - School sports team jerseys may be worn only on or before game day. Tank top team jerseys must be worn over a t-shirt in the approved uniform shirt color.
 - Older versions of the school uniform shirt may be worn as long as it remains in acceptable condition (no holes or worn out).

2. **UNIFORM BOTTOMS:** Approved colors are SOLID - ROYAL, NAVY, or DENIM BLUE, BLACK, GRAY, TAN KHAKI, and WHITE.
 - Pants or shorts. No skirts allowed. Athletic shorts are acceptable as long as all the colors are in the approved uniform bottom colors.
 - Students participating in Performing Arts performances may wear skirts approved by instructors/ administrators.
 - Pants or shorts must fit properly at the waist and no shorter than mid-thigh in length. No sagging, baggy, or oversized pants. (If the pants fall down when the belt is off, the pants are too large). No loose or hanging belts or chains.
 - No holes, rips or stains on pants or shorts.
 - No revealing, body hugging, cut-off or torn pants.
 - Visible logo patch, insignia, brand name or decorative embroidery must not be larger than one square inch.

3. **OUTERWEAR:** Approved colors are SOLID - ROYAL, NAVY, or DENIM BLUE, WHITE, and ASH GRAY.
 - Uniform shirts must be worn with all outerwear.
 - Uniform jackets with the school logo are available from the school uniform vendor.
 - Outerwear not purchased from the school uniform vendor must be an approved color.
 - Visible logo patch, insignia, or brand name must not be larger than one inch.

4. **FOOTWEAR:** Students are required to wear footwear at all times.
 - Flats or athletic shoes are the recommended footwear for middle school students.
 - Maximum shoe heel height is two (2) inches.

5. **IDENTIFICATION (ID) BADGE:** Students are required to wear the school issued ID badge at all times.
 - This ID must be “prominently” displayed via badge clip or lanyard to allow anyone on campus to quickly identify the individual.

Standard Dress Code

School is a place for learning and students are expected to dress in good taste at all school functions without becoming a distraction to others. Student’s attire should reflect the message of a safe and drug-free campus.

Hats, visors and sunglasses are not to be worn or visible on campus, except for approved field trips or physical education activities. Any item of clothing that may be construed as gang-related or items disruptive to the school environment may be banned or confiscated.

Pants and shorts must fit at the waist without the support of a belt (If the pants fall down when the belt is off, the pants are too large) and no shorter than mid-thigh in length. Sagging, baggy, or oversized pants, loose or hanging belts or chains, and revealing, body hugging, cut-off or torn jeans are inappropriate attire for middle school. Pants should have pockets so that valuables may be secured in a pocket instead of in a backpack.

For casual school-sponsored non-uniform events, girls may wear of variety of tops including: t-shirts, polo shirts, or blouses as long as the top is tucked in or worn out extending below the waistline, with no visible midriff or cleavage. Halter, tank, cropped, single sided or tube tops; cut shirts, spaghetti straps, torn jeans; and clothing that is see-through, reveals underwear, is body hugging, or bares the midriff are unacceptable. For safety reasons, girls should not wear high-heeled shoes.

Free Dress Days

There will be designated “Free Dress Days”, announced in advance, when students are not required to wear school uniform shirts (tops) on campus and adhere to the Standard Dress Code. Bottoms, outerwear, footwear, and ID badge uniform standards must still be followed on “Free Dress Days”.

Consequences for Non-Compliance

Parents/guardians may be called to bring a change of clothing or the school may provide the student with gently-used uniform. Non-compliance with the Uniform Policy may result in students receiving school-level discipline in accordance with Chapter 19.

STUDENT LOCKERS

Locker Assignments

The Security Officer will issue lockers to students on a first-come, first-served basis. There are only 488 lockers available on the school campus. Because of the limited number of lockers, students may find a “locker buddy” to share a locker with for the school year.

Use of Locker

All lockers assigned to students are the property of Moanalua Middle School. In other words, lockers are not private property, and students shall not decorate the inside and/or outside of their assigned locker. At no time does the school relinquish its exclusive control of its lockers. Students will be assigned a locker only after the student and parent(s) have **read and signed a permission form**. If a locker is to be shared with another student (“locker buddy”), **both, parents and students, need to sign the permission form**. Students can only store their own belongings and must use only the locker assigned to the student. Students cannot move their belongings to any locker that is not assigned to the student. Any student found using a locker that is not assigned to him/her, will immediately lose this privilege.

