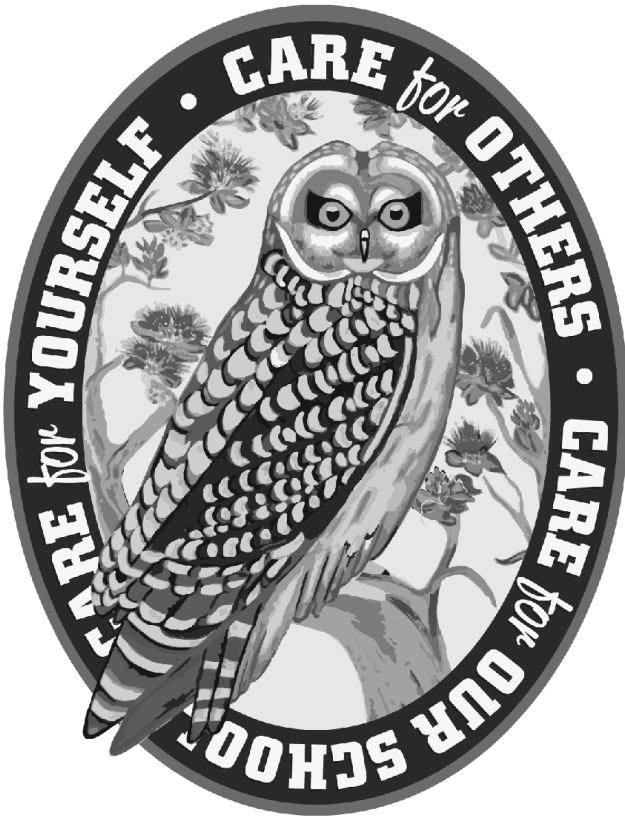


# Keonepoko Elementary School



## Student and Parent Handbook 2023-2024

15-890 Kahakai Boulevard, Pahoa, HI 96778

Phone: (808)313-4500, Fax: (808)965-2138

Revised June 2023

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# **Keonepoko Elementary School**

## **Vision:**

We are responsible for making Keonepoko a positive, respectful, safe place where we learn to think and learn to learn in order to be a valued contributor in any community with aloha and integrity.

## **Mission:**

Our mission is for each child to achieve high academic and personal standards in a nurturing learning environment to become college, career, and citizenship ready.

## **General Learner Outcomes:**

### **Self-Directed Learner – *Kuleana Ihola***

The ability to be responsible for one's own learning

### **Community Contributor – *Mālama Kaiāulu***

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

### **Complex Thinker – *Ho'okuano'o***

The ability to demonstrate critical thinking and problem-solving

### **Quality Producer – *Hana No'eau***

The ability to recognize and produce quality performances and quality products

### **Effective Communicator – *Kāka'ōlelo***

The ability to communicate effectively

### **Effective and Ethical User of Technology – *Kūpono Hana'ike***

The ability to use a variety of technologies effectively and ethically

# Koonopoko Elementary SY 2023-2024

Teachers' Work Year - 1st Semester: August 1, 2023 - January 5, 2024; 2nd Semester: January 8, 2024 - May 31, 2024

Students' Work Year - 1st Semester: August 7, 2023 - December 21, 2023; 2nd Semester: January 8, 2024 - May 30, 2024

Week	Student Days	Teacher Days	Su	M	T	W	Th	F	Sa	
0	0	0	<b>July 2023</b>							1st SEMESTER - 89 Student Days (Ends December 21)
1	0	4	30	31	1	2	3	4	5	August 1: Teachers' First Day
2	5	9	<b>August</b>							August 1-4: Teacher Work Days (no students)
3	9	13	13	14	15	16	17	18	19	August 7: Students' First Day
4	14	18	20	21	22	23	24	25	26	August 18: Statehood Day
5	19	23	27	28	29	30	31	1	2	
6	23	27	<b>September</b>							September 4: Labor Day
7	28	32	3	4	5	6	7	8	9	
8	33	37	10	11	12	13	14	15	16	
9	38	42	17	18	19	20	21	22	23	
10	43	47	24	25	26	27	28	29	30	September 27: Open House
11			<b>October</b>							
12	48	52	1	2	3	4	5	6	7	
13	53	57	8	9	10	11	12	13	14	October 9-13: Fall Break
14	58	62	15	16	17	18	19	20	21	October 16: PD Day (no students)
15	62	66	22	23	24	25	26	27	28	
16	67	71	29	30	31	1	2	3	4	November 2, 3, 6 & 7: Parent/Teacher Conf.
17	70	74	<b>November</b>							November 10: Veterans Day (obs.)
18	75	79	5	6	7	8	9	10	11	
19	80	84	12	13	14	15	16	17	18	November 23: Thanksgiving
20	85	89	19	20	21	22	23	24	25	November 24: School Holiday****
21	89	93	26	27	28	29	30	1	2	
22			<b>December</b>							December 22-January 4: Winter Break
23		94	3	4	5	6	7	8	9	December 25: Christmas
24	94	99	10	11	12	13	14	15	16	
25	98	103	17	18	19	20	21	22	23	2nd SEMESTER - 93 Student Days (Ends May 30)
26	103	108	24	25	26	27	28	29	30	January 1: New Year's Day
27	108	113	31	1	2	3	4	5	6	
28	113	118	<b>January 2024</b>							January 5: Teacher Workday (no students)
29	117	123	7	8	9	10	11	12	13	January 15: Dr. Martin Luther King Jr. Day
30	121	127	14	15	16	17	18	19	20	January 26: KKP Summit (no students)
31	126	132	21	22	23	24	25	26	27	
32	131	137	28	29	30	31	1	2	3	
33	136	142	<b>February</b>							February 16: Teacher Institute
34			4	5	6	7	8	9	10	February 19: Presidents' Day
35	139	145	11	12	13	14	15	16	17	
36	144	150	18	19	20	21	22	23	24	
37	149	155	25	26	27	28	29	1	2	
38	154	160	<b>March</b>							March 18-22: Spring Break***
39	159	165	3	4	5	6	7	8	9	March 25: PD (no students)
40	164	170	10	11	12	13	14	15	16	March 26: Kuhio Day
41	169	175	17	18	19	20	21	22	23	March 29: Good Friday
42	174	180	24	25	26	27	28	29	30	
43	179	185	31	1	2	3	4	5	6	
44	182	189	<b>April</b>							
-2A	+1AA		7	8	9	10	11	12	13	
180	190		14	15	16	17	18	19	20	
			21	22	23	24	25	26	27	
			28	29	30	1	2	3	4	
			<b>May</b>							May 27: Memorial Day
			5	6	7	8	9	10	11	May 30: Last Day for Students & Second Semester Ends**
			12	13	14	15	16	17	18	
			19	20	21	22	23	24	25	
			26	27	28	29	30	31	1	May 31: Last Day for Teachers
			<b>June</b>							
			2	3	4	5	6	7	8	

Q1  
43 days  
Ends  
October 6

Q2  
46 days  
Ends  
December  
21

Q3  
47 days  
Ends  
March 15

Q4  
46 days  
Ends  
May 31

## Approved October 21, 2021

A2 Instructional days shall be converted to a non-student day for school planning and collaboration.

AAThe employer may assign up to 6 additional hours, in half hour blocks (an "equivalent day") for training and meetings beyond the teacher's regular work day.

