PEARL RIDGE ELEMENTARY SCHOOL



PARENT and STUDENT HANDBOOK

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Pearl Ridge Elementary School | 2026-2027 CALENDAR

AUGUST '26						
Su	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

03 Students' First Day
21 No School: Statehood Day
24 No School: Waiver Day

SEPTEMBER '26						
Su	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

07 No School: Labor Day
25 No School: Waiver Day

OCTOBER '26						
Su	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

02 Quarter 1 Ends
05 - 09 No School: Fall Break
12 No School: Waiver Day
21 - 30 Parent Teacher Conferences [Dismissal at 1:00p]

NOVEMBER '26						
Su	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

03 No School: Election Day
11 No School: Veterans' Day
13 Early Dismissal (12:55p)
18 Regular Dismissal (2:10p)
26 No School: Thanksgiving
27 No School: Holiday

DECEMBER '26						
Su	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

16 Regular Dismissal (2:10p)
18 Early Dismissal (12:55p)
18 Quarter 2 Ends
Dec 21 - Jan 01
No School: Winter Break

January '27						
Su	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Dec 21 - Jan 01
No School: Winter Break
04 No School: Teacher Workday
15 No School: Waiver Day
18 No School: Dr. Martin Luther King Jr. Day

FEBRUARY '27						
Su	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

05 No School: Waiver Day
08 No School: Teacher Institute
15 No School: Presidents' Day

MARCH '27						
Su	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

12 Quarter 3 Ends
15 - 19 No School: Spring Break
26 No School: Good Friday
29 No School: Kuhio Day

APRIL '27						
Su	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

09 No School: Waiver Day

MAY '27						
Su	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

05 Regular Dismissal (2:10p)
07 Early Dismissal (12:55p)
26 Regular Dismissal (2:10p)
27 Early Dismissal (12:55p)
27 Last Day for Students
28 Last Day for Teachers

	First / Last Day for Students		Holiday / Breaks (No School)		Modified Dismissal		Waiver/PD/Teacher Work Days (No School)

Mon, Tues, Thurs, Fri - Dismissal 2:10
Wed - Dismissal 12:55

PEARL RIDGE ELEMENTARY

BELL SCHEDULE School Year 2026-2027

Monday, Tuesday, Thursday, Friday Schedule	
PreK, Kindergarten, Grades 1-3	**Grades 4-6**
7:55 am First Bell, 8:00 am Tardy Bell & Bugle	
8:00 - 8:15 (15 min) Morning Business	**8:00 - 8:15 (15 min)** Morning Business
8:15 - 9:30 (75 min) INSTRUCTION	**8:15 - 10:00 (105 min)** INSTRUCTION
9:30 - 9:45 (15 min) Recess	**10:00 - 10:15 (15 min)** Recess
9:45 - 11:00 (75 min) INSTRUCTION	**10:15 - 11:45 (90 min)** INSTRUCTION
11:00 - 11:30 (30 min) Lunch	**11:45 - 12:15 (30 min)** Lunch
11:30 - 11:40 (10 min) Recess	**12:15 - 12:25 (10 min)** Recess
11:40 - 2:05 (145 min) INSTRUCTION	**12:25 - 2:05 (100 min)** INSTRUCTION
2:05 - 2:10 (5 min) Closing	**2:05 - 2:10 (5 min)** Closing
2:10 Dismissal; 2:10 - 2:55 PM Teacher Prep (45 min/day)	
Wednesday Schedule	
PreK, Kindergarten, Grades 1-3	**Grades 4-6**
7:55 am First Bell, 8:00 am Tardy Bell & Bugle	
8:00 - 8:15 (15 min) Morning Business	**8:00 - 8:15 (15 min)** Morning Business
8:15 - 9:30 (75 min) INSTRUCTION	**8:15 - 10:00 (105 min)** INSTRUCTION
9:30 - 9:45 (15 min) Recess	**10:00 - 10:15 (15 min)** Recess
9:45 - 11:00 (75 min) INSTRUCTION	**10:15 - 11:45 (90 min)** INSTRUCTION
11:00 - 11:30 (30 min) Lunch	**11:45-12:15 (30 min)** Lunch
11:30 - 12:55 (85 min) INSTRUCTION	**12:15 - 12:55 (40 min)** INSTRUCTION
12:55 Dismissal; 12:55-1:10 Teacher Prep (15 min); 1:10-2:25 PM Faculty Meeting (75 min); 2:25-2:55 Teacher Prep (30 min)	

Pearl Ridge Elementary

98-940 Moanalua Road
Aiea, Hl 96701

Contact Information

School Phone Number
(808) 305-9300 phone
(808) 483-7255 fax

Administrators
Principal: Kau'i Nakamoto
Vice Principal: Thien Ho

Student Services Coordinator
Mrs. Corri Ferreira

Counselors
Ms. Tiffany Tawata, Grades PreK, 1, 3, 5
Mrs. Shannon Foster, Grades K, 2, 4, 6

Office Staff
Mrs. Malana Paige
Ms. Kasey Maekawa
Mrs. Jennifer Stiffarm-Wilson

Health Aide
Ms. Laverne Ancheta

Vision

Learners Today, Leaders Tomorrow

Mission

Prepare our students to be **R**eflective and **E**mpowered to create a promising future.

