

‘Īao School Handbook

for students and families

260 South Market Street

Wailuku, Hawaii 96793

808-727-5200

iaoschool.org



Name _____

Team _____ Grade _____

Homeroom Teacher _____ Room # _____

Acknowledgement of 'Īao School Policies

Student:

I have received the 'Īao School Handbook for Students and Families for the school year 2023-2024.

I understand and agree to follow the information and guidelines contained in the handbook.

I agree to utilize my planner on a daily basis to keep myself organized and to communicate information from school to home.



Parent(s)/Guardian(s):

Please review the handbook with your student. Please sign and add contact information. This page stays in the Student Planner.

Student Name

Signature

Parent/Guardian Name #1

Signature

Parent/Guardian Name #2

Signature

Contact/ Phone # 1

Contact/ Phone # 2

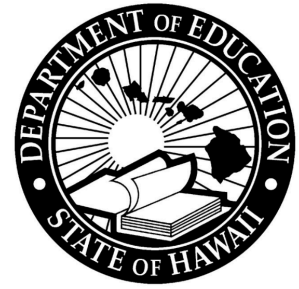
Email #1

Email #2

State of Hawaii Board of Education

POLICY 101-1 STUDENT CODE OF CONDUCT

The Board of Education acknowledges the Student Bill of Rights and Responsibilities. The Board further sets forth the following student code of conduct:



REGULAR ATTENDANCE

Students are expected to attend school regularly and to attend all classes.

PUNCTUALITY

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

WORK HABITS

Students are expected to participate in each class to meet performance standards, to have the necessary class materials as affordable, and to be prepared for and to complete assignments and examinations designated by the teacher.

RESPECT FOR SELF AND OTHERS

Students are expected to be honest, behave with dignity and treat others with respect and courtesy. Behavior of the individual should not interfere with the rights of others. This includes the use of appropriate language, actions and attire. Students are expected not to harass others through any means. Students are expected to come to school free from the influence of tobacco products, alcohol or drugs. Students are expected not to use or possess such substances.

RESPECT FOR AUTHORITY

Students are expected to comply with all school rules and to obey all laws. Students are expected to respond in a respectful manner to all school faculty and staff while under the jurisdiction of the school and while participating in school-sponsored activities.

RESPECT FOR PROPERTY

Students are expected to treat all property belonging to the school and to others with care.

FREEDOM FROM FEAR

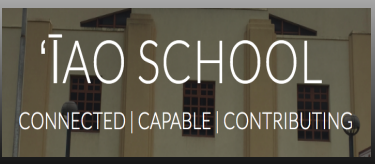

Students are expected to contribute to a safe school environment free from fear. Acts of violence, weapons and contraband are never acceptable

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Our Vision - the 3 Cs

<div>  <p>These are the 3 C's of Iao School. Through this vision we will thrive as a place of learning. We will experience personal and collective growth and succeed in reaching our goals. From students and families to teachers and staff, we choose actions that make us Connected, Capable and Contributing.</p> </div>		
CONNECTED	CAPABLE	CONTRIBUTING
<p>We will:</p> <p>Show respect for self and others.</p> <p>Keep positive attitudes and relationships.</p> <p>Share a sense of belonging.</p>	<p>We will:</p> <p>Communicate our thinking.</p> <p>Solve complex problems.</p> <p>Persevere through challenges.</p>	<p>We will:</p> <p>Serve the school and community.</p> <p>Take the initiative to participate and improve.</p> 

‘Iao School Alma Mater

*Nestled ‘neath the tropic mountains,
Let thy light shine clear,
May thy torch of wisdom guide us
Sons and daughters dear.*

*(Chorus) Sing her praises
Let them echo,
Over hill and dale
Hail to thee
Our Alma Mater
Hail! ‘Iao School!*

*Maroon and white we wave together,
Brothers all we stand;
Loyalty and love we pledge thee,
Fair Aloha Land
Chorus x2*



‘Īao School - Values of the Month

CONNECTED

HŌ'ihī

RESPECT FOR SELF AND OTHERS

AUGUST

CONNECTED

LŌKAHI

POSITIVE RELATIONSHIPS

SEPTEMBER

CONNECTED

'OHANA

SENSE OF BELONGING

OCTOBER

CAPABLE

HŌ'ike

COMMUNICATES THINKING

NOVEMBER

CAPABLE

HO'OMAU

PERSEVERANCE

DECEMBER

CONTRIBUTING

MĀLAMA

CARE AND SERVE

JANUARY

CONTRIBUTING

LOKOMAIKA'i

KINDNESS

FEBRUARY

CONTRIBUTING

ALAKA'i

TAKE INITIATIVE / LEADERSHIP

MARCH

SUCCESSFUL STUDENT

KULIA i KA NU'U

STRIVE FOR EXCELLENCE

APRIL

SUCCESSFUL STUDENT

E HANA i KA PONO

TO DO THE RIGHT THING

MAY

Holidays and Important Dates

Semester 1 (2023)	
First Day for Teachers	August 1
Professional Collaboration Day (No Students)	August 7
First Day of School for 6 th Grade Students Only	August 8
First Day of School for ALL Grades	August 9
Statehood Day (No School)	August 18
6 th Grade Open House	August 23
7th and 8th Grades Open House	August 24
Labor Day (No School)	September 4
School Picture Days	September 19 & 20
Last School Day of Quarter 1	October 5
Professional Collaboration Day (No Students)	October 6
Fall Break (No School)	October 9-13
First Day of School Quarter 2	October 16
Veterans' Day (No School)	November 10
School Picture Retakes	November 15
Thanksgiving Holiday (No School)	November 23 & 24
Last School Day of Quarter 2 / Semester 1	December 21
Winter Break (No School)	December 22 - January 4
Semester 2 (2024)	
Teacher Workday (No Students)	January 5
Professional Collaboration Day (No Students)	January 8
First Day of School Quarter 3	January 9
Martin Luther King Jr. Day (No School)	January 15
Institute Day (No Students)	February 16
President's Day (No School)	February 19
Professional Collaboration Day (No Students)	March 4
Last School Day of Quarter 3	March 15
Spring Break (No School)	March 18-22
Prince Kuhio Day (No School)	March 26
Good Friday (No School)	March 29
Memorial Day (No School)	May 27
Last School Day of Quarter 4 / Semester 2 / Year	May 30
Last Day for Teachers (No Students)	May 31
Summer Break (No School)	June 3 - July 29

Bell Schedule ([link to 23-24 block rotation](#))

‘ĪAO SCHOOL CLASS SCHEDULE	
MONDAY	TUESDAY
TRANSITION	7:45
HOMEROOM	7:48 – 7:55
BLOCK A	8:00 – 9:00
RECESS	9:00 – 9:15
BLOCK B	9:20 – 10:20
BLOCK C	10:25 – 11:25
LUNCH 1 / ADVISORY	11:30 – 12:10
ADVISORY / LUNCH 2	12:15 – 12:55
BLOCK D	1:00 – 2:00
SHORT WEDNESDAY	
TRANSITION	7:45
HOMEROOM	7:48 – 8:10
BLOCK A	8:15 – 9:15
RECESS	9:15 – 9:30
BLOCK B	9:35 – 10:35
LUNCH 1 / ADVISORY	10:40 – 11:20
ADVISORY / LUNCH 2	11:25 – 12:05
BLOCK C	12:10 – 1:10

Important School Phone Numbers

A full directory with contact information for all staff and departments can be found at iaoschool.org.

Administration			Counseling		
Principal	Matt Dillon	727- 5211	Grade 8	Cathy Fitzpatrick	727- 5291
Vice Principal 8	Mitch Wendorff	727- 5240	Grade 7	Jayne Kahoolalohala	727- 5292
Vice Principal 7	Mosi Tafao	727- 5269	Grade 6	Kym Adams	727- 5283
Vice Principal 6	tbd		SBBH	Jen Freeland	727- 5282
Main Office 727-5200			SBBH	Jason Tavares	727- 5260
Registrar	Jayne Hori	727-5220	Student Support		
SASA	Tammy Gonsalves	727-5210	Student Services	Mona Smout	727-5231
Security	Jonathan Kaonohi	727-5238	Technology	Nick Kawaguchi	727-5222
School FAX	(808) 984-5617		Testing	Mandy Kaya	727-5262
Attendance	Delilah Pante	727-5221	Renaissance	Ed Garcia	727-5156
Healthroom	Stella Souki	727-5250	Text-A-Tip	(808) 793-7947	

Online Student Programs - Username and Login Information

Website	URL	Login
Google Apps	classroom.google.com	Username: studentIDnumber@k12.hi.us Password: *see HR/Advisory teacher*
Clever (ReadingPlus, Mathia, BrainPop)	clever.com/in/hawaii	Username: Student ID Number Password: Student birthdate (example: Jan.1 2012 is 01012012)
Infinite Campus	bit.ly/student-ic	Username: State ID Number Password: initials/birthdate (example: LM01012012)
SORA Online Reading	bit.ly/iaosora	Username: Student ID Number (no password required)
‘Īao Library Website	bit.ly/iaolibrary2	No login required
PBIS Rewards	student.pbisrewards.com	Use Student Google login

All students are provided with a Google Account. Teachers and students will interact with various programs, tools, and resources within Google as well as other digital resources. Students are expected to adhere to all technology guidelines set forth by the HDOE while following exceptional etiquette, digital expectations and citizenship required at ‘Īao School.