## OFFICIAL STATE HOLIDAYS: 2023-2024 SCHOOL YEAR

Statehood Day:

Labor Day:

Veterans Day (observed):

Thanksgiving Day:

Christmas Day:

August 18, 2023

September 4, 2023

November 10, 2023

November 23, 2023

December 25, 2023

New Year's Day:

Dr. Martin Luther King Jr. Day:

Presidents' Day:

Prince Jonah Kuhio Kalanianaʻole Day:

Good Friday:

Memorial Day:

January 1, 2024

January 15, 2024

February 19, 2024

March 26, 2024

March 29, 2024

May 27, 2024

# ANNUAL NOTIFICATION OF **PRIVACY RIGHTS**

Know your privacy rights as they apply to

- Student record information • Directory information
- Surveys and other information collection
- Military recruitment information



Language	Message
English	For more information on your privacy rights, the laws that protect them, and how to exercise your rights, contact your school administrator or visit <a href="http://bit.ly/FERPAHI">http://bit.ly/FERPAHI</a> .
Cebuano	Alang sa dugang kasayoran sa imong pribadong mga katugod, sa mga balaod nga nanalipod nita, ug usapong pagbansay sa imong mga katugod, kontakang ang administrador sa imong tulughaan o kaha duw sa <a href="http://bit.ly/FERPAHI">http://bit.ly/FERPAHI</a> .
Chinese (Cantonese TC)	有關個人隱私保護條款、有關法律規定、以及如何行使您的權利等資訊，請聯繫學校管理員或者訪問網站 <a href="http://bit.ly/FERPAHI">http://bit.ly/FERPAHI</a>
Chinese (Mandarin SC)	有关个人隐私保护条款、有关法律规定、以及如何行使您的权利等信息，请联系学校管理員或者访问网站 <a href="http://bit.ly/FERPAHI">http://bit.ly/FERPAHI</a>
Chukese	Ren ekkóoch pworausan omw pwúung fan itan tumwunéechun pworaus fan itomw, pwan won ekkewe annuk a tumwunuu (ekkei pwúung), me ifa usun omw kopwe eaea omw kei pwúung, kékékéeri noume we sou ermenin sukuun ika nó ngeni <a href="http://bit.ly/FERPAHI">http://bit.ly/FERPAHI</a> .
Hawaiian	Inā makemake 'oe i mau mana' o hou a'e e pili i nā pono pilikino, nā kānawai e kākō' o ana i nā pono pilikino, pehea a ho'ohana ai i nā pono pilikino, 'olu'olu e kelepona a i 'ole e ho'omaopopo i ka po'okumu o ke kula a i 'ole e 'e' aku ma kēia helu wahi pūnawele puni honua 'o <a href="http://bit.ly/FERPAHI">http://bit.ly/FERPAHI</a> .
Ilokano	Para iti nasyon nga impormasion maipanggep kadagitay kalintegam a kas pribado a tao, kadagitay pagintegam a mangsalaknib kadagitay a kalintegam, ken no kasano nga aramatin dagitoy a karbengan, kasamtan ti administrador ti pagadalan wemno sarungkaram ti <a href="http://bit.ly/FERPAHI">http://bit.ly/FERPAHI</a> .
Japanese	おプライバシー権利の詳細、それらを保護する法律、ご権利を行使する方法についてはご学校の管理者に連絡するか、又は <a href="http://bit.ly/FERPAHI">http://bit.ly/FERPAHI</a> まで訪問してください。
Korean	귀하의 개인 정보 관리에 대한 자세한 내용, 그들을 보호하는 법률, 당신의 권리를 행사하는 방법은 학교 관리자에게 문의하거나 <a href="http://bit.ly/FERPAHI">http://bit.ly/FERPAHI</a> 에 방문하십시오.
Marshalese	Nān bōk mejele ko relaplyk ikijin marōi ko am kōn kōjparok mejele ko am, kōn kakien ko rej kōjparok marōi ko am, im kōn wāween kōjberal marōi ko am, kōnnaamik rijberal eo an tpon jikun eo he e jab lojek <a href="http://bit.ly/FERPAHI">http://bit.ly/FERPAHI</a> .
Samoan	Mo nisi faamatalaga i aia tatau e patino i le tagata, i luga o le tulafoano e puipui ai i latou, ma auala e faatino ai au aia tatau, faafesootai e pulea lau a'oga poo le asiasi <a href="http://bit.ly/FERPAHI">http://bit.ly/FERPAHI</a> .
Spanish	Para obtener mayor información sobre los derechos de privacidad, las leyes que la protegen y sobre cómo ejercer esos derechos, contacte al administrador de la escuela o visite <a href="http://bit.ly/FERPAHI">http://bit.ly/FERPAHI</a> .
Tagalog	Para sa karagdagang mga impormasyon tungkol sa iyong mga karapatan bilang pribadong tao, sa mga batas na kumakailang sa mga karapatan ng iyong, ang kung paano mo gagamitin ang mga ito, kausapin ang administrador ng paaralan o bisitahan ang <a href="http://bit.ly/FERPAHI">http://bit.ly/FERPAHI</a> .
Tongan	Ki ha fakaleiki 'o ho'e totou fakalao ke malu'i ho'o ngaahi lekoote pea mo ho'o ngaahi mafai, fetu'utaki ki he kau taki 'i ho'o' apiaki pe vakai ki he <a href="http://bit.ly/FERPAHI">http://bit.ly/FERPAHI</a> .
Vietnamese	Để biết thêm thông tin về quyền riêng tư của bạn, về các luật bảo vệ quyền dân và cách thực hiện quyền của bạn, hãy liên hệ với quản trị viên nhà trường hoặc vào trang web <a href="http://bit.ly/FERPAHI">http://bit.ly/FERPAHI</a> .

For more information on your privacy rights,  
the laws that protect them, and how to exercise  
your rights, contact your school administrator or visit

**<http://bit.ly/FERPAHI>**

## **Parent Involvement Policy**

- Parents and Keonepoko Elementary staff will share the responsibility for educating the children.
- Keonepoko Elementary will provide parents with meaningful opportunities to participate in their child's education at home and at school.
- Keonepoko Elementary will provide opportunities for parents to be involved in the planning, reviewing, and recommending improvement of programs through participation in the School Community Council (SCC) meetings.
- Keonepoko Elementary will connect families with community resources to continue parent awareness and learning.
- Keonepoko Elementary staff and parents will work together to implement The Hawai'i Content and Performance Standards and Common Core State Standards.

## **Title 1: Family/Student/School Compact**

### **AS A PARENT/GUARDIAN, I WILL:**

- See that my child is punctual and attends school regularly.
- Support the school in maintaining proper discipline.
- Set aside time to read with your child for at least 20 minutes daily.
- Model reading by reading my own materials.
- Actively become involved by attending meetings, conferences, and parent sessions.
- Communicate concerns to my child's teacher.

### **AS A STUDENT, I WILL:**

- Attend school regularly.
- Come to school with the necessary materials and be ready to learn.
- Follow school rules of student conduct.
- Follow the General Learner Outcomes (GLOs).

### **AS A SCHOOL, WE WILL:**

- Provide rigorous, relevant instruction through The Hawaii Content and Performance Standards and Common Core State Standards in a safe and nurturing learning environment.
- Be supportive and develop positive relationships with the students and families.
- Provide necessary assistance to parents to help their children be successful.
- Provide an environment that allows for positive communication between teachers, parents, and students.