Core Values

We are…P.R.E.S

Purposeful*: Decision-making is based on students*
Responsive *- Students' academic & behavioral needs are addressed timely and appropriately*
Equitable *- Work collaboratively to provide a variety of opportunities for ALL students to learn and grow*
Students *- Be models of lifelong learning*

so we foster…P.R.I.D.E

Perseverance *- Understand failing forward is a part of the learning process*
Responsibility *- Contribute to and take ownership of our culture*
Inclusiveness *- Work in partnership with the school community, foster and maintain positive relationships*
Diversity *- Celebrate and respect the diversity of our learning community*
Engagement *- Provide engaging opportunities for students to develop their voice, "soft*

PRE Alma Mater

With input from students, parents, and teachers, the Pearl Ridge Elementary School Alma Mater was composed by Mrs. Gwen Takeguchi in 1988.

Nestled 'neath the misty ko'olau
Looking to the endless sea.
Stands a school, our alma mater
Full of pride and dignity.

Chorus
We are so special
So mighty and dear.
Our porpoise leads us onward
Each year, after year.
Colors green for the mountains
And blue for the sea.

Na keiki o Pali Momi (The children of Pearl Ridge)
Na keiki o Pali Momi (The children of Pearl Ridge)

Student/Parent/Teacher/School Agreement

STUDENT'S RESPONSIBILITIES

It is important that I do my best and I will do the following:

- Attend school on time with a positive attitude about learning;
- Be alert and ready to work and learn with pencils, paper, and school supplies;
- Ask for help when needed;
- Return all assignments on time;
- Follow classroom and school rules;
- Follow the 3BEs to be respectful, responsible, and safe; and
- Follow the GLOs to be a self-directed learner, community contributor, complex thinker, quality producer, effective communicator, and effective and ethical user of technology.

PARENT'S/GUARDIAN'S AGREEMENT

I want my child to achieve and I will encourage him/her by doing the following:

- Establish a daily routine that includes homework time;
- Encourage and be aware of my child's learning;
- See that my child attends school regularly and on time;
- Check and make sure my child's homework is completed, then sign my child's student planner/portfolio/communication tablet daily;
- Provide/replace school supplies as needed (pencils, paper, glue, etc.);
- Support my child, teacher, and school; and
- Communicate questions and/or concerns with the teacher.

TEACHER'S AGREEMENT

It is important that students achieve and I will do the following:

- Provide a safe and positive classroom environment;
- Report student progress and provide timely feedback to parents;
- Provide homework and answer questions about assignments;
- Use a variety of activities to make learning meaningful;
- Provide appropriate assessment strategies to evaluate and ensure continuous development; and
- Guide and teach students according to his or her needs.

PRINCIPAL'S AGREEMENT

I support Pearl Ridge Elementary School's Agreements and I will do the following:

- Promote a positive climate for learning and an atmosphere of caring and respect for all students and members of the school community;
- Provide a supportive environment that allows for communications between student, parent, teacher, and community;
- Provide leadership in school and instructional improvement;
- Provide opportunities for the school community to learn and develop together; and
- Provide a safe environment for everyone to work, learn, and play.

General Learner Outcomes (GLO)

We are a community of learners who strive to become…



GLO 1: Self-Directed Learners who can be responsible for our own learning.

- This means we can use time wisely, work to achieve and go beyond goals/tasks, and make changes when needed.

GLO 2: Community Contributors who understand that it is essential for us to work together.

- This means we respect each other, cooperate together, follow rules, use appropriate decision-making skills and design/apply solutions to problems.

GLO 3: Complex Thinkers who can use critical thinking and problem-solving skills.

- This means we use what we know in our new learning, consider different views, come up with new and creative ideas, and evaluate solutions making changes if needed.

GLO 4: Quality Producers who recognize and produce quality performances and quality products.

- This means we understand what quality is and create/complete products that meet or exceed expectations. We reach for the stars.

GLO 5: Effective Communicators who can communicate effectively.

- This means we can communicate effectively through reading, writing, speaking, listening, and visual cues

GLO 6: Effective and Ethical Users of Technology who use a variety of technologies effectively and ethically.