Primary usage of the locker is to store school materials and supplies which will enhance the student’s ability to learn. Lockers shall not be used to store items that are in violation of the Student Handbook and/or Chapter 19. Lockers are not burglar proof; therefore, students should not leave valuable items such as money or expensive personal property in their locker. Students are also responsible for all school property that may be taken from the locker. No food items are to be left in the locker, as this will attract rodents and/or start an insect infestation.

Locks

The school will need to have the combinations to all students' combination locks. This will be kept on a master list with the Security Officer. All students must also comply with the following:

- Must supply a combination-type lock.
- Must provide the combination to the Security Officer; this also applies to all replacement locks.
- Never give out combination to other students.

The Security Officer shall have custody of all lock combinations for student lockers. Students are prohibited from placing locks on lockers without proper approval by the SO. Students are advised to always remember to check their lock before leaving the area, and make sure they have secured their locker. If for any reason a student suspects that their locker or lock has been tampered with, immediately report the incident to the Security Officer or an Administrator.

Locker Cleaning

Every Friday will be designated as "Locker Clean-Up Day," when students are to remove all items in their locker to avoid theft over the weekend.

Inspection of Locker Contents

School lockers that have been assigned to students are subject to opening and inspection by school officials at any time with or without cause. (**HAR 8-19-14, Chapter 19, Subchapter 4; School Searches and Seizures**)

Access to Lockers

Students may have access to their lockers only during the following times:

Before School:	7:45 a.m. - 8:25 a.m.
Breaks:	10:30 a.m. - 10:42 a.m.
After School:	2:39 a.m. - 3:00 p.m.
Wednesday:	1:44 a.m. - 2:00 pm

CAFETERIA

As part of the school service, all students will be assigned cafeteria duty. Advisory teachers are responsible for assigning the students (cafeteria monitors) on a rotating basis. **Participation is mandatory**; any exceptions shall be determined by an administrator on a case-by-case basis. On the day of cafeteria duty, the cafeteria monitors must wear appropriate footwear as a safety precaution. Students will follow the safety and sanitary rules and regulations of the cafeteria. All assigned cafeteria monitors will report to the cafeteria 30 minutes before the first lunch bell. This allows time for cafeteria monitors to eat a lunch, clean up, put on aprons, and be assigned to the various duties in the cafeteria. All classroom rules shall be observed in the cafeteria. At the conclusion of cafeteria duty, cafeteria monitors will be sent back to their classes with a signed cafeteria monitor slip.

MEAL ACCOUNTS**Background**

- The HIDEOE uses a digital meal accounting system. Absolutely **no cash** will be accepted at the point of sale (in the breakfast or lunch line).

- All students shall receive one (1) school issued ID badge at no charge. This ID badge includes a unique barcode linked to the student's meal account and be used for the purposes of purchasing meals in the school's cafeteria.
- A student's eligibility status (i.e. free, reduced, or paid) is kept confidential and is **NOT** identified on the ID badge.
- This accounting system keeps track of student spending from deposited funds. Parents may request by calling or visiting the school office to view their child's account history during business hours (7:30 a.m. to 4:00 p.m.).

Free and Reduced Meals Application

- Applications must be submitted annually.
- Application forms are available in the office. All student information packets distributed during packet pick-up will have this application included.
- You may apply online at www.ezmealapp.com; **do not** complete a paper application if an online application is submitted.

Deposits

- Deposit by **cash** or **check** to meal accounts at the school office, or online by **credit card** at www.EZSchoolPay.com (the 10-digit student ID number, located on the report card and schedule of courses, is required).
- If paying by cash, **deposit exact amounts only**, the school office cannot guarantee change will be available.
- Make checks payable to: **DEPARTMENT OF EDUCATION (DOE)**. A service charge of \$25.00 will be assessed for dishonored checks (Section 40-35.5, Hawaii Revised Statutes). If a dishonored check should be returned to the our office, **only cash** payments will be accepted thereafter. *Note: At the start of the fourth quarter, **no checks** will be accepted as payments for meals, **cash only**.*
- Deposits into a meal account before 10:30 a.m. will be credited to the account on the same day. Deposits made after 10:30 a.m. will be posted to the account the next day.