## **Drug-Free School Statement**

All students and staff in Hawaii public schools are prohibited from participating in any activity relating to the unlawful manufacture, distribution, possession, promotion, use, or sale of illicit substances on the school campus or during any school-sponsored activity. The possession, use, or sale of drug paraphernalia is also prohibited.

## **Tobacco Free School System, Chapter 31**





Effective September 01, 1993, smoking and other use of tobacco products shall be prohibited at all times, including the following: On public school campuses, school vehicles, and off-campus sites under the operational control of the principal or designee and except as part of bond-fide classroom instruction or theatrical production approved by the principal. In all buildings and facilities, or portions thereof, which are assigned to the district and state offices of the Department of Education and which are under the supervision of the District Superintendent, Assistant Superintendents, the Superintendent of Education, or their designees.



## Hawai'i Gun-Free Schools Act



**WEAPON-FREE SCHOOL ZONE**

Be  
**Cool**  
and Keep  
**our**  
School  
Safe



Should I bring a BB/air/paintball gun to school, I will be dismissed and won't be able to attend school for one calendar year.

Only the Superintendent of Education, on a case-by-case basis, may modify a student's dismissal.



RS 12-0783, April 2012



## Opening and Dismissal Information



### Opening Time

Daily – 7:55am

### Dismissal Times

Mon, Tues, Thurs, Fri – 2:10pm

Wednesday – 1:20pm

## Before and After School Supervision

A minimal amount of adult supervision is available before and after school. Therefore, we highly recommend that children arrive at school **NO EARLIER than 7:00 am** and be picked up **NO LATER than 2:30 pm (M, T, Th, F) and 1:40 pm (W)**. Police will be called for children left after **4:00 pm**. Every child should be aware of transportation arrangements before the start of the day.

## Kindergarten Registration

If you have a child that was born between **August 1, 2017, & July 31, 2018**, or knows of a friend or relative's child that was born between **August 1, 2017, & July 31, 2018**, they need to be registered as soon as possible for school. Original birth certificate, Pupil Health Card (Form 14), and verification of residence are required in order to register.

## Telephone & Address

To assist the school in contacting parents in case of an emergency, your current phone and address are critical. Parents must provide at least one emergency phone contact other than their own phone number. It is also important that **emergency contacts and phone numbers are kept current**. Two emergency cards per student are required. One is for the office and the other is for the health room. Please inform the office of any changes in parent and/or emergency contact information during the year by completing a **student demographic change form** which is available in the main office. This information is very important so you can be contacted in case of illness or emergency.

## Cellular Device Policy

Students are discouraged from bringing cellular devices to school. However, if it is necessary to have one (e.g. at a bus stop), it will be the sole responsibility of the parent and student. The school **WILL NOT** be liable for lost, stolen or damaged devices. Students are required to have a permission form on file in order to have a cellular device on campus. Permission forms are available from the school office.

- When on campus, cellular devices may only be used in the main office.
- Cellular devices must be left "OFF" and may not be used or taken out during the school day.
- Students may not send/receive text messages while on campus.
- If the cellular device rules are not followed, the device will be confiscated, and parents will be notified to pick up the device from the school office.

# **Student Internet Use Guidelines**

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.

Student use of the school unit's computers, networks, and Internet services is a privilege, not a right. Unacceptable use/activity, or any other non-compliance with these guidelines, is considered a "Class B" offense under the Hawaii Administrative Rules (Title 8: Department of Education, Chapter 19: Student Misconduct) 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 Hawaii State Department of Education. Therefore, all information provided is expected to meet professional standards for communication and model Common Core State Standards and Hawaii Content shall be limited to information that is appropriate to the educational mission of HIDOE.

## **Student Access To Devices**

At the beginning of the year, students will be provided with a device to use at school. Students will not share their devices with other students and will be responsible for maintaining the device assigned to them.

### **Student Inappropriate Content Guidelines:**

All assigned student devices are monitored by instructors and staff. If a student is found viewing inappropriate content, it will be immediately reported to instructors and administrators for review. Inappropriate content is defined as websites, images, and games that are explicitly directed at adults.

### **Student Device Breakages:**

If an assigned student device is broken, a review will immediately be made by administrators and may result in device repair costs by the parent.

## **Contraband**

Contraband is defined as any item that is prohibited from possession or use on school premises because of disruption, the potential for bodily injury, and/or other undesirable reasons. Contraband items include but are not limited to, the following:

Dice, toys, and games	Portable radios/speakers	Silly bands or putty
E-cigarettes	Roller blades/skates/ Heelys/rolling shoes	Candy/junk food/gum/Sunflower seeds
Matches/lighters	Sports equipment	Soda/Energy Drinks with high sugar and caffeine contents
Playing cards/trading cards	Personal earbuds/headphones	

Keonepoko Elementary School and staff will not be responsible for lost/damaged contraband items brought to campus. Large sums of money and expensive jewelry should not be brought to school, nor will the school be responsible for the loss/damage of these items.

Administration may hold contraband items until the end of the quarter or semester and may be subject to disciplinary action.

A parchment scroll with a title box at the top and a list of rights below. The scroll is unrolled, showing the text. The title box is a light blue rectangle with a black border. The text is written in a black, slightly irregular font. The scroll has a textured, aged appearance with some darker spots and a small tear at the top left.

## KEONEPOKO STUDENTS' BILL OF RIGHTS

The students in our school deserve to learn and play in the best environment we can provide.

Students in our school have the right to:

- Learn in a disruption-free environment.
- Know what is expected of them at all times in every area of the school.
- Be protected from physical harm.
- Be protected from verbal abuse.
- Have their positive behavior recognized.
- Have their school supplies protected.
- Have their concerns heard.
- Be treated with kindness and caring.

## Challenge 5: Strive for less than 5

Let's work together to give our students a brighter future that starts with coming to school every day and on time. We are encouraging our students to meet the attendance challenge. Challenge 5 focuses on both community-based and school-based strategies to encourage all students to strive for less than five absences – excused or unexcused.

*How families can help students meet the challenge:*

- Make sure your children keep a regular bedtime and establish a morning routine.
- Lay out clothes and pack backpacks the night before.
- Ensure your children go to school every day unless they are truly sick.
- **Vacations are highly discouraged when school is in session, as they disrupt** the continuity of your child's learning. Absences due to vacations will be marked unexcused.
- Extended absences for two weeks or longer may result in your student being disenrolled from school. Parents will be required to re-enroll students upon their return.
- Schedule doctor's appointments during school breaks or after school hours.
- Develop backup plans for getting to school if something comes up. Call on a family member, neighbor, or another parent to take your child to school.
- The school day is full of learning opportunities. Avoid taking your child out of school early or bringing them in excessively late. **Students who leave before or arrive after 11 am are counted as absent for the day.**
- Talk to teachers and counselors for advice if your children feel anxious about going to school or if you have difficulty getting your child to school.

*How the school can help students meet the challenge:*

- Classrooms receive incentives for having 5 days of perfect attendance.
- Keep families informed of individual student's attendance through School Messenger, letters, phone calls, home visits, and team meetings.
- Students are invited to participate in the Sunshine Club. An adult mentor will check in daily with the student to encourage positive attendance habits, set goals, and celebrate improved attendance.
- Activities to recognize attendance such as Water Day, Perfect Attendance Luncheon, and Perfect Attendance Awards.
- Coordination with community partners to help support families.