- This means we make good decisions when we use technology properly to get information, form new ideas, and create products.

Pearl Ridge Elementary
Behavioral Expectations

BE Respectful



I will treat others kindly.

BE Safe



I will keep my hands, feet, body, objects, & hurtful words to myself.

BE Responsible



I will make good choices for my learning & behavior.

Pearl Ridge Elementary School
Positive Behavior Expectations



We are Respectful
We are Responsible
We are Safe

	Classroom	Playground	Cafeteria	Walkways	Bathrooms	Assembly	All Settings
Be Respectful	• I will do my best. • I will look, listen, and learn. • I will work quietly. • I will use materials & equipment properly.	• I will share equipment & take turns. • I will show good sportsmanship. • I will follow the rules of all games.	• I will wait patiently in line. • I will eat my own food. • I will eat neatly. 	• I will use quiet feet and quiet voices. 	• I will walk in and out quietly. • I will respect other people's privacy. • I will keep the bathroom clean.	• I will listen attentively. • I will participate. • I will show appreciation. 	• I will listen to all adults on campus. • I will follow the 3 BEs. 
Be Responsible	• I will be a Quality Producer. • I will help others in the classroom. • I will make good choices. • I will be prepared for class.	• I will freeze when the bell rings. • I will walk after the 2 whistles are blown. • I will use words to solve problems. 	• I will wear my student ID everyday. • I will raise my hand before standing up. • I will throw away my trash when I'm done eating.	• I will walk directly to my destination. 	• I will use my designated grade level restrooms. • I will return to class promptly.	• I will show mutual respect. • I will sit on my bottom.	• I will be ready to learn. • I will Stop, Think, and Act. 
Be Safe	• If I use it, I will put it back. • I will treat school property with care. • I will put trash in the trash bin. • I will keep my area clean and neat.	• I will walk on the sidewalk. • I will use equipment properly. • I will freeze when the bell rings.	• I will leave my eating area as clean as when I got there. 	• I will watch where I'm going. • I will keep my eyes forward. • I will keep personal space.	• I will keep floors dry. • I will wash my hands. 	• I will enter & leave quietly. 	• I will get adult help when necessary. • I will keep my hands, feet, body, objects, & hurtful words to myself. • I will clean up after myself.

School Expectations/Rules

OVERALL SCHOOL BEHAVIOR EXPECTATIONS



1. Be Respectful
2. Be Responsible
3. Be Safe

GENERAL SCHOOL RULES

1. Morning campus supervision begins at 7:30 a.m. Students should not be dropped off and left unsupervised prior to 7:30 a.m. Upon arrival at school, students should SIT quietly by their classroom. If having breakfast in school, leave the cafeteria as soon as you are through eating and go directly to your classroom area. No loitering on campus.
2. School begins at 8:00 a.m. If a student arrives at school after 8:00 a.m., he/she needs to report to the office to obtain a tardy slip.
3. Keep away from the parking lot and other parking areas.
4. Remain within school boundaries at all times. Students leaving the campus during school hours must have permission from the office and must be accompanied by an adult. *LEAVING CAMPUS WITHOUT PERMISSION IS A* **CLASS C OFFENSE**.
5. Use our School facilities properly. Do not play, loiter in, litter or damage the restrooms, classrooms, etc. *VANDALISM AND PROPERTY DAMAGE ARE* **CLASS A OFFENSES**. Report any problems immediately to a teacher, custodian or the office.
6. To prevent injury to self and others and to avoid disruption of school activities, dangerous objects (i.e. slingshots, matches, lighters, laser pens) and valuables (i.e. radios, cassettes, electronic games, trading cards) are not permitted in school. *POSSESSION OR USE OF A DANGEROUS INSTRUMENT IS A* **CLASS A OFFENSE**.
7. Expensive items, items of personal value, and large sums of money are not to be brought to school.
8. There is to be no unauthorized selling or buying of items in school.
9. Respect the rights and property of others. *DISRESPECTFUL BEHAVIOR IS A* **CLASS D OFFENSE**. *THEFT IS A* **CLASS B OFFENSE**.
10. Help to keep our campus clean and beautiful. Discard litter in trash cans. For sanitary and safety reasons, gum chewing and lollipops are not permitted. *LITTERING IS A* **CLASS D OFFENSE**.
11. Resolve differences you may have with another student by discussing the problem. See your teacher or an adult if you need assistance in resolving your problems. Teasing and fighting are unacceptable. *FIGHTING IS A* **CLASS B OFFENSE**.
12. Pencil fighting is not permitted.
13. Do not throw stones or other dangerous objects that could cause injury to others. *POSSESSION OR USE OF A DANGEROUS INSTRUMENT IS A* **CLASS A OFFENSE**.