My School Schedule and Contact Information

Quarter 1			Quarter 2	
	Teacher	room/phone	Teacher	room/phone
HR				
1				
2				
3				
4				
5				
6				
7				
Quarter 3			Quarter 4	
	Teacher	room/phone	Teacher	room/phone
HR				
1				
2				
3				
4				
5				
6				
7				

Connecting with Teachers

Every teacher and staff member can be contacted through email or phone. Parents/Guardians are advised to contact teachers and grade level counselors for support with homework, academic progress, attendance, grades and/or classroom behavior.

- Teacher/Staff Email: **firstname.lastname@k12.hi.us**
- Phone: Staff contact information can also be found at iaoschool.org/get-connected/faculty-staff-directory.

STUDENT SUPPORT

Meals

‘Āao School ID cards are required for all students to receive school breakfast/lunch. Students may also use temporary IDs that have been issued by their Homeroom teacher. If a student loses his/her ID card, a replacement must be purchased. ID cards verify a student’s account status (free, reduced or account balances). Paying students (full or reduced) may deposit (cash only) into their accounts before classes begin, during morning recess, and after school in the Main Office. Applications for free and reduced lunch are available in the Main Office and online at iaoschool.org/families/free-and-reduced-price-meals.

Students on free or reduced meal status are entitled to one breakfast and one lunch per day. Additional meals on the same day must be purchased at full price. Students are encouraged to keep track of their account status. When negative lunch balances exceed \$12.50, breakfast/lunch will not be provided. ‘Āao Virtual Academy (IVA) students may come to school to pick up their breakfast and/or lunch from the cafeteria during meal service.

Reduced Payment

- Breakfast-Weekly (5 days @ 30¢) \$1.50
- Monthly (21 days) \$6.30
- Annual (178 days) \$53.40
- Lunch-Weekly (5 days @ 40¢) \$2.00
- Monthly (21 days) \$8.40
- Annual (178 days) \$71.20
- Second Breakfast/Lunch \$2.40/\$5.50

Full Payment

- Breakfast-Weekly (5 days @\$1.10) \$5.50
- Monthly (21 days) \$23.10
- Annual (178 days) \$195.80
- Lunch-Weekly (5 days @\$2.50) \$12.50
- Monthly (21 days) \$52.50
- Annual (178 days) \$445.00
- Second Breakfast/Lunch \$2.40/\$5.50

Birthday, Celebrations, Nutrition Standards and Food Allergies

Balloons, cakes, cupcakes, candy, silly string, flowers, etc. are not allowed on the bus or at school. These items are disruptive in the classroom and are considered a safety concern. If they are delivered they will be kept in the office. This policy helps to ensure that instructional time is protected and that all students are treated equally. Food may not be delivered to students during the school day.

Classroom parties/celebrations may be held with individual teacher discretion. When planning snacks, state law requires that no home-cooked food be distributed to students during school hours. This practice is intended to protect students from the spread of communicable disease. For all other activities during the school day that include food for students, the Hawaii Nutrition Standards must be followed. For more detailed information on the state nutrition standards, please refer to hawaiipublicschools.org or hcnp.hawaii.gov.

The health and safety of our students is always a top priority for our school. Some students have severe and potentially life threatening allergies when they consume or come in contact with specific foods. To keep those with allergies safe, all students should be cautious of posted signs throughout campus and within classrooms. It is common for foods containing peanuts or tree nuts to be prohibited in certain areas.

Student Dues for Registration and Elective Classes

- Class Dues: \$5.00 (Grade Level Activities)
- ISSA Dues: \$10.00 (Student Government Activities, Planner, ID Card)
- Newsletter and Communication: \$10
- Yearbook: \$20 (optional, to be paid at Registration)
- Basic Practical Arts Dues: \$25 (8th grade only)

Physical Education and Uniforms

To participate in Physical Education, students will need an 'Iao PE shirt, shorts, and athletic shoes. PE uniforms can be purchased during registration and from the school uniform vendor (see School Uniform Information). All students must complete a Physical Examination pursuant to state law (HIDOE 03-24-17).

Bus Transportation

The bus fare* is administered through a pre-paid bus pass system.

- | | |
|-------------------------------------|---|
| • Quarterly One-Way Pass - \$36.00 | • Quarterly Round Trip Pass - \$72.00 |
| • Annual One-Way Pass - \$135.00 | • sheet of 10 One-Way Coupons - \$10.00 |
| • Annual Round Trip Pass - \$270.00 | *Prices subject to change |

Applications to ride the school bus must be filled out by the parent/guardian. You must complete the Student Transportation Service Agreement Form and the Safety Agreement Form. Completed applications should be returned to the main office for processing.

Application packets are available in the main office.

Students must have their bus pass in order to ride the bus or they may be denied access. Students are permitted only to ride on their regularly scheduled bus route. Students that ride the school bus must follow bus rules and directions given by the bus driver. Students who refuse to cooperate and endanger the safety of themselves or others will be given a bus referral which is addressed by school administration. One possible consequence for such behavior is suspension from riding the school bus. When students are suspended from using the bus, parents/guardians are responsible for arranging transportation to/from school.

School Planner/Student Identification Card

The use of planners and school issued IDs is mandatory. The planner is used for communication, organizing assignments and reflecting on learning. The student ID is used for student identification, safety, lunch purchases and library book checkout. Replacing lost planners or IDs costs \$5.00. Students who deface or damage their IDs will be charged \$5.00 for a replacement.

Health Services

Students who become ill during class must obtain a Health Room Pass from the teacher. If your child becomes ill or is injured in school, our School Health Aide will administer first-aid.

Menstrual products are available free of charge in the Health Room and restrooms.

When a student has symptoms of illness or injury, the School Health Aide will notify parents/guardians or an emergency contact that the student should be taken home or to the doctor. The person coming for the child must sign a Permission to Leave Campus form before the child is released to him/her. If an emergency occurs and the school is unable to contact parents or emergency contacts, an ambulance may be called. This becomes the financial

responsibility of the parent/guardian. Emergency contacts information must be provided to the School Health Aide and updated when there are changes.

Immunizations / Medication Policy

Specific immunizations are required for students entering 7th grade. All students entering school in Hawaii for the first time, regardless of age, require immunizations and TB clearance. These requirements conform with current national recommendations and reflect what occurs in healthcare provider offices and clinics in Hawaii as standard medical practice. For more information on these requirements please visit: hawaiipublicschools.org.

Students may not self-administer any medication while at school unless they are authorized. All medications given by the School Health Aide in the Health Room will require a signed consent by the child's physician, parent, and the School Public Health Nurse. Contact your School Health Aide regarding the medication consent (form SH36) at 727-5250. Do not send medication to school with your child unless you have obtained the appropriate authorization.

Lockers

Lockers are available for students to secure belongings. Students may be assigned a locker by signing up at the Main Office. Lockers must be locked and items inside students' lockers will be considered in their possession. Locks are not provided. 'Īao School is not responsible for items stolen from lockers. Students may access lockers before school, during morning recess, during passing, and after school. Students may not visit lockers at lunch without permission. The school may search lockers for contraband at any time with reasonable suspicion.

Lost and Found

Lost items are kept in the school Lost and Found. Inquire at the Main Office to recover lost items. All unclaimed items in the Lost and Found will be donated at the end of June each year.

Library Services

Students are encouraged to utilize the library and library resources. It is expected that students will behave appropriately while in the library. This is a place to quietly study, read and play cards, chess or other educational games. The Librarian teaches and reinforces the use of library skills and helps students to select books for recreational reading and research. Please encourage your child to borrow books regularly and to return them promptly. Students may access the library without a pass during morning recess, lunch recess and after school. Students may access the library during their scheduled classes if they have a pass from their current teacher or if they are visiting with their teacher as part of a class activity. Online library books and resources can be found at bit.ly/iaolibrary2.

Lost or Damaged Textbooks and Library Books

Students are issued textbooks and are allowed to borrow library books as part of the curriculum. If a student damages or loses a textbook or library book, s/he is responsible for payment when the teacher, the library staff, or the office issues a financial obligation notice. The amount recorded on the notice is the replacement cost of the item. A student found to be responsible for the loss, destruction, breakage, or damage of school books, equipment, and supplies, including library and assigned textbooks, shall make restitution to the school (Title 8, Chapter 57: §8-57-3 Fees and Charges for Lost books, Equipment and Supplies). Students that return books in good condition will have their obligation cleared.

- Iao School's Main Office only accepts cash for payment of lost or damaged books. Please bring your financial obligation notice with you when you come to make payment. If required, the teacher will issue a new book once payment has been made and the financial obligation is cleared.
- Students may return library books to the 'Iao School Library during the school day and after school to clear their accounts. If the lost book is found and a payment has been made, a refund will be issued up to a year from date of receipt and after securing the appropriate signature from administration. Refunds usually take six to eight weeks to process.
- If financial obligations are not cleared, parents will be notified by mail and/or the notice will be given to students to take home. Students in all grade levels with outstanding financial obligations will not be allowed to participate in student activities and events where no academic credit is received (HAR, Title 8, Chapter 57). This includes, but is not limited to, field trips, dances, clubs, sports teams, and 8th grade banquet. Financial obligations not cleared remain a part of the student's record. These obligations will transfer to the student's high school records and will impede the student's participation in graduation exercises.