Meal Prices

- See chart below for prices. *Prices are subject to change. Updates will be posted on our website: www.moanahumiddle.org.*

<u>Serving Time</u>	<u>Meal Type</u>	<u>Cost</u>
7:30 a.m. - 8:10 a.m.	Breakfast	\$1.10
	Reduced price student breakfast	\$0.30
	Second and subsequent breakfast	\$2.40
	Adult breakfast	\$2.40
	Extra milk	\$0.60
11:35 a.m.-12:45 p.m.	Lunch	\$2.50
	Reduced price student lunch	\$0.40
	Second student entree	\$2.00
	Second and subsequent lunch	\$5.50
	Adult lunch	\$5.50
	Extra milk	\$0.60

Insufficient Funds

- Please be aware that students must have available funds in their account **before** a meal can be purchased. **Insufficient funds = No Meal.** However, students will not be denied a first lunch within seven (7) days after their meal account reaches a zero balance. Students will not be allowed a second entree or second lunch while in loan status (negative balance). It is recommended that students bring a home lunch to keep the loan to a minimal.
- Students in loan status will not be allowed to purchase a breakfast to keep the loan to a minimal.
- Students who are eligible for Free/Reduced Meals must funds in their account **IF** they are planning on purchasing either a second meal or extra milk. These items are charged at full price.

Unpaid Meal Charges (Loans)

- The HIDEOE and MMS **cannot** make unlimited loans for meals. Therefore, we kindly request your prompt attention should your child enter into **loan status** (negative balance).
- Weekly notifications will be made if your child has a low balance (\$5.00 or less) or in loan status (negative balance). Notifications may come in the form of phone calls, personal contact, written letters, or voice messenger system. Your attention to these matters is appreciated.
- MMS reserves the right to deny meal service if a meal account remains in a loan status (negative balance) after seven (7) days. Therefore, should your child's account enter into loan status, providing them with a home lunch is highly recommended until the balance is paid and additional funds deposited.

STUDENT TRANSPORTATION SERVICES

A **school bus** pass is required of all students riding state-contracted school buses to and from school. Bus passes are necessary to ensure student health and safety, that all students have seats, assist in identifying students who are misbehaving, and to prevent unauthorized boarding.

Parents and students who desire transportation services must submit an **Application For Student to Ride School Bus** (Form ST-70) and be approved as eligible by a school official. **Applications will be available and processed on designated program pick-up days in July in the school cafeteria.** New students arriving throughout the year will be issued applications and processed through the school office.

Students who lose their bus passes must obtain a replacement pass in order to ride the bus. The replacement fee for a bus pass is \$5.00. A temporary pass may be issued in lieu of a replacement pass at the discretion of a school administrator if the student forgot their school bus pass.

All students are expected to conduct themselves in a responsible and orderly manner while waiting, boarding, and riding the bus.

Students on a Geographic Exception, or living within **1.5 miles** of school, may apply for a school bus pass on a *space available basis*. Space available seats are authorized by the District Transportation Officer after an accounting of bus loads. See the school office for the Form CS-101 to apply.

Bus Passenger Requirements:

§ 8-28-6 Passenger Safety Code, Hawaii Administrative Rules

All students riding school buses shall abide by the following requirements:

1. At the designated school bus stop and while boarding, students shall:
 - Not bring children who will not be passengers on the bus or animals to the bus stop;
 - Be on time at the designated school bus stop to help keep the bus on schedule;
 - Stay off the road while waiting for the bus and conduct themselves in a safe manner while waiting;
 - Refrain from loud talking at bus stops which may disturb nearby residents;
 - Not litter or deface public or private property at bus stops;
 - Not trespass on private property while waiting at bus stops;
 - Line up in an orderly, single file and wait until the bus comes to a complete stop before attempting to board the bus;
 - Walk on the side of the road facing traffic to get to the bus stop if there are no sidewalks;
 - Not bring articles on the bus that may cause injury to passengers or carry on articles which cannot be stored safely under the seat;
 - Use the handrail and watch their step when boarding the bus.