14. After school, leave the campus promptly, unless supervised by an adult in an after school program or other activity.
15. Bus riders are to walk to and board the buses in an orderly manner.
16. Students walking home should not cut across the parking lot. They must use the pedestrian routes designated by the school - use sidewalks next to the park.
17. Listen to and obey teachers, adult supervisors and other school staff. Disrespectful behavior is a Class D Offense, but *INSUBORDINATION IS A* **CLASS C OFFENSE**.
18. Signing another person's name (i.e. our parents) is prohibited. *FORGERY IS A* **CLASS D OFFENSE**.
19. Students' dress/apparel should not be disruptive to other positive class or school environment. Gang-related or inappropriate articles of clothing are prohibited.

Recess Rules

1. Play only in areas designated by your teachers.
2. Students are to use the play equipment properly as instructed by their teachers. Safety is always the first consideration.
3. Athletic shoes (no crocs) are required for playing kickball, 4-square, and on the playground equipment.
4. Covered shoes are required while using recess items borrowed from the equipment cart that require active physical play on the field.
5. Running or racing is encouraged; NO tag.
6. Should balls need to be retrieved from the roof, beyond the fences or from the parking lot, seek assistance from the adults on yard duty.



7. Rough play such as fake-fighting, karate, wrestling, pushing and shoving is not allowed.
8. Disagreements on the playground should be resolved by students and/or with the help of an adult on yard duty.
9. KEEP YOUR HANDS, FEET, BODY, OBJECTS, AND HURTFUL WORDS TO YOURSELF.

Cafeteria Rules

1. Students will wait in line in an orderly manner.
2. No playground equipment should be brought to the cafeteria.
3. While eating, students must remain seated. Students raise their hands if assistance is needed.
4. Shouting, yelling or creating a disturbance is not acceptable in line or in the cafeteria.
5. Students are not to take food from others (students) or give away food from their lunches for health/sanitation reasons.
6. Students are not to throw or play with their food.
7. Clean up area by picking up forks, napkins, or other items that may have dropped.

8. To leave the cafeteria for any reason during lunch, students raise their hands and ask the supervisor for permission.
9. Return to assigned table after disposing of lunch tray. Remain seated until dismissed by the adult supervisors. When excused, walk, not run, to your classroom or playground area.
10. Students will follow the directions of the adult supervisors and cafeteria workers, or other adults supervising in the area.
11. KEEP YOUR HANDS, FEET, BODY, OBJECTS, AND HURTFUL WORDS TO YOURSELF.

Bus Safety Rules



1. Bus riders are to form a line and board the bus in an orderly manner.
2. Rules while riding the bus before and after school are available in the bus rider handbook.

Pedestrian Safety Rules

1. Use the pedestrian routes designated by the school. Wait on the sidewalk for your ride. If walking home, walk around the parking lot.
2. Obey CPOs on duty.
3. Obey traffic rules and cross streets at crosswalks.

School Policies and Procedures

DRUG-FREE SCHOOL STATEMENT

Pearl Ridge Elementary School is committed to maintaining a drug, alcohol, and tobacco-free school environment. As part of this commitment, we have adopted the following Drug-Free School Statement. This reinforces and supports the prohibitions on illicit substances as defined in Chapter 19, Student Misconduct, Discipline, School Searches and Seizures, Reporting Offenses, Police Interviews and Arrests, and Restitution for Vandalism and Negligence.

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

Compliance is mandatory. Any student found in violation of the offenses related to alcohol, tobacco and/or illicit substances while on the school campus or while participating in school-sponsored activities shall be required to do the following:

1. Attend a parent/student conference with the school
2. Receive available school counseling services; and
3. Receive information and materials related to resource agencies in the community.

Disciplinary action is mandatory. Any student who engages in the above prohibited activities shall be subject to disciplinary action as defined in Chapter 19, which could include suspension up to 92 school days. In addition, violators will be reported to police as required by State law, and may be prosecuted.

Please review and discuss the statement with your family to reinforce awareness and understanding of your responsibility. Through our partnership, we can keep our schools free of drugs and ensure a healthy, safe and secure environment for all of you.

DEPARTMENT OF EDUCATION'S POLICY ON E-CIGARETTES

In accordance with Act 206 (2018), Section 712-1258, Hawaii Revised Statutes, it is unlawful for any student under the age of twenty-one to purchase or possess any electronic product that can be used to deliver nicotine or other substances through inhaling through the device, including but not limited to an electronic cigarette, electronic pipe, and any cartridge or other component of the device or related product.