School Service (Cafeteria Duty)

The 3C Vision of 'Iao School seeks to develop a mindset of service. The Department of Education Policies and Regulations Student Series 4300 states that the Department of Education shall permit schools to assign students to appropriate school service duties and those duties shall conform to the departments' administrative regulations. Regulation 4300.1 states that students shall assist in the cafeteria as a part of their duties in school service. 'Iao school students take turns serving the school in the following ways:

- Students are asked to assist as cafeteria monitors. Cafeteria monitors help to serve lunch and maintain the cafeteria by sweeping, wiping tables, and other tasks.
- During each day of service, the student will serve no more than 2 periods (depending on class schedule) before the lunch hour, and during the first half of the lunch period
- Students may be asked to assist as cafeteria monitors no more than 3 days in one school year. Students are assigned to serve on a rotational basis by homerooms.
- A waiver is granted upon receipt of a doctor's certificate indicating a medical condition that prohibits participation.

Safety Reporting Procedures

At 'Iao School everyone plays a role in maintaining a safe campus. If a student or parent wants to report a safety issue or concern confidentially or in person, there are ways to convey your message.

- **Text-A-Tip:** Students can confidentially text a behavior or safety concern to school administration at **(808)793-7947**. Students are encouraged to report possible fighting, vaping, bullying, vandalism, weapons and other safety concerns.
- **"See Something, Say Something":** 'Iao School uses this slogan to encourage our students to report things they see in order to keep our campus and students safe. We encourage 'Iao Students to report what they see or hear to any adult on campus (Security, Janitor, Principal, Vice Principal, Teacher, Educational Assistant, Cafeteria Worker, Office Staff, etc.).

STUDENT LEARNING

School Organization

All students belong to a grade level team. These teams are made of a common group of teachers that support student achievement and growth throughout the year. There are two teams per grade: Nahiku and Makali'i (6th), Hokupa'a and Manaiakalani (7th), & Hokule'a and A'a (8th).



Classes offered at 'Īao

Students are enrolled in seven classes. Four of these are the core subjects (English Language Arts (ELA), Math, Science and Social Studies), one is PE/Health (Family and Consumer Science replaces Health in grade 8), and the remaining two are Electives. Sixth graders take Middle School Skills and Elective Wheel (1 quarter each of Art, Band, Digital Citizenship, and Drama). The following Electives are offered to 7th and 8th graders: Band, Ukulele, Art, Hawaiian, Japanese, Computer Science, Media, Drama, and Student Leadership. In the 3rd Quarter, 6th and 7th graders select their preferred Electives for the following year. Classes may differ for English Language Learners, Special Education students, and students that need additional support with reading, math and/or behavior. All students are expected to participate in Physical Education and will be granted a waiver only with a doctor's certificate.

6 th Grade	ELA	Math	Science	Social Studies	PE/Health	Elective Wheel	MS Skills*
7 th Grade	ELA	Math	Science	Social Studies	PE/Health	Elective 1	Elective 2*
8 th Grade	ELA	Math	Science	Social Studies	PE/BPA	Elective 1	Elective 2*

*These may be replaced with Workshop classes for students performing below grade level.

Instruction and Academics

'Īao is dedicated to the continuous development of each student. Instructional planning for students is based on the understanding that students learn at different rates and even among students in the same grade level, knowledge and skill levels differ. The goal is to provide opportunities for learning that will enable each student to make as much progress as possible in any given year. Progress results from acquiring new knowledge and skills outlined in the curriculum. Grade level promotion is based on the evidence of progress by individual students toward achieving mastery of pre-identified learning objectives. All course work is standards-based using the Common Core State Standards. Differentiated instructional strategies are used to meet student needs. Teams and departments carry out interdisciplinary and service learning projects. Programs are selected to meet the specific needs and represent the interests of students. ELA and Math Workshop classes are provided to students that are

below grade level. Honors classes are available in ELA (7,8) Math (7,8), and Science (7,8). Students are selected for Honors based on state test scores and teacher recommendations. Grade 8 Honors Math (Algebra 1) and Grade 8 Japanese Language classes allow students to earn high school credit.

All teachers provide students with a class syllabus at the start of the year to communicate learning standards, grading and other academic expectations specific to the class. Students and parents are encouraged to communicate directly with teachers in seeking support and clarification for learning.

‘Īao Virtual Academy

‘Īao Virtual Academy (IVA) is an alternative to in-person learning. IVA provides a rigorous, high-quality middle school learning experience in a virtual setting. IVA caters to the needs of many ‘Īao families while at the same time granting students the opportunity to thrive academically and personally. Independent learning and discipline on the part of the student are crucial for success. Students participate in virtual instruction of aligned coursework and close support is available. IVA students may still participate in after school activities such as athletics and UPLINK. For more information please visit iaoschool.org/academics-support/iao-virtual-academy.



Homeroom/Advisory

All students begin each day in Homeroom and attend a daily Advisory class. Advisory builds the 3 Cs by allowing students to participate in team activities, social-emotional learning, reading/math practice, discussion circles, clubs and study hall. Assemblies, school-wide activities, and academic support also take place during Advisory.

Social Emotional Learning

Social Emotional Learning (SEL) is an important component of middle school education. SEL includes Self-Management, Self-Awareness, Social Awareness, Relationship Skills and Responsible Decision-Making. SEL lessons are taught explicitly in Advisory and incorporated into all content area classes. To learn more about SEL visit casel.org/fundamentals-of-sel/.

UPLINK

Free after-school classes (UPLINK) connect students to the school and provide an opportunity to receive free homework assistance. UPLINK is offered quarterly after school from 2:15 PM to 4:15 PM (Wednesdays from 1:15 PM to 4:15 PM). Students must complete an application for participation. Applications are available in Homeroom, at the Main Office or at iaoschool.org.

UPLINK - Athletics/ Arts	Basketball, Volleyball, Wrestling, Cross Country, Track, Wrestling, Soccer, Flag Football, Glee Club, Select Band, Hip Hop Dance, and more*
UPLINK - Academic/Cultural	Science Adventurers Club, Spelling Bee, UPLINK, Math-letes, Science Fair, Kūkulu I Ka Hale, Robotics, and more*

*Co-curricular opportunities may vary year-to-year

Co-Curricular Opportunities

‘Iao School offers a broad range of co-curricular opportunities including band, interscholastic athletics, intramural athletics, academic competitions, Student Council, clubs and more. Information will be provided throughout the year during morning broadcast/homeroom. For more information or to start a student club please contact the Student Activities Coordinator or PCNC.

Reading and Math Progress Assessments

Three times a year students participate in reading (ReadingPlus) and math (I-Ready) assessments at the school level. These scores are used by teachers throughout the year to analyze individual progress, develop targeted instruction, and place students according to academic needs.

Hawaii State Testing

All students in all grades will participate in the state ELA and Math tests (Smarter Balanced Assessments) to determine proficiency level and academic growth. 8th grade students will participate in a Science proficiency test. Students are taught the connection between academic proficiency and success in life. Students set personal goals for test performance based on their desired careers. Results on these tests are also used to determine a student’s eligibility for Honors classes while at ‘Iao School.

Report Cards and Infinite Campus Online Grading

Report cards are distributed mid-quarter and end of each quarter/semester to inform parents of their child’s progress in learning the academic standards and achievement of GLOs. Infinite Campus should be accessed by students and parents frequently to monitor grades and work completion throughout the school year.



Homework

Homework provides an opportunity for students to practice and apply skills learned in class, as well as to reinforce and extend their understanding of concepts. Homework also helps students develop important skills such as time management, organization, and self-discipline, which are crucial for success in high school and beyond. Homework may be required and graded.

Requesting Make-up Work

Make-up work shall be provided for excused absences only. Student work requests made due to illness are not circulated on the first day of a student’s absence as a majority of students return to school after one day. Students who are out for only one day may request make-up work directly from teachers (excuse note from parent required). Teachers shall use their discretion regarding lateness due to illness or special circumstances. Parents may call to request homework for their child on the second day of absence. Homework will be available for pick up in the main office until 4:30 p.m. of that day. Oftentimes students may access work they missed by visiting their teachers’ Google Classrooms.

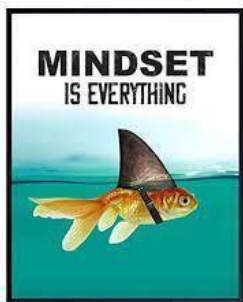
Renaissance Foundation

Renaissance is a quarterly recognition and incentive program for the students of 'Iao School. The mission is to promote academic excellence and contribution to the community, state, and nation. The goal is to instill pride, to strengthen basic skills, and to inspire a positive attitude toward learning and service that will carry over into their adult lives.



Students qualify for Renaissance each quarter by meeting standards in grades and behavior and by providing community service. Renaissance focuses on four major areas to begin the process of self-improvement. **Goal 1:** Maintain grade point averages (GPA); **Goal 2:** Improve school attendance; **Goal 3:** Reduce disciplinary referrals; and **Goal 4:** Increase participation in community service activities. For accomplishing these things, Renaissance students receive rewards such as activities, parties, fun field trips, and more.

- **Grade and Behavior Component:** To be eligible for Renaissance, students may not have any D or F grades. Higher GPAs determine higher levels of recognition and reward. Students are required to have good behavior: No Chapter 19 Class A, B, or C offenses in the quarter.
- **Community Service Component:** To be eligible for Renaissance students must conduct 3 hours of community service per quarter. Community service may include tutoring, community/school cleanup, Boy Scouts/Girl Scouts service projects, 4-H service projects, or volunteer work for a valid non-profit organization that supports our local community. Students may also ask a teacher or staff member for school service credit or provide support of annual Renaissance fundraising efforts.
- **Renaissance Rewards:** Positive incentives for Renaissance students include quarterly excursions (field trips), t-shirts, monetary scholarships, banquets and other social events, public recognition, and more. Students can sign up to join Renaissance at any time during the year and are highly encouraged to do so. The more students that join and succeed, the greater the rewards! More information can be found at iaorenaissance.com.