Public schools' attendance policy is governed by state law and Board Policy 4140: Compulsory School Attendance Policy. It states: "The Department of Education shall make every effort to ensure student school attendance in accordance with the compulsory attendance law. "The State of Hawaii's compulsory attendance law (Hawaii Revised Statutes 302A-1132) can be viewed at [https://www.capitol.hawaii.gov/hrscurrent/Vol05\\_Ch0261-0319/HRS0302A/HRS\\_0302A-1132.HTM](https://www.capitol.hawaii.gov/hrscurrent/Vol05_Ch0261-0319/HRS0302A/HRS_0302A-1132.HTM)

The Hawaii Department of Education defines chronically absent as missing 15 or more school days in a year. Students who are chronic absentees may be referred to Family Court. Pursuant to H.R.S. 571-11(2), Family Court can place a child under jurisdiction for truancy if the child is not attending school or is not receiving the educational services required by law.

\*Please make note that the Hawai'i State Department of Education policy makes NO DISTINCTION between excused and unexcused absences – absent means "not physically present." Keonepoko will allow adjustments (excused absences) for the following, per the

## **Positive Behavioral Intervention & Support (PBIS)**

At Keonepoko Elementary, our staff helps all students achieve important social and learning goals through PBIS.

PBIS is a school-wide approach to creating a positive and safe climate in which students can learn and grow. Students learn behavior expectations and what it looks like and sounds like in all areas of our school. PBIS focuses on what students should do; for example, “Use quiet or soft voices when classes are in session”, instead of focusing on and promoting what students should not do.

### **RULES AND EXPECTATIONS**

Keonepoko Elementary utilizes the 3Cs (Care for yourself, Care for others, Care for our school) to set clear expectations for all students in all settings. Refer to the matrix on page 13. Throughout the school year, remind your child of the 3Cs so (s)he can have a socially and academically successful year.

### **REINFORCEMENT AND FOLLOW UP**

Students who demonstrate the 3Cs earn a Maika'i Buck. Every week the Maika'i Cart visits each grade level and students are able to redeem them for a prize. Following the school expectations will also be acknowledged in other ways – Pueo Awards, positive notes, and celebrations.

Students who are unable to demonstrate the 3Cs may be supported in the following ways:

- A reminder and opportunity to practice the appropriate behavior
- The teacher will have a conference with the student
- A call home to parent/guardian
- Referral to a counselor for follow up
- Referral for assistance

If a student is continuously unable to demonstrate the 3Cs and other school/classroom rules, an Incident Report will be written and given to administration for follow-up. A Request for Assistance may be made to the school Intervention Team to provide additional support to the student.

## **General Behavior Guidelines**

When a student misbehaves in school, it is usually because (s)he:

- Has forgotten the rules
- Does not know the rules
- Operates under differing values or beliefs outside of school
- Has poor judgment in dealing with specific situations

Discipline is then viewed as part of the educational process as a problem-solving activity. A student is helped to be aware of the wrongdoing, to accept the natural or logical consequences of his/her behavior, and then learn to be an effective, responsible individual by:

- Learning problem-solving skills
- Learning when and how to use those skills to prevent problems
- Learning alternatives to choose from in decision-making choices

## **Responsibilities**

### **Administration**

The administration is responsible for maintaining school safety and order as well as for the personal welfare of all people and their personal property on campus. The administration will help the teacher, counselor, staff, student, and parent determine the best course of action in cases involving student misbehavior and corrective discipline.

### **Teacher**

The teacher is responsible for student management that focuses on positive and preventative strategies, which leads to growth toward self-discipline. The teacher should integrate preventative measures into daily lessons. The teacher is responsible for establishing behavioral expectations and consequences. The teachers' will maintain communication with parents. The teacher will submit a Request for Assistance if additional support is needed.

### **Counselor**

The counselor is responsible for helping students make satisfactory academic, social, and emotional adjustments in school. The counselor shall supplement and extend the counseling and guidance services of the teacher by coordinating and implementing a school counseling and guidance program. The counselor shall also communicate concerns to parents by providing supportive assistance.

### **Parent**

The parent is responsible for providing a stable, nurturing home environment that supports the student's self-esteem and moral development. In addition, the parent will actively reinforce and encourage Keonepoko's 3Cs in the home, school, and community environments.

### **Student**

The student is responsible for being a productive member of the Keonepoko school community by following the 3Cs: Care for Yourself, Care for Others and Care for our School. The student will be more successful by their willingness to take responsibility for learning and behavior.

## **Keonepoko Elementary Expectations**

<b>School Expectations</b>	<b>Care for yourself</b>	<b>Care for others</b>	<b>Care for our school</b>
<b>Classroom</b>	<ul style="list-style-type: none"> <li>- Be a self-directed learner</li> <li>- Active Listening</li> <li>- Use your time wisely</li> <li>- Complete tasks with quality</li> <li>- Keep self &amp; area clean</li> <li>- Keep trying</li> </ul>	<ul style="list-style-type: none"> <li>- Keep hands &amp; feet to yourself</li> <li>- Speak politely to peers &amp; adults</li> <li>- Help &amp; encourage others</li> <li>- Work together to solve problems</li> <li>- Use kind words</li> <li>- Respect others belongings</li> <li>- Respect personal space</li> </ul>	<ul style="list-style-type: none"> <li>- Take care of classroom property</li> <li>- Put everything back in its place</li> <li>- Clean up after yourselves</li> </ul>
<b>Lanais, Walkways, &amp; Stairwells</b>	<ul style="list-style-type: none"> <li>- Walk</li> <li>- Stay in line</li> <li>- Use quiet or soft voices when classes are in session</li> <li>- Stop &amp; look for cars when crossing the fire lane</li> <li>- Keep feet on the ground</li> </ul>	<ul style="list-style-type: none"> <li>- Watch for others when walking</li> <li>- Older students be mindful of the younger students</li> <li>- Stay in your line</li> <li>- Respect personal space</li> <li>- Use kind words</li> </ul>	<ul style="list-style-type: none"> <li>- Move quietly from place to place</li> <li>- Stay on the sidewalk</li> <li>- Keep areas free from graffiti</li> <li>- Follow the “keep right” traffic pattern when moving around campus</li> </ul>
<b>Playground &amp; Play court</b>	<ul style="list-style-type: none"> <li>- Keep hands &amp; feet to yourself</li> <li>- Play safe</li> <li>- Active listening</li> <li>- Pick up after yourself</li> </ul>	<ul style="list-style-type: none"> <li>- Return the equipment to the proper place</li> <li>- Use encouraging words</li> <li>- Welcome others to play with you</li> <li>- Keep your hands &amp; feet to yourself</li> <li>- Use kind words</li> <li>- Respect personal space</li> </ul>	<ul style="list-style-type: none"> <li>- Follow the rules on the playground equipment</li> <li>- Leave the trees, fence, plants &amp; grass alone</li> <li>- Take care of equipment</li> </ul>
<b>Restrooms</b>	<ul style="list-style-type: none"> <li>- One person in each stall</li> <li>- Wash your hands</li> <li>- Throw away your rubbish</li> <li>- Use bathrooms and return to class</li> </ul>	<ul style="list-style-type: none"> <li>- Keep floors dry</li> <li>- Allow others privacy when using the restroom</li> <li>- Be quiet</li> <li>- Flush the toilet</li> <li>- Keep hands &amp; feet to yourself</li> <li>- Use kind words</li> <li>- Respect personal space</li> <li>- Respect privacy</li> </ul>	<ul style="list-style-type: none"> <li>- Put the toilet paper in appropriate places (toilet/trash can)</li> <li>- Keep restrooms free from graffiti</li> <li>- Turn water off after use</li> <li>- Only use what you need</li> <li>- Keep walls free and clean from marks</li> </ul>
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>- Eat all your healthy lunch</li> <li>- Clean up your area</li> <li>- Use manners</li> <li>- When in line, keep your hands &amp; feet to yourself</li> <li>- Use the water fountains properly</li> <li>- Use a quiet voice</li> </ul>	<ul style="list-style-type: none"> <li>- Use your quiet voices</li> <li>- Appropriate conversation</li> <li>- Eat only your food</li> <li>- Be mindful of others when using the water fountain</li> <li>- Follow cafeteria procedures</li> <li>- Use kind words</li> <li>- Respect personal space</li> </ul>	<ul style="list-style-type: none"> <li>- Clean up after yourself</li> <li>- Be helpful when it is your turn to be a lunch monitor</li> <li>- Wait in line nicely</li> </ul>
<b>Library &amp; Computer Lab</b>	<ul style="list-style-type: none"> <li>- Use your quiet voice</li> <li>- Active listening</li> <li>- Use your time efficiently</li> <li>- Be a self-directed learner</li> <li>- Stay on task</li> </ul>	<ul style="list-style-type: none"> <li>- Respect personal space</li> <li>- Listen &amp; follow directions</li> <li>- Use kind words</li> </ul>	<ul style="list-style-type: none"> <li>- Take care of the books and equipment</li> <li>- Use books &amp; computers appropriately</li> </ul>
<b>Assemblies / Performances</b>	<ul style="list-style-type: none"> <li>- Keep hands &amp; feet to yourself</li> <li>- Pay attention</li> <li>- Active listening</li> <li>- Sit properly / quietly throughout the entire assembly</li> </ul>	<ul style="list-style-type: none"> <li>- Sit quietly so others can hear</li> <li>- Applaud politely</li> <li>- Respect personal space</li> <li>- Show respect to performers</li> <li>- Be an active participant when asked</li> <li>- Use kind words</li> <li>- Respect personal space</li> </ul>	<ul style="list-style-type: none"> <li>- Follow directions when entering &amp; departing</li> </ul>
<b>Buses &amp; Waiting Areas</b>	<ul style="list-style-type: none"> <li>- Wait patiently in line</li> <li>- Use indoor voices while waiting</li> <li>- Remain seated on the bus</li> <li>- Have your bus passes ready every day</li> </ul>	<ul style="list-style-type: none"> <li>- Keep hands &amp; feet to yourself</li> <li>- Take care of the younger students</li> <li>- Speak politely to adults</li> <li>- Follow all bus safety rules</li> <li>- Use kind words</li> <li>- Respect personal space</li> </ul>	<ul style="list-style-type: none"> <li>- Put rubbish in trash can</li> <li>- Keep the bus clean and graffiti free</li> <li>- Walk in the bus loading zone</li> </ul>