Possession and/or use of electronic cigarettes or any tobacco product **is a Class C Offense.** A student committing this offense is subject to disciplinary actions of Hawaii Administrative Rules (HAR) Chapter 19 and the electronic smoking device and/or related product shall be seized by school administration and forfeited to law enforcement.

SCHOOL CONTRABAND

For the well-being and safety of all students and staff, the following items/examples are considered school contraband, but are not limited to the following:

- Potentially dangerous items such as pocket knives, daggers, darts, sharp instruments, tops, yoyos, slingshots, BB guns, matches and firecrackers.
- Electronic devices which disturb and disrupt others (e.g. iPods. iPads, computer games and consoles)
- Sports equipment (e.g. roller blades and skateboards, baseball bats, etc.)
- Items that are unnecessary ("attractive nuisances") or disruptive at school, such as hair color, hair spray, hair glitter, perfume, toys, kendamas, pets, etc.
- Expensive and/or valuable items
- Cell phones - Students may bring cell phones to school; however, they must be kept in their backpacks and remain off before/during school hours. In the event of an emergency, the school will notify parents or student, and parents should call the school if an emergency occurs.

NOTE: The safety and security of all students and staff is a priority, if the need arises, Administration reserves the right to designate additional items as contraband.

CELLULAR PHONE POLICY

While on campus,

a. Students' cell phones must be powered **OFF**.
b. Students' cell phones must be kept in his/her bag/backpack at **ALL** times--not in their pockets nor in plain sight.
c. Students are not allowed to use their cell phone **before and during** school hours.
d. Students should not allow any of their peers to use and/or hold on to their cell phone. Students shall assume responsibility for his/her cell phone while on campus. Note: PRE will not be held responsible for any damaged, lost or stolen cell phone.





Pearl Ridge Elementary School
Wellness Guidelines/Expectations

Purpose: To promote student wellness and provide students access to nutritious foods and beverages.

In accordance with the Hawaii State Department of Education (HIDOE) Wellness Guidelines and BOE Policy 103-1, Pearl Ridge Elementary School promotes student wellness. Food and beverages **PROVIDED** (not sold) on campus meet HIDOE Nutrition Guidelines. Examples of where this applies are:

- Class celebrations
- Any food provided other than culinary arts classes

Classroom Celebrations

Shifting the focus from unhealthy foods to healthy fun can help cultivate healthier eating patterns. Pearl Ridge Elementary asks that these classroom food guidelines be followed:

- Celebrations do not take place during or in place of school lunches. *Extenuating circumstances may be approved by administration.*
- A **minimum** of two food items (e.g., fruits, vegetables, animal crackers, etc.) that meet HIDOE Nutrition Guidelines.

HIDOE Wellness Nutrition Guidelines ● Be whole grain-rich ● First ingredient must be: whole grain, fruit, vegetable, dairy product, or protein food ● Be a combination food that contains of ≥ ¼ cup of fruit and/or vegetable	Calories	Snacks: ≤ 200 calories
		Entrees: ≤ 350 calories
	Sodium	Snacks: ≤ 200 mg
		Entrees: ≤ 480 mg
	Fat	Total Fat: ≤ 35% of total calories
		Saturated Fat: ≤ 10% of calories
		Trans Fat: Zero grams
	Sugar	Snacks: ≤ 35% of total weight of item

- **All** food items must be store bought/prepackaged, a visible ingredient label is strongly recommended.
- Beverages
  - Water (no limit)
  - Milk (unflavored 1% or fat free; ≤ or equal 22 grams of sugar per 8 oz.)
  - 100% Fruit or vegetable juice with no added sweeteners
- Food provided shall be coordinated and determined by the teacher.
  For **example**, classroom sign up may look similar to this menu.

Winter Celebration (Sign Up)	
Menu	**Volunteers**
Fruit platter	1. Sam S.
Veggie platter	2.
	3.

Pearl Ridge Elementary School
Attendance Procedures Handout
98-940 Moanalua Road
(808)305-9300
http://pearlrid.k12.hi.us/



School begins promptly at 8:00 a.m. → ARRIVING WHEN THE 8:00 a.m. BELL RINGS → Report to the Office for a Tardy Slip.

ABSENCE

Call the school office by 8:30 a.m. at 305-9300 to report absences.

Definition

- The State of Hawaii requires all children from age 5 (born by July 31) to attend school.
- The State of Hawaii requires that students who arrive after 11:00 a.m. or leave prior to 11:00 a.m. be marked absent for that day.
- **Unexcused absences include trips and absences that aren't reported to the office.**

Interventions

- Once a student has 5 **unexcused** absences, you will receive the "First Absence Notification Letter."
- At 10 **unexcused** absences,you will receive the "Second Absence Notification Letter." A phone conversation with the Principal will take place within one week.
- At 15 **unexcused** absences, you will receive the "Third Absence Notification Letter." A home visit will be scheduled and and a meeting will be conducted with the ARC (Attendance Review Committee) to create a Student Attendance Contract and discuss student progress.