Growth Mindset

In a growth mindset, people believe that their most basic abilities can be developed through dedication and hard work—brains and talent are just the starting point. This view creates a love of learning and a resilience that is essential for accomplishing great things. When students believe they can get smarter, they understand that effort makes them stronger. 'Iao School utilizes the *Second Step* program to guide students in Growth Mindset and Social Emotional Learning.

Comprehensive Student Support Services (CSSS)

'Iao School uses the Comprehensive Student Support System to provide proactive, positive, customized and timely interventions, services and support — compassionately — so all students will succeed to their greatest potential. CSSS includes Student Support Process Meetings to discuss student progress, school-level counseling services for students, parent support services, Special Education, Section 504, and community programs. For more information contact our Student Service Coordinator at 727-5231.

Grades

Students receive grades at the end of each Quarter. Quarterly grades are used to determine a student's Semester grade and Semester grades are used to determine the Year grade. The following is a description of 'Īao School's criteria for grading. Grades are used to indicate the student's level of achievement of the learning standards and GLOs. Evidence gathered by teachers may include tests, classwork, homework, projects, observations and presentations. The percentages listed for each letter grade are general guidelines utilized by 'Īao School teachers. Teachers may communicate different class-specific grading policies in their class syllabus. An F grade is given for 59% and below when a student does not sufficiently demonstrate learning or GLOs.

A Advanced (90-100%)	<ul style="list-style-type: none"> Exhibits novel and creative ways to show learning. Accepts challenges and completes assignments with high rigor. High level of understanding of concepts and skills. Almost all the learning goals are fully or consistently met.
B Proficient (80-89%)	<ul style="list-style-type: none"> Exhibits standard ways to show learning. Accepts challenging assignments but needs support. Good grasp of concepts and skills. Most of the learning goals are fully or consistently met.
C Partial Proficient (70-79%)	<ul style="list-style-type: none"> Needs some encouragement to show learning. Needs support to complete assignments. Satisfactory acquisition of skills and concepts. More than half of the learning goals are fully or consistently met.
D Novice (60-69%)	<ul style="list-style-type: none"> Occasionally shows learning after considerable encouragement. Needs support to begin and complete assignments. Weak acquisition of skills and concepts. Only a few of the learning goals are fully or consistently met.

HĀ - Nā Hopena A'o

In academic classes, Advisory and school activities, 'Īao seeks to implement HĀ - Nā Hopena A'o. This is a Hawaii Department of Education framework to develop the skills, behaviors and dispositions that are reminiscent of Hawai'i's unique context, and to honor the qualities and values of the indigenous language and culture of Hawai'i.



General Learner Outcomes (GLOs)

The GLOs are expected outcomes for all students. While letter grades are primarily used to indicate student learning of the standards, GLOs are also recognized as crucial for student success. Students that demonstrate the GLOs are more likely to reach their learning potential. The GLOs are closely aligned with the 3C vision of 'Iao School.

1. Self-Directed Learner - The ability to be responsible for one's own learning.

2. Community Contributor - It is essential for human beings to work together.

3. Complex Thinker - The ability to perform complex thinking and problem solving.

4. Quality Producer - Recognize and produce quality performances and products.

5. Effective Communicator - The ability to communicate effectively.

6. Effective & Ethical User of Technology - Use technologies effectively and ethically.

IAO SCHOOL GENERAL LEARNER OUTCOMES GLOs		
CONNECTED	CAPABLE	CONTRIBUTING
EFFECTIVE COMMUNICATOR	COMPLEX THINKER AND PROBLEM SOLVER	SELF-DIRECTED AND RESPONSIBLE LEARNER
EFFECTIVE AND ETHICAL USER OF TECHNOLOGY	QUALITY PRODUCER OF PERFORMANCES AND PRODUCTS	COMMUNITY CONTRIBUTOR



Grade Level Promotion and Retention Guidelines

Middle School Students must earn four Units per year - one from each Core Class (English, Math, Science and Social Studies) in grades 6-8. A Year grade of "D" or better is required to receive the Unit. Students that receive an "F" grade will not earn a Unit for that class. The Unit may be recovered by attending and passing summer school OR passing a recovery class the following year. Only one Unit may be recovered during Summer School (except 8th grade). Promotion is when a student successfully moves to the next grade level. Retention is when a student repeats a grade due to failure. Administration has the final decision in all promotion and retention decisions. Please read the following general guidelines.

Grade Level in 2023-24	Final Year Grades	Promotion or Retention Status	Unit Recovery for failed Core Classes
6th or 7th	"D" grades or better in all Core Classes	Student is promoted up to the next grade level for 2024-2025.	n/a
6th or 7th	"F" grade in one Core Class	Student is promoted up to the next grade level for 2024-2025.	Student must recover the Unit during Summer School or be placed in a Recovery Class in 2024-2025
6th or 7th	"F" grades in two Core Classes	To be promoted to the next grade level, student must recover at least one of the two failed Units by attending Summer School.	Student must recover at least one Unit during Summer School or REPEAT the grade. Student will be placed in a Recovery Class in 2024-2025.

		Students that do not recover one of the two Units during Summer School will REPEAT the grade.	
6th or 7th	“F” grades in three or more Core Classes	Student will REPEAT the grade.	n/a
8th	“D” grades or better in all Core Classes	Student will be promoted to High School for 2024-2025.	n/a
8th	“F” grade in one or two Core Classes	Student will be promoted to High School for 2024-2025 if s/he recovers the Unit(s) in Summer School. Otherwise, s/he will remain in middle school and REPEAT 8th grade.	Student must recover the Unit(s) during Summer School in order to be promoted to High School in 2024-2025.
8th	“F” grades in three or more Core Classes	Student will remain in middle school and REPEAT 8th grade.	n/a

Technology and Acceptable Use Policy

1. ‘Īao School student accounts may be used only by the authorized owner of the account. Users are responsible for ALL actions under their account. Student users may not divulge (share) their private passwords to others. In the case of class accounts, all usernames must be under the supervision of the classroom teacher.
2. Use shall be consistent with the goals of the Department of Education (DOE). Users have the responsibility to make only those communications that are directly school-related. Students are required to report the receipt of any unsolicited communications to his/her teacher immediately. Using the network for personal profit is prohibited.
3. Participants shall respect the privacy of other users. Users shall not intentionally seek information, obtain copies of, delete, damage, or modify files, other data, or passwords belonging to other users, or represent themselves as another user.
4. Users may not harass other users by sending annoying, obscene, libelous, or threatening messages. Hate mail, harassment, discriminatory remarks, other antisocial behaviors, and chain letters are prohibited on the network.
5. Participants may not use the network to access unauthorized sites or inappropriate files (e.g., pornographic material, confidential files or files dangerous to the network.) Owners of the account will be held responsible for any damage done to the network.
6. Users shall respect copyright laws and licensing agreements pertaining to material on the system. Users shall make proper citations and not plagiarize any sources.
7. Before being granted Internet privileges, parents/users must review the [Technology Responsible Use Guidelines](#) and submit a signed [Technology Acceptable Use Form](#). Non-compliance will result in the loss of network privileges. Additional consequences for serious infractions will be determined by ‘Īao administration.

Additional Technology/Computer Policies

- Avoid damaging computers by not touching computer screens and by not pounding on the keys or mousepad.
- Do not install any program(s) on a computer. This includes fonts, cursors, games, etc.

- Chat rooms or instant messaging are not allowed on school computers.
- Video games are NOT allowed on school computers.
- Do not access or delete any files or folders that do not belong to you.
- Do not change any of the computer settings such as folders, wallpaper, icons or font.
- Take care not to damage or remove parts of the computer
- Food, drinks, or gum should not be near the computer.
- At the beginning of every class check your computer, if you see anything out of order notify the teacher immediately.

STUDENT CONDUCT

Purpose of School Discipline

The responsibility of maintaining positive, constructive behavior within the school is a cooperative effort, shared by students, parents/guardians, teachers, administrators, and support staff. The active involvement and support by all of these stakeholders is critical in helping students to understand the value of good conduct and its relationship to individual learning and success. Teaching and assisting students to develop positive attitudes and behaviors will enable them to be successful learners and valued contributors to the school community.

Each student is responsible for helping to create and maintain a school environment that is safe and conducive to learning. Students will:

- Model acceptable behavior at school.
- Be responsible for their own actions and the consequences of those actions.
- Show consideration and respect for fellow students, school staff members, and school property.
- Display physical and verbal self-control and seek alternative methods of dealing with problems.
- Confer with his/her parents, teachers, counselors and the administration in solving recurring discipline problems.
- Work towards understanding and displaying self-discipline.
- Recognize that students are in school to learn and that order and structure help to create an environment where safe, productive and uninterrupted learning can occur.

Students at 'Īao School will comply with federal, state, and county statutes, Department of Education (DOE) policies and regulations, and school rules and directives. Those students who infringe upon the rights of others and whose conduct violates established rules and regulations should be disciplined on an individual basis by teachers, staff and administration.