## **Department of Education Chapter 19 Guidelines**

The following rules and discipline guidelines are based on the Department of Education's Chapter 19, "Student Misconduct, Discipline, School Searches and Seizures, Reporting Offenses, Police Interviews and Arrests, and Restitution for Vandalism" (Rev. of RS 10-0462), October 2009 by the Board of Education. (Refer to the Chapter 19 booklet for a complete explanation) The administration will use these policies to handle student misconduct and school rules violations.

OFFENSES	CONSEQUENCES
<p><b>CLASS A offenses:</b> <b>(Prohibited by state law)</b></p> <p>(A) Assault; (B) Burglary; (C) Dangerous instrument or substance; possession or use of; (D) Dangerous weapons; possession or use of; (E) Drug paraphernalia; possession, use, or sale of; (F) Extortion; (G) Fighting; (H) Firearms; possession or use of; (I) Homicide; (J) Illicit drugs; possession, use, or sale of; (K) Intoxicating substances; possession, use, or sale of; (L) Property damage or vandalism; (M) Robbery; (N) Sexual offenses; or (O) Terroristic threatening.</p> <hr/> <p><b>CLASS B offenses:</b> <b>(Prohibited by state law)</b></p> <p>(A) Bullying; - means any written, verbal, graphic, or physical act that a student of group of students exhibits toward other particular student(s) (B) Cyberbullying; – means electronically transmitted acts that a student has exhibited toward another student or employee which causes mental or physical harm to the other student(s) or school personnel and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment, whether done on or off school campus. (C) Disorderly conduct; (D) False alarm; (E) Forgery; (F) Gambling; (G) Harassment; (H) Hazing; (I) Inappropriate or questionable uses, or both of internet materials or equipment, or both; (J) Theft; or (K) Trespassing.</p>	<p><b>CLASS A AND CLASS B Guidelines</b></p> <ul style="list-style-type: none"> <li>• Notification of parents</li> <li>• Detention or suspension</li> <li>• Notification of police</li> <li>• Dismissal</li> </ul> <p>These consequences are applicable to any violation committed under these classes regardless of the first, second or subsequent offenses.</p> <p><b>ZERO TOLERANCE POLICY</b></p> <p>Students found guilty of drug/alcohol violations will be subject to serious discipline procedures. According to Act 205. <i>See page 19-19 of the Chapter 19 Guidelines.</i></p> <p><b>GUN-FREE SCHOOLS ACT OF 1995</b></p> <p>U.S. Congress enacted the Gun-Free Schools Act of 1995 (Act 148). This act indicates that any student who is found to be in possession of a firearm in school or at a school sponsored function can be excluded from attending school for not less than one year. <i>See page 19-19 of the Chapter 19 Guidelines</i></p>

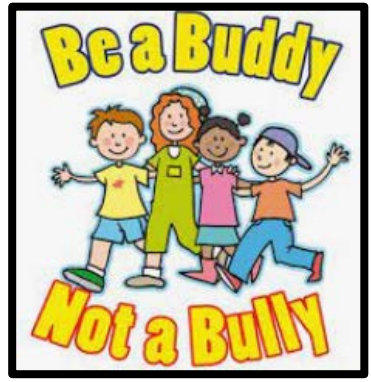


OFFENSES	CONSEQUENCES
<p><b>CLASS C offenses may include:</b> <b>(Prohibited by DOE rules)</b></p> <p>(A) Abusive language;            (B) Class cutting;            (C) Insubordination;            (D) Laser pen/laser pointer; possession or use of;            (E) Leaving campus without consent;            (F) Smoking or using tobacco substances; or            (G) Truancy</p>	<p><b>CLASS C Guidelines</b></p> <ul style="list-style-type: none"> <li>• Reprimand and warning from teacher/counselor</li> <li>• Confer privately with student(s) and teacher to resolve the problem</li> <li>• Document on minor incident log</li> <li>• Notify parent/guardian</li> <li>• Referral to administration</li> </ul> <hr/> <p>Administrator may impose one or more of the following:</p> <p>-Counsel/warn/reprimand            -Notify parent/guardian            -Impose detention            -Impose crisis suspension/suspension            -Impose other administration consequences.</p>
<p><b>CLASS D may include:</b> <b>(Prohibited by school rules)</b></p> <p>(A) Contraband; possession or use of;            (B) Minor problem behaviors; or</p> <ol style="list-style-type: none"> <li>1) Defiance/disrespect/non-compliance              Disruption” means student engages in low-intensity, inappropriate disruption</li> <li>2) Dress code violation</li> <li>3) Inappropriate language</li> <li>4) Physical contact</li> <li>5) Property misuse means student engages in low-intensity misuse of property</li> <li>6) Tardy</li> </ol> <p>(C) Other school rules.</p>	<p><b>CLASS D Guidelines</b></p> <ul style="list-style-type: none"> <li>• Reprimand and warning from teacher/counselor</li> <li>• Confer privately with student(s) and teacher to resolve the problem</li> <li>• Document on minor incident log</li> <li>• Notify parent/guardian</li> <li>• Refer to counselor for follow up</li> <li>• Referral to administration</li> </ul> <p>The school <b>WILL NOT</b> take responsibility for contraband items lost, damaged or stolen.</p> <hr/> <p>Administration may impose one or more of the following:</p> <p>-Counsel/warn/reprimand            -Notify parent/guardian            -Confiscate items            -Impose Detention            -Impose Crisis suspension/suspension            -Impose other administration consequences.</p>

## **Bullying Prevention**

### **What is BULLYING?**

Keonepoko Elementary has adopted the following definition of bullying below. Our students and teachers continue to learn and use this definition. We are asking parents and our community to understand this definition, so we may all have a common language of bullying.