2. While on the bus, students shall:
 - Keep hands and heads inside the bus at all times;
 - Not scream, talk and/or laugh loudly, engage in horseplay or otherwise behave in a manner that may divert the driver's attention and result in a serious accident;
 - Treat bus equipment as valuable furniture. The offender or the offender's parent shall pay for damage to seats, windows, and other equipment.
 - Not eat or drink any beverages on a regular trip to and from school unless necessary for medical reasons;
 - Not tamper with the bus or any of its equipment;
 - Keep books, packages, coats, and all other objects out of the aisle;
 - Remain in the bus in case of a road emergency, unless directed to do otherwise by the bus driver;
 - Not throw anything out of the bus window;
 - Remain in their seats while the bus is in motion;
 - Not smoke, gamble, fight or engage in any other behavior that will endanger health or morals; and,
 - Obey the bus driver.

3. When leaving the bus and crossing streets, students shall observe the following procedures:
 - Leave the bus only at regular bus stops unless proper authorization has been given in advance by the school principal.
 - Use the handrail and watch their step when getting off the bus.
 - Cross at nearby crosswalks or intersections at bus stops where the activation of the four red alternating flashing lights on the bus is prohibited by State law. If there is no crosswalk or intersection nearby, students shall avoid crossing at curves or hills or locations where visibility of on-coming vehicles is limited.
 - When crossing the street at a bus stop, students shall walk twelve feet in front of the bus and look to see if alternating red lamps on the top portion of the school bus are flashing. If the lamps are flashing, they shall look at the driver and wait for the driver to give the signal to cross. If the red lamps are not flashing, students shall not cross the street and shall notify the driver that the red warning lamps are not working and ask the driver for assistance in crossing the street.

4. Additional Requirements are:

- Bus passes are not transferable and will be confiscated if they are given to another student.
- No forging of bus passes.

Video Cameras

The Hawaii State Department of Education (HIDOE) is committed to ensuring the safety of your child at all times. To this end, parents and guardians are advised that the HIDOE utilizes video cameras on all school buses. Guidelines on the restricted use, application and retention of video surveillance files can be obtained from the District Transportation Officer.

Global Positioning System (GPS) Bus Tracking

The HIDOE utilizes GPS tracking capability on all school bus vehicles. GPS technology allows the HIDOE to track the location, speed and route path of school buses (including actual pick-up and drop-off stop times and locations) as well as other relevant aspects of the service.

Consequences for inappropriate behavior on the bus

Students who misbehave on a bus may be denied rides and shall be subject to disciplinary actions defined in Chapter 19. In the event that the school receives a School Bus Incident Report (Form ST-15) for a student, the Principal or designee will perform an investigation of the incident and notify the parent/guardian of the outcome. Students who are precluded from riding the school bus by the school principal for misbehavior are not eligible for refunds for the unused portion of the bus pass. Generally, incidents are handled in the following manner:

- First incident: Written warning; Parent notified.
- Second incident: One day off the bus; Parent notified.
- Third incident: One week off the bus; Parent conference.
- Incidents thereafter: Hearing with parents, district superintendent, bus company representative to determine whether the student should be permanently expelled from riding the bus.

Hawaii State Department of Education Student Internet Use Guidelines Relating to Use of School Computers, Networks and Internet Services

Introduction

The Hawaii State Department of Education (HIDOE) allows the use of the Internet and Web 2.0 applications or tools to improve instruction and student outcomes within the following guidelines.

Purpose

According to the Merriam-Webster dictionary, the Internet is “an electronic communications network that connects computer networks and organizational computer facilities around the world.” Web 2.0 is a general term used to describe and define a web application that facilitates participation, sharing, and collaboration on the world wide web. Some examples of Web 2.0 include but are not limited to social networking sites, blogs, wikis, video/photo sharing, and other interactive and collaborative sites.