Principles of Student Behavior at 'Īao

Connected	Capable	Contributing
Be kind and respectful to others. <i>Show 'Īao pride.</i>	Think carefully before you act. <i>Learn from mistakes.</i>	Take personal responsibility. <i>Keep school safe.</i>



Chapter 19: Hawaii Administrative Rules

Prohibited Student Conduct; Class Offenses			
WHEN COMMITTED, OFFENSES MAY BE REPORTED TO THE POLICE AND ARE SUBJECT TO DISCIPLINARY ACTION			
Class A (Law Violation)		Class B (Law Violation)	
Assault	Extortion	Bullying	Internet violation
Burglary	Fighting	Cyberbullying	Retaliation
Dangerous Instrument	Firearms	Discrimination	Theft
Dangerous Weapon	Homicide	Disorderly Conduct	Trespassing
Drug Paraphernalia	Illicit Drugs	False Alarm	Gambling
Intoxicating Substance	Vandalism	Forgery	Harassment
Robbery	Sexual Assault	Hazing	
Sexual Exploitation	Sexual Harassment		
Stalking	Terroristic Threatening		
Class C (DOE Violation)		Class D (School Violation)	
Abusive Language	Contraband	Dishonesty	Rowdy Play
Class Cutting		Selling items/food	Spitting
Insubordination		Dress Code/Uniform	Throwing Objects
Leaving campus		Tardiness	Classroom Disruption
Smoking/Vaping		Off-Limits Areas	Loitering in bathroom
Truancy		Cell Phone	Excess Noise/Whistling
Laser pen/pointer		Other School Rules	Gum Chewing

‘Īao School Rules and Policies

Before School / After School

Before School: Students may arrive on campus no earlier than 7:00 AM. Once students are on campus they may not leave without permission. Before school, students must be in the following areas: Cafeteria, Cafeteria Lanai, and Common Areas between J and D buildings and between F and I buildings. All other areas, Wells Park, building interiors, and second floors are considered off-limits. Students may not loiter in front J Building (main office). At 7:30 AM students may enter other areas only to access their lockers.

After School: Students may not be picked up later than 2:30 PM (1:40 PM Wednesday). Students that walk home must leave campus by 2:15 PM (1:25 PM Wednesday). Exceptions are students in afterschool programs (UPLINK, sports, etc.) and students that take the bus. After school, students must be in the following areas: Outdoor common area between J and E buildings, Bus loading zone, and Driveway loading zone. Students may not wait for rides in front of school on Market St.

Off-Limits Areas

Students that enter off-limits areas without specific permission are in violation of school rules. The following areas are **ALWAYS** off-limits to students: Behind F, P, G, and H Buildings,

Bottom floor of A Building, Cafeteria kitchen and loading dock, all parking lots, private home across from H building, and all elevators. Students may not sit or congregate on stairs.

Morning Recess

Morning recess is a time when students may socialize (without phones), eat breakfast and have physical activity. Students can also complete work, get help from teachers, pay lunch fees, access lockers and visit the Library. All school rules, including those for off-limits areas are in effect during recess. All ball play; tag and running games are only allowed at Wells Park. Rough play and games with physical contact are not allowed. Students are expected to be respectful and listen to security, teachers and staff that are supervising during recess.

Sports Equipment

Students may bring their own sports equipment to school (basketball, soccer ball, volleyball). Equipment may be used at Wells Park during morning and lunch recess and within designated areas. Volleyball and soccer ball “juggling” will be permitted within grass areas and on the black top area of “Da Zone” before school and during morning recess. No slamming or spiking balls will be permitted. Please refer to the Contraband section for items not allowed on campus at recess.

Refillable Water Stations / Drinking Fountains

‘Iao School has two refillable filtered water bottle stations on campus in J-Building. Students can refill water bottles during passing time, recess and lunch. Students are not permitted to utilize the filling station as a water fountain for sanitation purposes. All students are expected to use a clean reusable water bottle. There are also multiple water fountains around campus as well to stay hydrated during the school day.

Use of Restrooms

Students may use the restroom without a Pass before and after school, between classes or during recess and lunch. Students must obtain a Pass from the teacher when using the restroom during class. School personnel may limit the amount of time and number of students using the restroom. The restroom facilities are not meeting places for students. All students are expected to assist in keeping the restrooms clean. Students are not to loiter in the restrooms, write on the walls, or damage the facility in any way. One person per stall. An ill student should report to the Health Office and should not remain in the restroom.

When using the restroom, please:

- Keep your voice quiet / no running or shouting on your way to the restroom or inside.
- Keep restrooms neat and tidy (always flush).
- Use paper towels as needed and then place them in the rubbish cans.
- Use proper sanitation (wash hands with soap and water).
- Return immediately to the cafeteria during lunchtime or to class.

Lunchtime/Cafeteria Expectations

There are two lunchtimes during the school day. Students must remain in designated areas during lunch and refrain from loud noises and yelling near Advisory classes that are in session. Students must report to the cafeteria area at the beginning of lunch and may disperse to other permitted areas later. Students that have detention go directly to the detention room and will get lunch later.

Students will follow these guidelines:

- Enter and leave quietly. Students may line up in either of the two lines inside the Cafeteria to wait to get their food. Keep the cafeteria lines orderly; No “cutting”.
- Running, pushing, grabbing and other horseplay and dangerous behaviors are **prohibited** in lunch lines.
- Be courteous and respect the authority of all cafeteria workers, duty students, etc. Have pleasant, but quiet conversation.
- Students must purchase their own food items and may not purchase items for others or use another student’s lunch account. School lunch may not be shared. Begging or asking for money or food is not allowed.
- Throw all debris into rubbish cans and pick up food you drop or spill. Everyone is responsible for the cleanliness of the cafeteria/campus. Students will help if asked.
- Students going to the Library at lunch must use the Library stairwell only. The second floor of J-Building is off-limits at lunch.
- H and I building bathrooms are off-limits to students on lunch recess. Wells Park restrooms are off-campus and may not be accessed by students.
- Students must remain away from PE classes and Advisory activities that are using Wells Park field and basketball courts. The lunch recess boundary (line between the tennis courts and green shed) may not be passed.
- Lunchtime permitted areas include: Library, Cafeteria, Cafeteria Lanai, Common Areas between J and D buildings and between A and I buildings, walkway to Wells Park between I and C buildings, Wells Park. All other areas are off-limits.
- Students may go to classrooms and stay there during lunchtime, with teacher permission.
- **ALTERNATE LUNCH PROCEDURE:** This procedure is used to limit noise around classrooms and to utilize our shaded front lawn. During Alternate Lunch the Common Areas between J and D buildings and between A and I buildings become off-limits. Also off-limits is the walkway to Wells Park between I and C buildings. Instead, students may go to the front lawn on the corner of Market and Kaohu Streets via the loading dock walkway. And students may travel to Wells Park via the upper walkway past the mural and band room.

Cell Phones and Electronic Devices

Cell phones must be turned off and kept in backpacks at all times on campus, except for prior to 7:45 AM and after 2:00 PM (1:10 PM on Wednesdays). Cell phones and other electronic devices may NOT be used during the school day. Please assist us in keeping our learning environment free from distractions. When it is necessary for a student to contact parents during the day, they may use telephones in classrooms and in the office with permission. If it is necessary for you to get an important message to your child during the school day, you may contact the school office and our staff will relay the message to your child. No personal electronic communication/entertainment devices (cell phones, speakers, earbuds, tablets, headphones, video games, etc.) shall be visible or in use during the school day unless specifically instructed by the teacher or supervising adult.

Students violating this policy will have their devices confiscated:

- Device(s) will be returned ONLY to parent/guardian at the end of the school day at the main office until 4:30pm. Devices will not be returned to students.



- A student in violation that refuses to provide their device to any staff member will be considered insubordinate and will receive additional consequences.

‘Īao School assumes no responsibility for the loss of, or damage to, cell phones and other personal property. If a student has a cell phone on campus or on the bus and it is damaged or stolen, we will not be able to utilize administrative time to investigate the incident, nor will the school take any financial responsibility for the cell phone or cell phone charges or damages.

Social Media Guidelines

‘Īao School recommends the following guidelines:

- Parents and students should adhere to social media policies regarding user age and appropriate use. For example, Instagram requires users to be 13 or older.
- Students should always take **responsibility** for the content they post on social media. Cyberbullying is a Chapter 19 offense.
- Pause before you post. Once a comment is posted online, you cannot take it back. What may seem funny or harmless could hurt or offend someone.
- If you are being cyberbullied or hear about/observe someone else being cyber bullied, report the behavior and get help. You can tell a parent, school staff, another adult family member, or a trusted adult. If no adult is available and you or someone else is in danger, call 911.
- It is important not to respond to, retaliate to, or forward any harassing, intimidating, or bullying content. “Un-friend”, block, or remove people who send inappropriate content. Screenshot harassing messages, as this evidence could be important to show an adult if the behavior continues. If the behavior is school-related, provide the information to administration when you report the incident.
- Do **NOT** participate, post, comment or follow anonymous users and platforms.
- It is **highly recommended** parents/guardians monitor the use of all social media content. For more information students and parents may visit commonsensemedia.org/articles/social-media.