HOMEWORK

If your child is out for 3 or more consecutive school days for **excused absences**, please call the School Office at 305-9300 to request your child's homework. Assignments may be picked up in the office anytime before 4:00 p.m. or parents may request homework to be sent home via student's sibling.

LATE/TARDY

Students arriving at 8:00 a.m. or later MUST report to the School Office and receive a TARDY SLIP.

- At 10 tardies, you will receive the "First Tardy Notification".
- At 15 tardies, you will receive a phone call from your child's counselor.
- At 20 tardies, you will also receive the "Second Tardy Notification".
- At 30 tardies, you will receive the "Third Attendance Notification" and your child's counselor will call to set up a meeting.

Leaving Before School Dismisses

Medical and dental appointments should be arranged after school hours. If this is unavoidable, please keep this practice to an absolute minimum. PLEASE:

- Inform both the School Office and your child's teacher one day in advance so an EARLY RELEASE slip can be prepared.
- Have a Parent/Authorized adult report to the School Office to sign out his/her child. The office will call for the child in the classroom to report to the office.
- Remember, any child released before 11:00 a.m. and not returning, will be marked absent.



REMINDERS



Attendance is very important and absences affect student performance. Please schedule family trips, doctor appointments and other commitments during non-school days/hours. If this is unavoidable and you know ahead of time your child will be out for 5 or more school days in a row, please go to the office and fill out the Notification of Extended Absence Form.

A student's absence(s)/tardiness may be excused in the following situations:

- Illness or medical condition - Absences will be excused with a note from the doctor or guardian explaining the condition and the days of absence(s). If a note is not provided within 48 hours, the absence(s) will be considered unexcused.
- Family funerals or family emergencies - Parent notification will excuse the absence(s).
- Family Court hearing or hearings involving foster children - If court note is provided absence(s) will be excused.
- School-sponsored educational activity
- Special circumstances approved by the Principal

A student's absence(s)/tardies will not be excused for the following:

- Traffic
- Oversleeping
- Car trouble
- Lack of transportation
- Lack of childcare
- Bad weather
- Vacation/trip
- Entertaining visitors
- Sports competitions
- Special parties/celebrations
- Camping
- Caring for family member/babysitting

Vacation/Trip Policy

It is highly encouraged that families schedule vacations when school is out of session. Trips during school days affect student performance and can be a disruption to his or her learning. A **Notification of Extended Absence** form must be submitted to your child's teacher. Documentation of the extended absence will be filed in the student's cumulative folder.

PRE encourages all students to attend school daily for optimal learning and to develop good habits.

302A-1132, Attendance Compulsory, Exceptions Hawaii Revised Statutes (HRS), requires all children who will have arrived at the age of at least 5 years on or before July 31 of the school year, and who will not have arrived at the age of eighteen years, by January 1 of any school year to attend either a public or private school for, and during the school year unless excluded from school or excepted from attendance.

302A-1135, Penalty, HRS, student, father or mother, guardian, or person having charge of the child who persists in being absent from school may be referred and summoned to court.

Exception from the compulsory attendance law is permitted only under specified conditions pursuant to 302A-1132, Attendance compulsory; exceptions, HRS, and Chapter 12, Hawaii Administrative Rules, relating to compulsory attendance exceptions.

Homework for Absences

Parents' cooperation in adhering to the procedure will enable the school to expedite the request for and pick up of homework assignments with minimum interruption to the classroom.

Procedure

1. Students absent for 1-2 days are expected to complete the assignments upon his/her return to school.
2. Homework assignments for students who are absent for 3 or more days should be requested by contacting the office. Please do not interrupt the classroom during the school day.
3. Assignments/books may be picked up at the office between 2:00-4:00 p.m.

UNIFORM AND DRESS CODE POLICY



Students are required to wear the school uniform t-shirt daily, except on Wednesdays. On occasion, special designated days will be considered "optional" uniform days. Exceptions will be announced in advance for special school events (appropriate clothing must be worn). E.g., picture taking, spirit week or those designated by the Principal.

- PRE school uniform t-shirts with **new logo** shall be worn as designed.
- The form and design of these shirts shall not be changed or altered in any way.

Wash Wednesday

- All students are required to wear the school uniform t-shirt on Mondays, Tuesdays, Thursdays and Fridays. On Wednesdays, however, students may wear any previous PRE t-shirt (e.g., Hustle for Health, club t-shirts, etc.) or tops that follow the school dress code policy.