The purpose of the Internet and Web 2.0 applications and tools in an educational setting is to enhance instructional strategies and outcomes for students. Should they choose to use such tools to create web-based sites and pages, students are responsible for maintaining and updating their sites to ensure the information provided is current and accurate.

Use of the Internet is a Privilege, not a Right

Student use of the school unit's computers, networks and Internet services is a privilege, not a right. Unacceptable use/activity, or any other noncompliance with these guidelines, is considered a "Class B" offense under Chapter 19 and may result in suspension or cancellation of privileges as well as additional disciplinary and/or legal action. The principal shall have final authority to decide whether a student's privileges will be denied or revoked.

Chapter 19, and other applicable HIDOE rules and school rules shall apply when students access the Internet. Internet use and access shall be for school and/or educational purposes. Student contributions to sites are representative of the HIDOE, and therefore, all information provided is expected to meet professional standards for communication and model Common Core State Standards and Hawaii Content and Performance Standards for English Language Arts and other content areas as appropriate. Content shall be limited to information that is appropriate to the educational mission of HIDOE.

1. Appropriate and Ethical Use

- a. Separate Accounts. Personal Web 2.0 user accounts shall not be used for instructional or school purposes. Students shall use separate accounts for school purposes and maintain the privacy and security of individual usernames and passwords. Misrepresenting oneself as another user or sharing user names and passwords is unacceptable.
- b. All interactions shall be purposeful and appropriate. Use should be consistent with guiding ethical statements and accepted community standards. Due to the broad scope of information provided on the data networks and the lack of censorship, each user must self-regulate access to acceptable materials and communications.
- c. Users shall *not*:
 - i. Reveal their full name, home address or telephone number on the Internet without prior permission from a supervising teacher. Students are not to meet people they have contacted through the Internet without parental permission. Students are to inform their supervising teacher if they access information or messages that are dangerous, inappropriate or make them uncomfortable in any way.
 - ii. Harass other users by sending annoying, obscene, libelous, or threatening messages. Users shall report any conduct that they feel can be defined as harassment to their teacher or school administrator immediately.
 - iii. Use the access for illegal, unethical, or obscene purposes. Users shall respect copyright laws and licensing agreements pertaining to material entered into and obtained via the system.
 - iv. Use the access for "for-profit" or commercial business activities. HIDOE assumes no responsibility for any unauthorized charges made by students including but not limited to credit card charges, long distance telephone charges, equipment and line costs, or for any illegal use of its computers such as copyright violations.
 - v. Access Web 2.0 sites that are not in direct support of lesson activities.
 - vi. Intentionally develop programs or engage in activities that disrupt other users or infiltrate computer or network security. Users shall respect and protect the integrity of computing systems.

2. No Expectation of Privacy

The HIDOE retains control, custody and supervision of all computers, networks and Internet services owned or leased by HIDOE. The HIDOE reserves the right to monitor all computer and Internet activity by students. Students shall have no expectation of privacy in their use of school computers, including e-mail and/or stored files.

All HIDOE Internet users are responsible for adhering to the Technology Acceptable Use Guidelines Relating to HIDOE-owned or Leased Digital Devices, Network, and Internet Services. The guidelines can be accessed at: www.hawaiipublicschools.org/DOE%20Forms/FRL/DDUP.pdf

Any student user who does not comply with HIDOE's Technology Responsible Use Guidelines (commonly referred to as TRUG) will lose access privileges for a period of time that the Principal deems appropriate. Repeated offenses or severe infractions of the TRUG may result in the termination of computer privileges. Additionally, student infractions may also result in appropriate disciplinary action in accordance with Chapter 19, in addition to suspension or termination of access privileges. Unauthorized use of the network, intentional deletion or damage to files and data belonging to other users, or copyright violations may be termed as theft as defined under Chapter 19, and/or the Hawaii Revised Statutes.