**Bullying is when someone repeatedly and purposely says or does mean or hurtful things to another person who has a hard time defending him or herself.**

To be considered bullying, the behavior must be aggressive and include:

- **An imbalance of power:** Kids who bully use their power- such as physical strength, access to embarrassing information, or popularity-- to control or harm others.
- **Repetition:** Bullying behaviors happen more than once or have the potential to happen more than once.

The administration will determine appropriate disciplinary actions based on the following factors.

- The intention of the offender
- Nature and severity of the offense
- Impact of the offense on others including:
  - Whether the action was committed by an individual or a group of individuals, such as a gang.
- Age of the offender
- Repeat offender status of the student

## **Keonepoko Elementary Upstander Pledge**

- 1. I will not bully others.**
- 2. I will help students who are bullied.**
- 3. I will include students who are left out.**
- 4. I will tell an adult at school and at home if we know somebody is being bullied.**

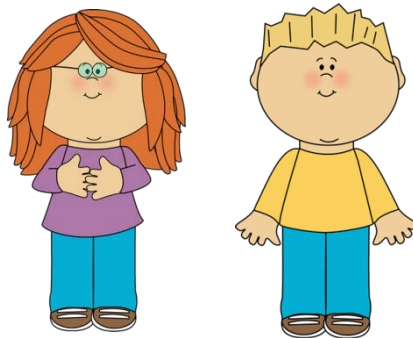
## School Uniform Dress Policy

The intent of the policy is to foster a sense of school identity, pride, and unity. Keonepoko Elementary School t-shirts promote a positive and safe school environment, provide a viable alternative to the high cost of student clothing, and encourage positive student behavior.

Students are expected to abide by the policy Monday through Thursday. School shirts shall not be altered, and undergarments should not be visible. Any other t-shirt with the Keonepoko Elementary logo and/or design will be allowed. Fridays will be "free dress day". "Free Dress" apparel must meet the Keonepoko Elementary dress code. See 1-7 below.

1. The types of clothing listed that may **not** be worn to school are:
  - Those that promote/encourage inappropriate behavior
  - Those with inappropriate pictures, graphics, and language
  - Those that are gang-related or could be construed as gang-related
  - Those that promote discrimination
  - Clothing that reveals the midriff, cleavage, buttocks, or underwear may not be worn (e.g. swimsuit tops, strapless tops, spaghetti strap tops, sheer/see-through material, cut shirts that show midriff, etc.).
2. Tank tops or dresses must have a one-inch strap.
3. Shorts or skirts must be longer than the middle finger when arms hang down.
4. Hats, caps, beanies, hoods, and sunglasses may not be worn at school.
5. Valuable jewelry, large chains, hoop earrings, designer purses, etc., should be left at home. The school will not be responsible for damages or loss.
6. Makeup is only allowed for school performances and productions.
7. Appropriate footwear must be worn.
  - Slippers, shoes, or sandals.
  - Shoes with wheels are contraband (Heelys, etc.)
  - Footwear may not have heels higher than one inch.

**Noncompliance:** Each failure to comply with school dress policy will be considered an act of insubordination and documented, which could result in disciplinary action. Students who are not dressed in a school shirt Monday-Thursday will be provided a Keonepoko uniform t-shirt for the day.



# General Information

## Report Cards

Report cards are distributed at the end of each quarter. Students may be retained if they are not meeting Hawai'i State Standards at their grade level.

## Conferences

**Parent/Teacher Conferences** are held throughout the year. Conferences are scheduled for all students during the first quarter. Parents are encouraged to request a conference with their child's teacher whenever a problem or situation needs to be discussed.

**Case Discussion Meetings** are scheduled to address issues that may interfere with a student's progress. Parents are invited and encouraged to participate in these meetings as part of the team to problem-solve concerns such as attendance, behavior, or academics. Case Discussion meetings are arranged by the SSDS (Student Support & Data Specialist) as part of the school's request for assistance.

## Bell Schedule

Keonepoko Elementary School believes face-to-face instruction is the best instructional model for our students. To do this, we strive to balance the need for safety and social distancing with the learning needs of our students.

**FACE-TO-FACE INSTRUCTION:** Students will be on campus to receive instruction.

- Monday, Tuesday, Thursday, and Friday 7:55 am-2:10 pm
- Wednesday 7:55 am-1:20 pm

Keonepoko Elementary School Bell Schedule School Year 2023-2024		
7:55	First Bell/Students Transition to Classroom	
8:05	Tardy Bell	
8:10	Protocol	
9:00 - 9:15	Preschool Recess	
9:40 - 9:55	Kindergarten and First Grade Recess	
10:00 - 10:15	Second, Third, and Fourth Grade Recess	
10:15-10:30	Fifth and Sixth Grade Recess	
(10:45-10:50am)	(transition to lunch)	
10:50 - 11:20 (11:20-11:30am)	Preschool, Kindergarten and First Grade Lunch (lunch)	
(11:25-11:30am)	(transition to lunch)	
11:30 - 12:00 (12:00-12:10pm)	Second, Third, Fourth Grade Lunch (lunch)	
(12:05-12:10pm)	(transition to lunch)	
12:10 - 12:40 (12:40-12:50pm)	Fifth and Sixth Grade Lunch (lunch)	
Dismissal @ 2:10	Monday, Tuesday, Thursday, Friday	
Dismissal @ 1:20	Wednesday	

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## Keonepoko School Community Council (KSCC)

Keonepoko SCC was established as a forum to exchange ideas about improving student achievement. The council's role is to participate in the process that ensures that the needs of all students are addressed in the education plan for Keonepoko. Meeting announcements are sent out through our school messenger and posted on the school marquee and the Keonepoko Elementary School website. The public is welcome to attend.

# Health Information

## Health Aide

The school Health Aide plays a vital role in the care of our students at Keonepoko Elementary. The Health Aide cares for students who become ill at school or sustain an injury on campus. The Health Aide decides if a child will remain on campus, be sent home, or if 911 services are required.

**REMEMBER:** The health room is not a clinic. Consult your family physician when a medical diagnosis and treatment are needed. Accurate phone numbers are a must in order to ensure timely parent contact.

## Medical Information and Health Room

Parents should inform the school of any medical problems a child might have (asthma, allergies, etc.). This information should be listed on the student's emergency cards. School staff is not permitted to administer any type of medication (aspirin, ointment, cough syrup, etc.). A student who contracts a contagious disease or condition (Pink Eye, Chicken Pox, etc.) should remain home until such time that it's corrected. When returning to school, the student should bring the doctor's note to the office before going to class.