Contraband Items

The following items are not allowed at ‘Īao School or while traveling to/from school on the bus. Included but not limited to: large amounts of money, valuable items from home, skateboards, scooters, roller blades, ‘Heelys’, electronic games, audio equipment, speakers, headphones, marbles, lighters, firecrackers, inappropriate images or literature, slime, shaving cream, unapproved medication, small balls (tennis, golf, and bouncy), aerosol cans, cologne, perfume, body spray, spray deodorant (stick deodorant is ok), balloons, chains, eggs, glass containers, energy drinks, shaving cream, silly string, sunflower seeds, cupcakes, and any other items deemed contraband throughout the school year by administration. Shirts and other items of clothing knowingly worn in violation of the dress code or uniform policy are considered contraband. Contraband items will be confiscated and will need to be picked up by a parent/guardian. Students will be assigned appropriate consequences for possession of these items.

Students should only bring to school those items necessary for their academic success such as books, notebooks, paper, pens, and pencils. Inappropriate use of the following items is not allowed: correction fluid, paper clips, rubber bands, scissors, staples, and water-based felt markers/pens, etc. **NOTE:** Items not claimed by the last day of instruction will be donated or discarded.



School Uniform Policy

- An ‘Īao School Uniform must be worn as intended at all times unless it is a free-dress or spirit-dress day. “Uniforms” include the following: ‘Īao School shirts and hoodies from our vendor, Automatic T-Shirts (see information below) and APPROVED ‘Īao School shirts from Renaissance, school clubs, school teams, and other vendors.
- Long or short sleeve undershirts or pullover hoodies that are white, black or gray with no visible logos may be worn beneath the ‘Īao School shirt.
- Hoodies, flannels, or jackets of any kind are not permitted during PE. An ‘Īao School Uniform Shirt or ‘Īao PE shirt are required during PE.
- Shirts or other clothing layered over the ‘Īao School Uniform are considered contraband.
- Students must have their ID in their possession at all times during the school day or during any school DOE sanctioned event or activity. Students must provide their ID to any staff member that asks for it.
- Jackets, flannels and sweatshirts may be worn over the ‘Īao School shirt as long as they open in front to show the uniform logo beneath (zippers, buttons, etc.)
- Pullover hoodies and other pullover jackets and outerwear are not permitted EXCEPT approved ‘Īao School hoodies. An ‘Īao shirt must be worn beneath the ‘Īao hoodie.
- ‘Īao School Shirts may NOT be modified (ripped, drawn on, cut, or altered in any way).
- ‘Īao School Uniforms (shirts and hoodies) can be purchased from **AUTOMATIC T-SHIRTS** by phone (877-4478 or 264-6425) or online at maui-tee-shirt-printing.com/iao-intermediate-school.

‘Īao advocates a school environment that encourages individual creativity and student empowerment. At the same time, the school must foster a safe, secure, and caring learning environment for all. **Our Uniform Policy and Dress Code** ensure students are dressed properly for the school setting, which will help them to become productive and responsible citizens. All students are expected to exemplify proper attire that projects a positive image for the student and school.

Dress Code

The following rules are effective at all times, including free-dress and spirit-dress days.

- Footwear must be worn at all times - no bare feet.
- High-heels and platform shoes are not permitted.
- Clothing with words, logos or photos containing drugs, alcohol, tobacco, profanity, gang identification, bigotry, violence, or sexual connotations are not permitted.
- Low-cut shirts, tube tops, and spaghetti straps are not permitted.
- Skirts and shorts shall be worn at an appropriate/acceptable length for sitting as well as standing. Skirts and shorts should be no shorter than mid-thigh. Jeans/pants with rips/holes that expose skin above the knee are not permitted.
- Bandanas, sunglasses and excessive or large jewelry are not permitted.
- Hats and hoodies are allowed outside only, hats and hoodies should be removed when entering a room or building.

Special circumstances or exceptions for religious or medical reasons will be addressed on an individual basis by the Administration.

All students are expected to adhere to ‘Īao’s Dress Code Policy before, during, and after school. All ‘Īao faculty and staff will monitor and enforce the dress code policy.

THE 'ĪAO ADMINISTRATORS HAVE FINAL AUTHORITY FOR INTERPRETING WHETHER A STUDENT'S APPAREL CONFORMS TO THE DRESS CODE

Dress Code Violations

Upon dress code referral, any student deemed by an Administrator or Staff Member to be in violation of the 'Īao Dress Code Policy will **not be allowed** to attend classes until dressed appropriately. Students without a uniform will change into a "loaner" shirt at the Readiness Room before returning to class. Students must return the loaned shirt the same day. An outstanding obligation of \$5.00 will be assigned for shirts not returned. Students with inappropriate bottoms must be brought appropriate attire from home before being permitted to attend class.

Disciplinary action will be taken for multiple violations of the 'Īao Dress Code Policy as a Chapter 19, Class "D" offense for dress code and Class "C" offense for insubordination.

Readiness Room

A student who is out of uniform, out of dress code or without an ID will utilize the Readiness Room to change into appropriate school attire.. If a student needs an ID, a temporary paper ID will be provided (see: before school, during homeroom, after homeroom guidelines). If a student has lost their ID they will be required to purchase a new one for \$5.00

BEFORE SCHOOL: Out of Uniform (7:30am – 7:45am)

A student out of dress code may receive a loaner shirt or temporary ID for the day. A student will be given an 'Īao Shirt for the day in exchange for the shirt they wore to school. The student will be responsible for exchanging their shirt at the end of the school day. If a student takes the responsibility on their own to get ready for school prior to the morning bell no consequences will be given.

DURING HOMEROOM: Out of Uniform/ No ID (7:45am – 8:00am)

Each day, homeroom teachers will check to see if students are in uniform and have their ID. If not, homeroom teachers will send students to the Readiness Room for a uniform and/or provide students with a temporary ID pass for the day. It is the student's responsibility to obtain a temporary ID from their Homeroom teacher. Students will receive consequences if out of uniform or without ID for three or more offenses. Reference Chapter 19, Class D Consequences.

AFTER HOMEROOM: After 8:00am

A student out of dress code after homeroom will be sent to the readiness room by the referring staff member. Students who change out of their uniform during the school day will receive a consequence for insubordination. Students who do not ask for or receive a temporary ID pass during homeroom will be sent to detention during their lunch time. No temporary ID passes will be provided after homeroom. Reference Chapter 19, Class D Consequences.

Disciplinary Actions

Disciplinary action is a combination of Consequences and Intervention. Disciplinary action shall be taken for all class A, B, C and D offenses in accordance with procedures established under Chapter 19 and within the following options determined by administration. After investigation, the school will consider the following five factors to determine disciplinary action: Intention, Severity, Age, Impact on self/others, and Repeat Offender status.

Examples of Consequences		
Detention	Loss of Privileges	Out-of-School Suspension
Crisis Removal	Timeout	Saturday School
Dismissal	Restriction	Disciplinary Transfer
Removal from Class	Ineligible for Activities	Loss of Computer Access

Examples of Interventions		
Individualized Instruction	Alternate Education Setting	Restitution
Behavior Improvement (BIC)	Correction and Conference	Parent/Guardian Shadow
Restore and Reflect (R&R)	Parent Conferences	Counseling Check-in/out
Behavior Improvement Plan	Peer Mediation/Circle	School Service

Restore and Reflect (R&R)

R&R is a consequence and intervention for classroom behavior. If a student is consistently **disruptive or disrespectful** during class they will be sent to R&R for the remainder of the class period. In R&R the student will reflect on their behavior and develop a plan for improvement. Ongoing offenses may result in detention, participation in mediation or restorative circles, parent conference, BIC, or suspension.

Mediation

Mediation is an approach to resolve conflict. It may be led by students (Peer Mediation), counselors or administrators. The process provides a service opportunity for students to learn conflict resolution skills. The disputants, the people who disagree, have a chance to sit face-to-face and talk. Peer mediators guide the disputants through a formal process to identify the problems, create options for mutual gain and choose a win-win solution. They finalize an agreement on how to behave from that point forward. An adult mentor oversees the process and provides guidance. Tao School students volunteer to go through this process as a means to resolve social issues.

Behavior Improvement Class

Behavior Improvement Class (BIC) is an all-day intervention for students that violate the school rules. Students will work on assignments provided by their teachers. Students will also complete extensive writing assignments to reflect on their behavior and participate in school service and/or campus beautification. Students assigned to BIC for the day must report to the office as soon as they arrive at school. While in BIC students may **not** do any of the following: Sleep, Socialize or talk with peers, make disruptions/noises, leave the room without permission, eat (except at recess and lunch), or disobey/disrespect the teacher. BIC students that violate these rules may be sent home, will not receive credit for completion, and must return to BIC the following day. Students may not return to their regular schedule until they have successfully completed their assigned BIC days without violating the rules.

Detention

Detention is a low-severity consequence for school rule violations. Students serving detention must be on-time, quiet, and non-disruptive. Students must follow all detention expectations or they will be required to serve detention again until expectations are met. Detentions may be assigned and served during recess, lunch or after school.

Restriction

Restriction is a moderately severe long-term consequence in which students lose access to campus common areas before school, during recesses, and after school. Students on restriction will have a location they must report to during these free times. Students may be on a modified schedule during restriction with a contract that requires them to arrive and depart school at different times. Students may also be restricted from contact with certain peers.

Saturday School

Saturday School is a moderately severe short-term consequence where students are required to report to school on one Saturday a month from 8am to 11am. Students will complete assignments to reflect on their behavior, complete student work and participate in school service and/or campus beautification. Parents will be notified at least one week in advance if a student receives Saturday School as a behavior consequence.