SCHOOL DISCIPLINE PLAN

Philosophy

The Department of Education is committed to: Ensuring that every student is highly engaged in a rigorous, creative and innovative academic curriculum, highly engaged in their learning environment and highly engaged in powerful applied learning practices aligned to college and careers; Ensuring our students' perspectives and aspirations are highly valued in the classroom, school, and community, and influencing the design of educational programs, learning experiences, and school structures. (HIDOE Implementation Plan 2017-2020)

In order to provide an environment conducive to teaching and learning, teachers, students, and parents must work together in a positive and supporting atmosphere. This atmosphere cannot exist without a safe and orderly campus. To ensure safety and order, Moanalua Middle School operates under a progressive discipline system based on state laws, Department of Education policies and school level rules. This system is encoded in the Hawaii Administrative Rules (HAR) Chapter 19.

All MMS students and staff are responsible for establishing and maintaining a safe and orderly campus to provide risk-free learning environments where all students can be nurtured and supported to achieve to their greatest potential.

We believe that the best discipline is self-discipline, one that comes from within the child, rather than one that is imposed. We believe that discipline should be preventive rather than simply punitive. This self-discipline works effectively with an established and maintained school discipline plan.

HAR Chapter 19: Student Misconduct, Discipline, School Searches and Seizures, Reporting Offenses, Police Interviews and Arrests and Restitution for Vandalism is to support a positive

and proactive approach to addressing student behavioral issues. The purpose of school-administered discipline is to:

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

Upon entering school, every student receives a Chapter 19 booklet. Please read the booklet carefully. The school office can provide additional copies. All schools have disciplinary problems. It is how effectively these problems are dealt with that determines the level of safety and order and thus the quality of education students can receive.

The following is a guideline for **Acceptable Standards of Behavior** while attending Moanalua Middle School.

MMS STUDENT EXPECTATIONS
<p><u>General Behavior as an MMS Student</u></p> <ul style="list-style-type: none"> ● Once on campus, students are to remain on campus until dismissal. ● When on campus, students will be in proper uniform policy attire and shall be visibly wearing their own non-defaced/ non-damaged MMS student ID badge. ● When on campus, students shall walk at all times. Use the walkways and avoid walking in the planters or grassy areas. ● Follow all classroom rules posted. ● Follow starting of class and/or dismissal procedures as practiced with teacher and classmates. ● Must have a planner pass or call slip pass indicating destination when out of class during instructional time. ● Public Display of Affection (PDA) is prohibited. ● Absolutely no gum chewing on campus. ● No loitering in: restrooms, administration building, or any area deemed off-limits. ● Personal belongings are the responsibility of the individual student. Do not leave personal items unattended. ● All cell phones shut off and put away, unless directed for use by MMS Staff. ● Follow all "TRIBES" agreements and CORE ETHICAL VALUES.
<p><u>Restrooms</u></p> <ul style="list-style-type: none"> ● Preferably use the restroom before or after school, and during break and lunch time. ● Use restrooms only for intended purposes. Playing or loitering in the restrooms is not allowed and will be cause for disciplinary action. ● Keep the restrooms clean, do not litter, and be respectful of the privacy of others.
<p><u>Morning Break</u></p> <p>Rules:</p> <ul style="list-style-type: none"> ● Remain in the assigned areas at all times. Stay away from off-limits areas. ● If going to a class during break and/or lunch, you should have a pass from that teacher you are reporting to. ● Practice safety and fair play at all times and avoid rough contact sports and games. ● Report all accidents to the yard duty teachers and/or security staff. ● Do not throw objects of any kind.

<ul style="list-style-type: none"> • When whistle is blown stop all play and activity and be ready to be excused back to class.
<p><u>Lunch</u> Cafeteria rules:</p> <ul style="list-style-type: none"> • Walk, not run, to the cafeteria. • Form single file lines at the outside doors. • Have their school ID badge out and ready. • Be respectful to others; student monitors, cashiers, cafeteria staff. No cutting in line, shouting, or acting in a rowdy manner. • Exit through the center doors into the cafeteria. If you forget something from the line, DO NOT re-enter through the center doors. Go around to the side doors and let the security aide or lunch monitor know what you need (e.g., fork, milk, etc.). • Find a seat and consume all food in the cafeteria, including desserts. Students who are not eating will be asked to leave the cafeteria. • Use proper eating and table manners; if you drop food on the table or floor seek assistance and clean it up. • NEVER TOSS, THROW, PLAY with or use food for any other purpose, than to eat. • Carry their own trays to the disposal area. Check around table for any personal belongings and litter that may have been left behind. • Students must exit through the dish washing room.
<p><u>After School</u></p> <ul style="list-style-type: none"> • Vacate the school campus as soon as school is dismissed unless authorized to attend other school activities such as Complete Childcare and/or after school tutoring, credit recovery, detention, clubs, meetings, practices, performances, etc. • Students attending an after school program outside of Complete Childcare will meet at designated meeting area.