## Special Dietary Needs

If your child has allergies to dairy or food products, please see our health aide for a J1 form. This form must be completed by your child's doctor and returned to the health aide. Before our cafeteria staff can modify a child's meal, the J1 form must be approved by the DOE School Services Branch. Effective July 1, 2010, under the jurisdiction of the School Food Services Branch (SFSB), schools cannot substitute a non-dairy beverage for fluid milk to students without recognized disabilities for the following reasons:

- Juice and water do not qualify as a substitute for fluid milk.
- Currently, qualified milk substitutes (such as lactose-free) are unavailable in single-serve, half-pint containers.
- Reimbursement can only be claimed for meals containing a beverage substitute nutritionally equivalent to fluid milk (under the Offer vs. Serve option, a meal without fluid milk may be reimbursed).

## Pediculosis (ukus)

The perception of ukus in the past was magnified by the way children were handled who had them. Importantly, ukus do not transmit disease and should not be a reason for children to miss school or be shunned. The school health practice for ukus will include:

- Inspection by the school health aide of a student who may have ukus;
- Notification of the parent/guardian that the student has ukus;
- After parent is notified, the student will return to class where they will remain until the end of the school day, unless the parent opts to take their child home to begin treatment; and
- Provision of information on home treatment to the parent/guardian.



# **Health, Safety and Procedures**

This section will provide an overview of the procedures Keonepoko Elementary School is taking to mitigate the risks presented by the COVID-19 situation.

## **Overall Wellness Expectations:**

Students and staff must NOT come to school if they have any symptoms or signs of illness such as:

- Feverish or unusually warm (flushed cheeks)
- Coughing/Sneezing/Sore Throat
- Shortness of breath/Difficulty breathing
- Headache/Stomachache/Nausea/Muscle pain/Unusual fatigue
- New loss of taste or smell

If a student is experiencing symptoms of respiratory illness or influenza, he/she should take the following precautions:

- Isolation and exclusion from school should be continued for 5 days after illness onset or until 24 hours after the resolution of fever and respiratory symptoms.

## **COVID 19-CASES**

If a student or staff member is diagnosed with COVID-19, the school shall follow the procedures laid out in the Hawaii State Department of Education *Return to Learn: School Reopening Plan Health and Safety Handbook*.

## **Student Contact Information**

Your current phone and address are critical to assist the school in contacting parents in case of an emergency. Parents must provide at least one emergency phone contact other than their own phone number. It is also important that **emergency contacts and phone numbers are kept current**. Two emergency cards per student are required. One is for the office and the other is for the health room. Please inform the office of any changes in parent and/or emergency contact information during the year by completing a **student demographic change form** which is available in the main office. This information is very important so you can be contacted in case of illness or emergency.

## **Before Coming To School**

- Parents/Guardians should perform a wellness check each morning at home to determine if their child should attend school.
- Please keep your child home and seek doctor consultation if needed.

# **Cafeteria Information**

## **Computerized Meal Tracker System**

E-Triton is a computerized system of paying for school lunches designed to make things more convenient for students and their families and to keep a child's meal status confidential.

- A free breakfast and lunch meal is provided to all students through the Community Eligibility Provision.
- A meal account is opened for every child at Keonepoko Elementary School. This account is identified with an ID number and barcode. A \$5.00 fee for lunch cards needs to be replaced.
- Additional lunch entree \$2.00

## **Meal Times**

Breakfast is served between 7:00 am–7:45 am, Monday through Friday.

Lunch is served 10:50 am–12:35 pm, Monday through Friday.

\*\*\*\*\**USDA is an equal opportunity provider and employer*\*\*\*\*\*

## **Transportation / Student Pick-up**

### **Morning Parent Drop-off**

Families are asked not to drop off their children on campus before 7:00 am. Upon arrival, students will report directly to the cafeteria for breakfast.

- Parking is not available for parents during the drop-off period, so please refrain from coming to campus earlier than the 7:00 am drop-off time.
- Morning drop-off is in front of the cafeteria.
- Parents/Guardians will remain in their vehicles. For safety reasons, parents/guardians will not be permitted to enter any classrooms without prior administrative approval.

### **Afterschool Parent Pick-up**

The official end time of school is 2:10 pm on Mondays, Tuesdays, Thursdays, and Fridays. The end time on Wednesdays is 1:20 pm.

- Students will be escorted by staff to their designated afternoon location. Parents/guardians will remain in their vehicles and drive through the fire lane.
- The pickup area is at the covered play court.
- For safety reasons, parents/guardians cannot wait for their child(ren) outside the classroom/on sidewalks/around campus.
- Students not picked up by 4:30 pm will be taken to the Pahoia Police Station.

### **Drop-Off / Pick-Up Traffic**

- Cars should be entering and exiting Keonepoko Elementary at a slow and safe speed.
- Please pull up as far as possible as directed by staff on duty.
- Please show courtesy and respect to faculty and staff assisting with student drop-off and pick-up.

### **School Visitors & Early Pick-Up**

Parents are always welcome to visit the school with prior administrative approval. For the protection of everyone and security in the school, it is required that any person entering the campus come directly to the office to sign the visitor sign-in sheet and obtain a visitor's pass. Parents picking up a student early must report to the office to sign them out and receive a student pass. Students may not bring personal visitors to school at any time.

### **Early Release Procedures:**

- A parent who requests to early release their child from school may do so as long as they are in the office at least 10 minutes prior to the end of the school day. The school day ends at 2:10 on Mon., Tues., Thurs., Fri., and 1:20 PM on Wed.
- If you arrive after 2:00 PM on Mon., Tues., Thurs., Fri., or 1:10 on Wed., you will need to drive to the parent pick up line to retrieve your child.
- The office will call the classroom when a parent/guardian arrives to sign out and pick up a student and a student pass will be given to the parent.
- **The parents/guardians SHOULD NOT go to the class to get the student on their own.**
- If a student is picked up before 11:00, he/she will be marked absent for the day by the office. The student must be at school for at least half of the school day to be counted as present.

## **Bus Transportation**

Bus transportation is available for students in Grades K-6 who live one mile or more from the school. All students must have a bus pass and will not be allowed on the bus without it. There is a \$5.00 fee for bus passes that must be replaced. Students may qualify for free bus rides if their parents meet the requirements. If requirements are not met, a fee schedule will be sent home. Application forms are distributed by the school. Forms ST-70 (Bus application), ST-71, and ST-72 are mandatory for all students and should be turned in promptly for processing. For concerns regarding students on the bus, please contact the school. For concerns regarding bus service, please call Robert's Student Transportation at **(808) 961-6627**. Parents and students are responsible for student behavior at the bus stop.

Students may only ride their assigned bus and get off on their designated bus stop. If a student needs to ride a different bus because of a special situation, the form CS-101 (Request for Students to Ride School Bus on a Space Available Basis) must be completed by the parent and approved **prior** to the change.

If a child is currently enrolled in school as a result of a Geographic Exception, he or she is entitled to remain in that school throughout the highest grade served by the school; however, the HDOE **will not** provide mileage reimbursement or transportation options.

Students who attend schools or programs of choice are ineligible for transportation, including curb-to-curb transportation for students with disabilities. Schools or programs of choice are defined as:

- Charter schools      -Magnet schools or      -Learning centers and
- Schools outside of the students' home school attendance area, as determined by the student's legal residence.