Parent Shadowing

Parent Shadowing is an intervention for students that have ongoing behavior problems in the classroom setting, such as disruptions or non-participation. Parents obtain a Visitor Pass from the Main Office and join their child in classes throughout the day. Parent Shadowing requires

Out-of-School Suspension

Suspension is a severe consequence that removes students from school for one or more days. Students that are suspended may not return until parents and child have participated in a conference. Students are not permitted on campus and may not attend school related activities during the suspension. Upon return to school, students may not participate in extracurricular school activities (athletics, dances, reward field trips, etc.), except UPLINK, for two weeks.

Promoting Positive Behavior

Positive behavioral intervention and supports (PBIS) is a school-wide approach for creating safe and orderly school environments through strategies that define, teach and reinforce appropriate behaviors. PBIS is proactive and based on the principles of applied behavior to establish supports. It seeks to improve school culture needed for students to achieve social, emotional and academic success. It makes challenging behavior less effective, efficient and relevant.

PBIS Rewards is a point system used to recognize students for demonstrating appropriate behavior, kindness, good character, and consistent effort to improve over time. Guidelines for receiving points are based on 'Īao School's Behavior Matrix, Value(s) of the Month, and the 3C's (Capable, Connecting, Contributing). Students that make self-improvement and meet stated goals and expectations may also receive PBIS points. Students may redeem PBIS points for a variety of items at the Tiger Student Store and for fun activities such as pancake breakfasts, free dress days and admission to the Student Center arcade.



ATTENDANCE

Philosophy

The DOE's Vision for Hawaii Public Schools is "Hawaii's Schools will be safe, nurturing, learning environments where all students achieve high academic standards, attain skills necessary to reach their goals and meet their potential, and are contributing members of society". To accomplish this at 'Iao School, we must work together to diminish absenteeism and increase opportunities for success in school. Please contact administration or counselors for support in helping students attend school regularly and on time. Administrators make the final decision whether an absence/tardy is excused by the school.

School Hours

- **Monday, Tuesday, Thursday, Friday: 7:45am – 2:00pm**
- **Wednesday: 7:45am – 1:10pm**

Morning Tardy Policy

- **DURING HOMEROOM:** (7:45am – 8:00am) Students arriving after the 7:45am tardy bell will report directly to homeroom. Homeroom teachers will submit a discipline referral for excessive tardiness (3 or more) and students will receive consequences.
- **AFTER HOMEROOM:** (After 8:00am) Students arriving at school after homeroom must report to the main office to check in. For the tardy to be excused a note must be submitted by Parent/Guardian *or* provide Medical Documentation. If a student does not have a note, the student will be marked Tardy in Infinite Campus. Students entering class half way through the period will be considered absent. Students with excessive tardies will receive consequences (3 or more).

Examples of EXCUSED morning tardiness include:

- Medical Appointments
- Illness/Injury
- Family Emergencies
- Bus arrived late
- Accidents or severe weather

Examples of UNEXCUSED morning tardiness include (but not limited to):

- Overslept
- Transportation issues (i.e. missed/late ride, traffic, etc.)
- Babysitting
- Personal i.e. doing homework, working, etc.

Tardy to Class

Students are tardy when they arrive to class late (after the tardy bell). "Tardy Sweep" is implemented periodically to encourage students to get to class on time. During Tardy Sweep teachers close their doors at the tardy bell. All tardy students out of class are gathered and receive immediate consequences.

If a student is consistently **tardy**, disciplinary action will be provided by the teacher. Referrals may be made to Administration after the third infraction.

Absences

Students are considered **chronically absent** when they accumulate 15 absences throughout the year (equivalent to 3.75 days per quarter). School will excuse an absence when an acceptable note is submitted within 3 days upon student's return to school. Notes must include the following: student's full name, date of absence(s), reason for absence, and Parent/Guardian signature. A doctor's note is required for 5 or more consecutive absences.

Examples of EXCUSED absences include:

- Illness/Injury
- Funerals excused up to 5 days in State of Hawaii, 10 days on the mainland or out of

- country
- Medical or dental appointments that cannot be scheduled before or after school.
- Student Council / Club related activity, school sports activity, field trips etc.
- Court Appearance
- Counselor/Administration Meeting or Conference with student/family.
- Academic/Cultural/Artistic/Athletic events whose dates are dictated by a state or national organization (Pre-approved by Principal prior to event; signed note from Parent/Guardian and itinerary/schedule with date and student's name are required)
- Suspensions

Examples of UNEXCUSED absences include (but not limited to):

- Transportation issues
- Babysitting
- Entertaining visitors/guests
- Family vacation/trips
- Personal reasons
- Non-school related athletics events (club sports)

Signed notes by Parent/Guardian are required for all absences and tardies. Notes must include the following: Student's full name, date of absence(s)/tardy, reason for absence(s)/tardy, and signature. (Attn: Attendance Office)
 Attendance Fax: 984-5617
 Emails or phone calls are not accepted for excusing absences..

Class Cutting

Class Cutting when a student does not report to class and is unsupervised on campus. Class cutting creates an unsafe learning environment and is not permitted. Students who are in violation of Class Cutting will be disciplined. Students who consistently cut class or refuse to report to class impact the safety of the school and will be immediately sent home. Class cutting includes leaving class before the dismissal bell, wandering campus during a bathroom break, or going to a bathroom other than the one assigned to your classroom area/building.

Truancy

Truancy is defined as when a student is absent from school (not on school campus) without authorization from principal or designee. The School Administration will handle truancy as outlined by DOE Chapter 19 Regulations. The Maui Police Department will question students found out of school and in the community during school hours. MPD will return the student to school or arrest the student and require parent/guardian to report to the police station to retrieve the student.

Permission to Leave Campus

Students leaving campus during the school day for emergency and/or appointments must present a note from a parent or legal guardian to the office. Before leaving campus, the student must inform the current class teacher and report to the main office. The office will issue the student a PLC (Permission to Leave Campus) form and the student must wait for his/her parent or guardian to sign him/her out. Parents must show an ID to sign the student out. For the child's safety, a parent or guardian must sign the student out from the office. If this is not possible, it must be indicated in the note that the student will be walking, catching the bus, etc. NOTE: Once a student arrives on campus, he/she is not permitted for any reason

to leave campus without written permission from parent/guardian and authorization by administration. Guidelines also apply to students that attend after-school activities, UPLINK, or wait for the school bus.

Geographic Exceptions (GEs)

Geographic Exceptions allow a student to attend a school outside of the area in which they live and require Principal approval. Students attending any school on a Geographic Exception must be aware that the exception is only valid for the school at which the exception has been approved. Exceptions do not transfer to other schools in the area. Parents must apply for a new Geographic Exception when changing schools and when the school is not in their attendance area. Families that move out of the 'Iao School area and are not granted a Geographic Exception must withdraw from 'Iao and enroll in their new home school.

SCHOOL PROCEDURES

Getting To and From School

All student drop-off and pick-up from vehicles should occur only in the school driveway (enter from Market Street). Please avoid using the streets right next to the school for loading/unloading students as it is dangerous and causes traffic congestion. Using school parking lots for drop-off/pick-up is prohibited. Students that ride bikes to school shall walk their bikes once on campus to the bike lock area. Skateboards must be carried immediately to the classroom where they will be kept for the day.

Visitors and Volunteers

All visitors to our school must sign in and receive a Visitor's Pass at the office. A valid photo id is required. When leaving the campus please return the pass and sign out. This procedure is in accordance with our school safety policies and procedures.

Transfer Procedures

Students Leaving 'Iao Intermediate: Parents are asked to call the school office at least two (2) days before their child's last day in school. This will enable the office staff to secure the necessary information and prepare a release packet for the child. A parent or legal guardian needs to fill out the student's Temporary or Permanent Release Form from 'Iao Intermediate School before the student is released.

Early Release at the End of the School Year: If a student moves from the school attendance area toward the end of the school year, releases are processed as follows, according to the State School Code: During the last four weeks (final week may be a partial one): Final grade given; promotion/retention indicated; enrollment at new school optional. During fifth and sixth week before close: Release (Quarter) grade given; promotion-retention recommended, based on a stated estimate of anticipated final grades at new school. Prior to sixth week: Normal release; no fourth quarter grade given, since 60% or more of the quarter remains.

EMERGENCY RESPONSE PROCEDURES

Emergency drills are held on a periodic basis to teach students how to respond in an emergency. All students, volunteers, and guests are asked to follow these emergency procedures during any drill or actual event while on campus.

- Exit quietly in a single-file line and refrain from unnecessary talking.

- Proceed to the assigned area where attendance will be taken.
- Remain quiet, stay with your Advisory class and listen for further directions.
- Return to class with your teacher when the “all clear” is announced.
- Know the emergency exit route from each room. Routes are posted at all exit doors.