SCHOOL DRESS CODE

- School IDs must be worn at ALL times. ID replacements are $3.00.
- All clothing and accessories must be free of messages relating to drugs, tobacco, alcohol, gangs, sex or profanity (i.e.Bandana shorts are prohibited).
- Bottoms must fit the waist without the support of a belt. Oversized, saggy or baggy pants/shorts below the waist or exposing undergarments is prohibited.
- Hems of shorts and skirts must not be shorter than the tip of the middle finger when the student is standing with arms down. Short shorts are prohibited.
- Bandannas, head coverings, sunglasses/shades, waist chains, oversized belts or belt buckles are prohibited.
- Spaghetti straps, halter tops, off the shoulder, tube tops, sleeveless shirts or blouses with straps of less than one (1) inch are not permitted.
- Clothing that exposes the chest, back, or midriff (with any kind of movement) is not permitted.
- Jackets and sweaters are allowed.
- Footwear is required during school hours. Maximum shoe heel height is one (1) inch.

WAIVER: (B.O.E. Guideline)

Parents wishing to exempt their student from the uniform policy may "opt-out" by requesting the Application for Exemption form available in the school office. Parents should (1) return the completed form to the office; (2) meet with the Principal or Vice Principal to discuss the student uniform policy and nature of the objection; and (3) review the acceptable student attire. Exemptions are valid only for the current school year and must be renewed at the beginning of each school year.

EARLY DISMISSALS

Early dismissals are not recommended. However, if it is absolutely necessary, please send a note with your child prior to/on the day of the early release with reason and time. Students will be marked absent if picked up before 11:00 a.m. Report to the office to fill out the proper documentation (e.g. sign out log) needed to release your child. Please keep in mind that it may take 5-10 minutes to get your child to the office. Students will not be allowed to wait in the front office because it takes away from valuable instructional time. Upon arrival, your child's teacher will be called to send him/her to the office. This is meant to maximize learning in the classroom as well as for safety and security purposes. Everyone is required to provide a picture ID before the child is released.

HEALTH ROOM PROCEDURES

A Health Aide is on duty from 7:30 a.m. to 2:30 p.m. to assist students in case of illness or injury at school. If a student becomes ill or injured in school, immediate first-aid care will be provided and the parent/guardian will be notified. Parents should report to the health room to pick up the child and sign the health room log.



Please inform the school of any special health conditions that your child may have such as asthma, allergies, etc. Proper documentation for children who need daily medication at a specific time is **mandatory**. **Please discuss this with the Health Aide.**

VISITORS

All visitors must report to the office and sign-in during school operating hours. Please do not go directly to your child's class to pick up a student or drop off an item. Report to the office to sign-in and receive a visitor's badge.

PROCEDURE FOR SCHOOL CLOSURE

In the event school will be closed or dismissed early due to a Civil Defense emergency or a declared disaster, an announcement will be made through the following:

- Phone messaging system,
- Email,
- PRE Website, and/or
- Local radio stations.

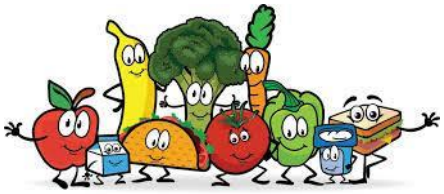
A school closing decision will be made as early as possible. Weather conditions may enable a decision to be made the night before or may change drastically after which would cause a decision to be delayed until a later time. Once a decision is made to close school, a message will be sent via phone messaging system, an email message alert, posted on the school website, and/or, in some cases, announced through our local radio stations.

Students will be released via information provided on their EMERGENCY EARLY DISMISSAL APPROVAL INFORMATION form (submitted at the beginning of the school year). If a decision to evacuate the school is made, parents are not to enter the school premises. Students will be released at the established release center located at Pearl Ridge Community Park or otherwise instructed. Please be advised that the school will not release any child without being accompanied by a responsible adult in the event of the above mentioned emergency. **Parents are responsible for updating any information on this form during the school year by notifying the school <u>in writing</u>.**

Note: All other situations, your child(ren) will be released only to the adults listed on the EMERGENCY CARD.

General School Information

SCHOOL MEAL PROGRAM



An individual meal account is created for every PRE student using an automated meal card system. Parents/guardians make payments/deposits to the account, and the student's ID card will be scanned and charged (works like a debit checking account) at the time of purchase. Payments can be made in the school office during its normal business hours from 7:30 a.m. to 4:00 p.m., Monday through Friday (except state holidays). Envelopes are available in the front office or you may use your own. Breakfast is served from 7:30 to 7:50 a.m.