This does not apply to students who are:

- Programmatically placed by the IEP team.
- Attending a conversion charter school designed as their home school based on their legal residence, or
- Homeless and attending their school of origin.

## **Children Missing the Bus After School**

Please instruct your children to go directly to the designated bus area when the afternoon bell rings. Should a child miss the bus, you will be contacted at the numbers indicated on the child's emergency card. Should the school be unable to contact you, others on the card will be called. Students will only be released to people listed on the emergency card. Students left on campus after 4:30 pm will be taken to the Pahoia Police Station.





## **Bus Safety Expectations & Rules**

*All students riding school buses shall abide by the following requirements.*

At the designated school bus stops and while boarding, students shall:

- 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 yourself in a safe manner while waiting
- Refrain from loud talking at bus stops which may disturb nearby residents
- Refrain from littering or defacing property 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 allowed to bring articles on the bus that may cause injury to passengers or carry on articles which cannot be stored safely
- Use the handrail and watch their step when boarding the bus

While on the bus, students shall:

- Keep hands and heads inside the bus at all times
- Refrain from loud talking and laughing which may divert the driver's attention and result in a serious accident
- Treat bus equipment as valuable furniture. Damage to seats, windows, and other equipment shall be paid for by the offender or the offender's parent
- No eating or drinking allowed on bus
- Refrain from tampering 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
- Refrain from throwing anything out of the bus window
- Remain in their seat while the bus is in motion
- Refrain from smoking, drinking, gambling, fighting, or any other behavior that will endanger health or morals
- Obey the driver

### **Hawai'i Department of Education Bus Pass Procedures**

Students are expected to display their bus pass (or render a bus coupon) to the bus driver upon demand. Failure to do so may result in disciplinary action and service disruptions as follows:

- Those who fail to display a valid bus pass in the afternoons may be required to obtain a temporary bus pass from the school office before boarding the bus. Repeat offenders will not be permitted to board the bus.

## **Bus Safety Expectations & Rules, Continued**

The privilege of riding a school bus to school is extended to all Keonepoko Elementary School District students who meet the qualifications established by the State of Hawaii Student Transportation Services to ride a school bus. Improper conduct while riding the bus will result in denial of bus riding privileges for a period of time determined by administration or designee. The same rules apply to those students riding buses to and from school-sponsored activities. Under all conditions, the bus driver is in charge, and his or her rules are to be followed with guidance from the Bus Safety Expectations & Rules, which are listed on pg. 25 in this student/parent handbook.

The driver will fill out a Bus Incident Report. A copy will be sent home to the parent. The driver and student should make every attempt to solve problems on the bus. When a student's behavior continues to be disruptive and bus rules and regulations are not followed, this leads to safety concerns which could result in disciplinary actions that may include:

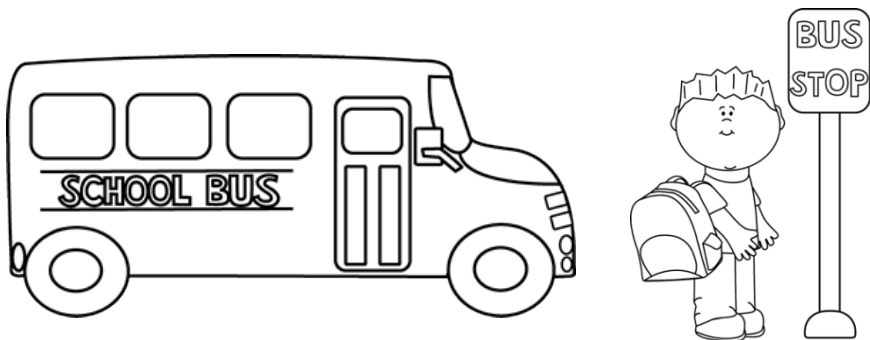
- Correction and student conference
- Detention
- Loss of Privilege
- Parent contact, conference
- Suspension from bus

When in the judgment of the bus driver, transportation director, and administration, the behavior by a rider is such that it becomes an immediate threat to the safety of other riders and/or the bus itself, the driver takes all necessary actions to ensure the safety of all riders. Fighting or severe physical hitting (punching, kicking, or similar behavior that may injure others) may be an automatic suspension from riding the bus transportation as determined by the bus driver, transportation director, and administration.

### **Regulations For Students Riding Buses**

SAFETY is the prime responsibility of both driver and student; all these rules are directed towards getting students to and from school safely.

1. Keep hands, feet, objects, and negative comments to yourself while riding the bus.
2. Remain seated while the bus is in motion.
3. The bus is school property. If you damage it you will be responsible to pay for it.
4. Aisles must remain clear of passengers as well as property.
5. All bus incidents should be reported directly to the bus driver. Drivers will immediately report the incident to administration of any such action, and the parents will then be notified of the action taken.



# **URGENT Services Directory for Families**

**Police/Fire/Ambulance – 911**

**Police – Non-emergency/information and Complaints: 935-3311**

## **ADULT SUPPORT SERVICES**

Adult Protective Services/DHS:.....	808-933-8820
Department of Human Services:.....	808-933-0331
Hawaii Poison Control Center:.....	1-800-222-1222

## **CHILDREN SUPPORT SERVICES**

Alu Like, Inc:.....	808-961-2625
BIASC (Big Island Substance Abuse Council):.....	808-935-4927
Child & Family Services:.....	808-935-2188
Child Welfare Services/DHS-Statewide intake:.....	1-888-380-3088
Child Support Enforcement Agency:.....	808-933-8802
Community Services for Developmentally Disabled/DOH:.....	808-974-4280
DOH Counseling Services/Mental Health:.....	808-933-0606
DOH/Malama A. Hoopili Pono Prenatal Care:.....	808-974-4291
DOH/Public Health Nurse:.....	808-974-6025
Easter Seals Society:.....	808-961-3081
Food Basket Inc.:.....	808-933-6030
Hui Hoomalu (Foster Parent Information):.....	808-987-5988
Hawaiian Beaches Head Start:.....	808-965-3120
Hospice Program:.....	808-969-1733
Ke Ala Lokahi (remedies for domestic violence w/Hawaiian Cultural Perspectives):.....	808-935-4747
Neighborhood Place of Puna:.....	808-965-5550
Ohana Counseling Services:.....	808-935-4412
PATCH:.....	808-961-3169
SAVE (Sexual Assault Victims Empowerment)	
Turning Point for Families and ATV (Alternative to Violence):.....	808-969-7798
YWCA Healthy Start Program:.....	808-935-7141
YMCA Hawaii:.....	808-935-3721

## **EMERGENCY SHELTERS**

East Hawaii Coalition for the Homeless:.....	808-961-2559
Domestic Abuse Shelter:.....	808-959-8864
Salvation Army Family Intervention Services:.....	808-959-5855

## **HOSPITALS AND CLINICS**

Hilo Medical Center:.....	808-932-3000
Kea'au Family Health Center:.....	808-930-0400
Pahoa Family Health Center-Bay Clinic:.....	808-965-9711

## **OTHER AGENCIES**

Hawaii Cares-Suicide & Crisis Hotline:.....	1-800-753-6879
Hawaii Disability Rights Center:.....	1-800-882-1057
Legal Aid Society of Hawaii:.....	1-800-499-4302
Office of Housing & Community Development rental assistance:.....	808-961-8379
Aloha United Way:.....	211