Type	Protocol	Site
SCHOOL EVACUATION	<p>Students will evacuate campus in an orderly fashion, with assistance from school personnel, to the designated site. This could be in response to a fire or after the “all-clear” following a Lock Down.</p> <p>If the determination is made that students cannot return to campus, the school will issue an announcement with instructions to parents regarding student pick-up. The school will arrange buses to the reunification site. Students will be supervised by school personnel until they have been picked up by bus or parent/guardian.</p>	<p>Primary: Wells Park</p> <p>Secondary: Wailuku El. Park & Kehalani Mauka Park</p> <p>Tertiary: Baldwin High Gym</p>
HOLD	A “HOLD” is issued when there is a moderate disturbance or safety concern, on or off campus. Students remain in classrooms, doors/windows may remain open/unlocked, and classroom activities may continue. Students may go to the bathroom with a hall pass. Teacher and students will listen for further instructions or guidance.	Classrooms
SECURE	A “SECURE” is issued when there is a moderately severe safety concern, on or off campus. Students remain in classrooms, doors/windows should be closed and locked, and classroom activities may continue. Students may not leave the classroom. Teacher and students will listen for further instructions or guidance.	Classrooms
LOCK DOWN	A “LOCK DOWN” is issued when there is a severe safety concern, on campus. Students remain in classrooms, doors/windows should be closed and locked. Remain silent and out of view and do not open the door.	Classrooms
FIRE	In the event of a fire, the entire school will evacuate and meet with Advisory classes/teachers. All students, staff, and visitors will proceed to the designated safe zone. Stay upwind from smoke and fumes.	Wells Park
SHELTER IN PLACE	In the event of hazardous materials or severe weather, sheltering in place provides refuge from	Classrooms

	dangerous conditions. Students remain in classrooms, doors/windows should be closed and locked, and classroom activities may continue. Students may not leave the classroom. Teachers and students will listen for further instructions or guidance.	
TSUNAMI	If a Tsunami Warning is issued before school our school will remain closed. Do not bring students to school. If a warning is issued after school is in session, students will remain in school until an "All Clear" is announced by Maui County Emergency Alert. 'Īao School is <u>not</u> in a tsunami inundation zone.	Iao School
EARTHQUAKE	In the event of an earthquake, go to an open area away from trees, telephone poles, and buildings. If you are inside a crowded place, drop, cover, and hold on. Stay away from shelves and objects that may fall. Wait for the "all-clear" and follow evacuation instructions if given.	Iao School

SCHOOL COMMUNICATION

Infinite Campus

'Īao School utilizes the the Hawaii State Department of Education student information system, Infinite Campus. This provides parents with the ability to view their child's academic information through the Infinite Campus Portal. Parents/guardians logged in to Infinite Campus can view attendance records, grades, class assignments, and class schedules. The Infinite Campus Portal will also contain a messaging function to help parents/guardians communicate with their child's teachers. The Portal will provide access to information on all of your secondary school children, no matter what school they attend, under one login. For more information on how to access, please visit iaoschool.org/academics-support/infinite-campus.

Parent/Guardian Contact Information

It is essential that parent/guardian contact information be kept up-to-date. Parents/guardians must notify our Main Office in-person of any changes to address, emergency contacts, phone numbers, or guardianship.

Staff Directory

All 'Īao School staff can be reached by phone and/or email. The directory can be found on our website at iaoschool.org/get-connected/faculty-staff-directory. To email staff members, use their name to enter the address as described below. Use underscore (_) for spaces and include any hyphens (-): **firstname.lastname@k12.hi.us**

examples: John Tsunami is **john.tsunami@k12.hi.us**.

Mary Ann Aloha-Smith is **mary_ann.aloha-smith@k12.hi.us**

Morning Video Broadcast

The School Broadcast Team provides daily in-school videos that relate to school and community events, highlight students' achievements, share lunch menus, and provide students with other important information. It is important that students pay attention to the morning video broadcast everyday. Students interested in joining Broadcast should inquire at room J-206.

Orientation Events

Orientation events provide students and families an opportunity to meet school staff, get familiar with campus, and learn about student life and learning at 'Īao School. 6th grade Orientation is the evening of August 3. A separate orientation will be held for new 7th and 8th graders on August 8.

Open House

Open House is an event for students and parents to get to know teachers and to learn about school initiatives. Open House is August 23 for 6th grade and August 24 for 7th and 8th grades. Parents participate in an informational meeting in the cafeteria before having an opportunity to visit their child's classrooms. Parents are informed about the classroom curriculum goals, policies and what they can do to help their child become college and career ready.

Parent Newsletter

Teacher, parent, student, school and community information are included in a monthly parent newsletter. To view the most recent newsletter, along with an archive of past newsletters, please visit iaoschool.org/get-connected/tiger-talk-newsletters.

School Marquee

The marquee fronting the school provides information about school events, activities and workshops offered to students, parents and community.

Report Cards / Progress Reports

Report Cards are sent home at the middle and end of every quarter and give parents an opportunity to see how their child is performing in each subject area. Families are encouraged to contact teachers directly with questions about report cards.

Student Planner

All students receive a Student Planner at the start of the year. Teachers may require students to use the planner. It is a means to stay organized, keep track of assignments and important dates, and refer to school rules, policies and information. Parents and teachers also use the communication log from the Student Planner to communicate student progress.

School Messenger

'Īao School uses School Messenger to share vital information via text, email and/or automated phone calls. Because emergency information is shared via this system, it is vital that families keep up to date contact information on file with the school. Parents can elect to receive text messaging upon registration. This setting can be changed by contacting the Main Office.

'Īao School Website

The school website is kept up to date with announcements and resources. Visit iaoschool.org to stay up to date, informed, and to obtain staff contact information.

PARENT INVOLVEMENT

All parents play an important role in their child's growth and success. We encourage strong parental involvement in support of education, and we seek to establish and maintain healthy partnerships with parents and the community. Hawaii State Board of Education policy 2403 provides every parent a venue for input into the school improvement process and encourages parents to become actively involved in school by focusing on six components:

- Communication between home and school is regular, two-way, and meaningful;
- Responsible parenting is promoted and supported;
- Parents play an integral role in assisting student learning, including successful achievement of the Hawaii Content and Performance Standards;
- Parents are welcome in the school, and their support and assistance are sought;
- Parents are partners in the decisions that affect children and families; and
- Community resources are made available to strengthen school programs, family practices, and student learning.

Parent Involvement Guidelines

The following parent involvement opportunities are in place to support communication between school and home or school and community:

<p>Shared Responsibility</p> <p>All of us must work together and share the responsibility for helping students through parent input and decision-making.</p>	<ol style="list-style-type: none"> 1. <i>Parent Volunteer Program:</i> Our school is always looking for parent and community volunteers. Parents complete a Parent Volunteer Form to volunteer in the classrooms, office and at various school activities. The Parent Community Network Coordinator (PCNC) organizes school volunteer programs. Contact the PCNC for more information at 727-5287. 2. <i>School Community Council (SSC):</i> Representatives from all role groups (students, parents, teachers, administration and community) serve on the SCC. Meetings are held with the SCC's focus being the improvement of student achievement, empowerment, accountability, and streamlining services. The role groups provide feedback and help develop the school's Academic and Financial Plans. 3. <i>Student-Teacher-Parent-Administrator Compact:</i> Each year, a school-parent compact describing the shared responsibility for high student performance is agreed upon and signed by each student, parent, teacher and administrator. The compact lays out the responsibilities of families, students and school staff to make sure students meet the State Standards.
<p>Community Support</p>	<p>Community and school resources are made available to strengthen school programs and ensure that all students are given adequate support to achieve and be career and college ready.</p> <ol style="list-style-type: none"> 1. Renaissance Program 2. Community Involvement Opportunities 3. Boys and Girls Club 4. UHMC Educational Talent Search and Outreach 5. REACH Athletics Program and more

Building Capacity	<p>Parent opportunities are in place to empower parents to become actively involved in their child's learning and to keep parents abreast of their child's progress.</p> <ol style="list-style-type: none"> 1. Parent Nights Series 2. Parent/Community Newsletter 3. Planner Information and more
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Campus Map

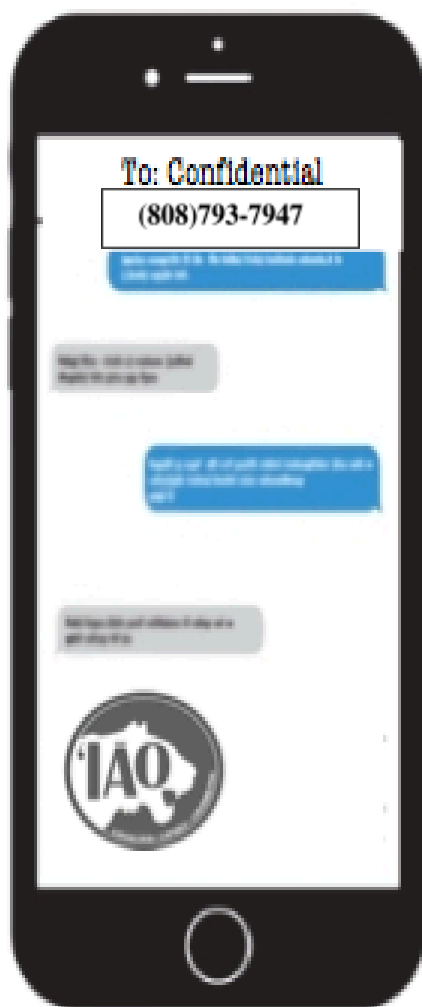
260 S. MARKET STREET, WAILUKU 96793



— TIGERS —

Together We Can Keep Our Campus Safe!

TEXT-A-TIP



Confidentially Report:

- Theft**
- Harassment**
- Fights**
- Disorderly Conduct**
- Vapes/E-Cigs**
- Drugs**
- Suicide**
- Bullying**
- Cyber Bullying**
- Alcohol**
- Vandalism**
- Class Cutting**
- Insubordination**

TEXT (808)793-7947

If Case of Emergency Call 911

*Reporting is Confidential, not Anonymous

*Misuse - i.e. pranking and false reporting will result in prosecution and/or arrest