The following is a guideline of possible general consequences of misconduct for violations of Chapter 19 Class Offenses and general school rules.

The following prohibited conduct applies to all students in the public school system, on campus, or other department of education premises, on department of education transportation, or during a department of education sponsored activity or event on or off school property.

- (a) Any student who possesses a firearm shall be dismissed from school for not less than one (1) calendar year period. (The Federal Gun Free School Act of 1994 and Hawaii State Act 148).
- (b) Any student who possesses, sells, or uses a dangerous weapon, switchblade knife or any improperly used knife, intoxicating substance(s) or illicit drug(s) while attending school may be excluded from attending school for up to ninety-two (92) days.

At Moanalua Middle School, we will abide by Chapter 19 to support all teachers, students, faculty and staff. Below you will find a list of class offenses (A,B,C,D), and possible consequences.

Class A Offenses (Prohibited by State Law)	Possible Consequences (More than one consequence may be issued)
<ul style="list-style-type: none"> • Assault; • Burglary; • Dangerous instrument, or substance; possession or use of; 	<ul style="list-style-type: none"> • Suspension of one to ten school days; • Suspension of eleven or more school days; • Dismissal - 1 year; • Interim alternate education setting;

<ul style="list-style-type: none"> ● Dangerous weapons; possession, or use of; ● Drug paraphernalia; possession, use or sale of; ● Extortion; ● Fighting; ● Firearms; possession or use of; ● Homicide; ● Illicit drugs; possession, use, or sale of; ● Intoxicating substances; possession, use, or sale of; ● Property damage or vandalism; ● Robbery ● Sexual offenses; or ● Terroristic threatening 	<ul style="list-style-type: none"> ● Referral to alternative education programs; ● Disciplinary transfer; ● Crises removal; ● In-school suspension; ● Loss of privileges; ● Restitution; ● Campus Beautification; ● Multiple Days of Detention; <ul style="list-style-type: none"> ○ (i.e. Lunch/Wednesday After School/Saturday School) ● The following are used for all offenses: <ul style="list-style-type: none"> ○ Correction and conference with student ○ Parent and/or Parent/Teacher conference ○ Manifestation Determination, (Special Needs students cumulatively suspended for 10+ days)
<ul style="list-style-type: none"> ● For <u>Class A</u> violations, HPD may be called, resulting in possible arrest. Administration reserves the option of suspending a student up to 10 days or more, depending on the severity of the violation. 	

Class B Offenses (Prohibited by State Law)	Possible Consequences (May be more than one consequence)
<ul style="list-style-type: none"> ● Bullying; ● Cyberbullying; ● Disorderly conduct; ● False alarm; ● Forgery; ● Gambling; ● Harassment; ● Hazing; ● Inappropriate or Questionable Uses, or Both of Internet Materials or Equipment, or Both; ● Theft; or ● Trespassing. 	<ul style="list-style-type: none"> ● Suspension of one to ten school days; ● Suspension of eleven or more school days; ● Dismissal - 1 year; ● Interim alternate education setting; ● Referral to alternative education programs; ● Disciplinary transfer; ● Crises removal; ● In-school suspension; ● Loss of privileges; ● Restitution; ● Campus Beautification; ● Multiple Days of Detention; <ul style="list-style-type: none"> ○ (i.e. Lunch/Wednesday After School/Saturday School) ● The following are used for all offenses: <ul style="list-style-type: none"> ○ Correction and conference with student ○ Parent and/or Parent/Teacher conference ○ Manifestation Determination, (Special Needs students cumulatively suspended for 10+ days)
<ul style="list-style-type: none"> ● For Class B violations, HPD may be called, resulting in possible arrest. Administration reserves the option of suspending a student up to 10 days or more, depending on the severity of the violation. 	