Meal Payments

Payments can be made by cash or check and deposited in the drawer marked "**Lunch Payments**" located in the school office. Parents are encouraged to pre-purchase enough lunches for a month in advance. When paying with cash please enclose money in an envelope and write your child(ren)s name(s) and teacher information on the envelope. When paying with a check, please make it payable to ***Pearl Ridge Elementary*** or ***Department of Education***. Payments made by 8:30 a.m. will be processed and credited to their accounts the same day. However, payments made after 8:30 a.m. will be credited to their accounts the following day.

Students with low balances are given reminders to bring home. To receive alerts of low balances and make quick payments directly into your child's meal account, create an online account at EZSchoolPay (www.ezschoolpay.com).

Free and reduced lunch applications can be completed on www.ezmealapp.com or picked up at the office. For up-to-date meal prices, visit the HIDOE School Services website

Second breakfasts, lunch entrées, and extra milk and juice are full price regardless of eligibility. Parents who want to purchase breakfast are issued a meal ticket from the office. **No cash transactions are allowed in the cafeteria.**

At the end of the school year, the remaining balance will be transferred to the next school year. Refunds will be given upon request. Please allow 1 week after request for refunds.

Student Meal Card (aka student ID card)
School lunches are purchased through the student's ID card. **NO MONEY** will be accepted in the cafeteria. If a student loses his/her ID card, a new one can be purchased in the office for a fee of $5.00.

***If the card is lost or forgotten at home, he/she will be allowed to use a temporary lunch ticket for that day only. Temporary lunch tickets for that day may be picked up before school or during first recess at the office. A student can only accumulate up to 5 temporary lunch tickets at a time.

Breakfast
Student breakfast is served between 7:30a - 7:50a. Students sit in designated areas of the cafeteria that are physically distanced to the greatest extent possible. Sharing of food and/or utensils is prohibited.
General Cafeteria Guidelines

- Adhere to signage, floor markings, and/or physical guides.
- Students are to remain seated until dismissed by the adult supervisor (seats are assigned).

Lunch Loans
Should a child forget or lose his/her lunch money, a lunch loan fund is provided. Total of 5 breakfast and/or lunch amount is the maximum loan amount. Prompt repayment (cash only) of these loans are required.

BIRTHDAY TREATS



There are many ways of making the birthday child feel special. Parents wanting to send a birthday treat to school are encouraged to work with the classroom teacher. Pearl Ridge Elementary strongly recommends sending non-food items such as a book donation, stickers, pencils, erasers, etc. Due to students with food allergies, please comply with your child's classroom teacher's request.

PEANUT SENSITIVE SCHOOL
Due to the presence of students with peanut allergies, Pearl Ridge Elementary is a peanut-sensitive school. As much as possible, we ask for your cooperation in not packing or sending products containing peanuts in your child's snack or lunch. To ensure the health and safety of all of our students, students are not permitted to share their lunch and/or snacks with others.

TRAFFIC SAFETY (Pick Up & Drop Off)

Busiest traffic hours are 7:30-7:55 a.m. and 1:45-2:30 p.m. Our concern is for the safety and welfare of the students coming to and going home at these times. Please follow all parking lot signage and drive slowly when students are entering/exiting school. A drop off lane is provided to expedite drop off/pick up.

BEFORE & AFTER SCHOOL SUPERVISION

Morning campus supervision begins at 7:30 a.m. For safety reasons, students should not be dropped off and left unsupervised prior to 7:30 a.m. Students are not allowed to remain in the classroom after 2:10 p.m. (M, T, Th, F) without prior arrangements between the teacher, parent, and all other applicable parties (e.g. A+). No student may remain in the classroom on Wednesdays (early release day) - these are designated faculty meeting dates.

WAITING AREA

Parents arriving before the end of the school day to pick up your child(ren), please wait in designated Parent Waiting Areas. This helps to maximize classroom instruction and minimize classroom distractions.

STUDENT IDENTIFICATION (ID) CARDS

All students will receive a Pearl Ridge ID card at the beginning of the school year following school picture taking. Student IDs are part of PRE's school uniform. Students are required to have their PRE school ID visibly clipped to their PRE lanyard at all times. If your child loses his or her ID card, replacements can be purchased for $5 at the front office.

CHANGE OF ADDRESS AND PHONE NUMBERS

Parents are to immediately notify the school of any change of address and/or phone numbers (home, work, emergency). This information is vital in the event of an emergency. Student Demographic Change forms are available in the office.

LOST AND FOUND

It is recommended that all personal items (jacket, lunch box, water jug, school supplies, etc.) are labeled with your child's name. If you are missing an item, please visit the lost and found box located in the school's health room. Students can check the box before school, at recess, and after school. Unclaimed books will be returned to the Library. At the end of each quarter, the Lost and Found box is cleared out and donated to a charity.