Class C Offenses (Prohibited by School)	Possible Consequences (May be more than one consequence)
<ul style="list-style-type: none"> ● Abusive language; ● Class cutting; ● Insubordination; 	<ul style="list-style-type: none"> ● Suspension of one to ten school days; ● Interim alternate education setting; ● Crises removal;

<ul style="list-style-type: none"> ● Laser pen/pointer; possession or use of; ● Leaving campus without consent; ● Smoking or use of tobacco; ● Electronic Smoking Devices; possession, use or sale of (i.e. eCig); ● Truancy ● <i>Multiple violations of same and/or similar Class D offense; as determined; case-by-case may result in a higher consequence. (i.e. Class C: Insubordination)</i> 	<ul style="list-style-type: none"> ● In-school suspension; ● Loss of privileges; ● Restitution; ● Campus Beautification; ● Multiple Days of Detention <ul style="list-style-type: none"> ○ (i.e. Lunch/Wednesday After School/Saturday School) ● The following are used for all offenses: <ul style="list-style-type: none"> ○ Correction and conference with student ○ Parent and/or Parent/Teacher conference ○ Manifestation Determination, (Special Needs students cumulatively suspended for 10+ days)
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For Class D Offenses and/or Minor offenses prohibited by school rules: Prior to submitting a Referral Form (on same/similar behavior), please follow these steps:

- | | |
|----------------------------|------------------------------------|
| 1. First offense: | Warning by teacher |
| 2. Second offense: | Notification to parent by teacher |
| 3. Three or more offenses: | Written referral to administration |

Class D Offenses (Prohibited by School)	Possible Consequences (May be more than one consequence)
<ul style="list-style-type: none"> ● *Contraband; possession or use of; ● Defiance/Disrespect/Non-compliance; ● Disruption (student engages in low-intensity inappropriate disruption); ● Inappropriate language; ● Physical Contact; ● Property misuse (student engages in low-intensity misuse of property); ● Academic Dishonesty (Lying/Cheating/Plagiarism); ● Dress Code Violation; ● Tardy; or ● Other school rules: <ul style="list-style-type: none"> ● Gum Chewing ● ID Cards ● Technology Use <p><i>Note: Any other conduct as may be prescribed and prohibited by school rules. Individual school rules shall be published or made available for inspection at the school office and shall inform students, school staff, and parents of the prohibited conduct under Class A through D.</i></p>	<ul style="list-style-type: none"> ● The following are used for all offenses: <ul style="list-style-type: none"> ○ Correction and conference with student ○ Parent and/or Parent/Teacher conference ● Campus Beautification; ● Multiple Days of Detention; <ul style="list-style-type: none"> ○ (i.e. Lunch/Wednesday After School/Saturday School) ● Student reflection sheet(s) <p><i>Note: Per Chapter 19, no disciplinary action amounting to serious discipline shall be imposed for violation of any individual school rule as a class D offense. However, in the event of repeated violations for the same and/or similar offense, will result in progressively more serious consequences.</i></p>

***Contraband** means a property, other than which is unlawful to produce or possess, which, as defined by school rules, is prohibited on school premises or which has in the past led to bodily injury or disruption of school operations. Moanalua Middle recognizes, but are not limited to the following items:

- Cell Phone & Personal Electronics (iPods, Radios, Electronic games & devices), chains, water pistols, water balloons, sprays, dyes, gels of any kind, sharp objects, firecrackers, poppers,

gum, matches, lighters, scooters, slam books and letter books, laser lights/laser keychains, permanent markers, skateboards, skates, liquid whiteout, **any item that may disrupt classes/campus or that may lead to injury.**

Confiscated items will be returned to parents after the student completes detention. Spray paint and permanent markers, which are illegal for students to possess, and gang related attire will not be returned.

Students may be issued detention and/or suspension consequences for committing any Chapter 19 violations. Repeated offenses will result in progressively more serious consequences. Each student will receive a detailed explanation of Chapter 19 guidelines and the resulting consequences. Any questions should be directed to the administration.

For a full list of offenses along with definition please refer to the Chapter 19 Booklet.