

Maunaloa Elementary School

Parent - Student Handbook



Maunaloa
P.O. Box 128
Maunaloa, Hawaii 96770
LTA-TA Principal Kimberly Kaai
Phone: 774-8300
7/1/2022

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HAWAII DEPARTMENT OF EDUCATION STATE VISION

Hawai'i's students are educated, healthy, and joyful lifelong learners who contribute positively to our community and global society.

HAWAII DEPARTMENT OF EDUCATION STATE MISSION

We serve our community by developing the academic achievement, character, and social-emotional well-being of our students to the fullest potential. We work with partners, families, and communities to ensure that all students reach their aspirations from early learning through college, career, and citizenship.

CANOE COMPLEX AREA VISION

Together we will do what is best for children, provide them with the best possible instruction and a safe environment.

MAUNALOA SCHOOL'S VISION

Maunaloa School offers a child-centered environment which provides a foundation where dreams are formed, nurtured, guided, and challenged to encourage students to achieve their maximum potential as lifelong learners, in partnership with families, school staff, and community members.

MAUNALOA SCHOOL'S MISSION 3

At Maunaloa School we provide opportunities for parents and community members to be essential partners in the education of our students. We encourage and expect the highest standards of conduct and achievement by providing

opportunities for each child to succeed academically, grow in character, and contribute to the global community.

MAUNALOA MALA VISION

The Maunaloa Mala shapes teaching and learning through nohona and lokahi which builds a legacy for future generations.

MAUNALOA MALA MISSION

The Maunaloa Mala is the piko where relationships are built and maintained, knowledge is acquired and applied, student voice is invited and heard, and through community partnerships sustainability is practiced through kakou.

GENERAL LEARNER OUTCOMES

- Self Directed Learners – *“The ability to be responsible for one’s own learning.”*
- Community Contributor–*“The understanding that it is essential for human beings to work together.”*
- Complex Thinker – *“The ability to perform complex thinking and problem solving.”*
- Quality Producer–*“The ability to recognize and produce quality performance and quality products.”*
- Effective Communicator - *“The ability to communicate effectively.”*
- Effective and Ethical Users of Technology – *“The ability to use a variety of technologies effectively and ethically.”*

COMMON CORE STATE STANDARDS 4

The Common Core State Standards are a set of high-quality academic expectations in English-language arts (ELA) and mathematics that define both the knowledge and skills all students should master by the end of each grade level in order to be on track for success in college and career.

- The standards establish consistent learning goals for all students – regardless of where they live – so that children will know where they are on the path to college- and career-readiness even when moving to a different school or state.
- A clear roadmap of academic expectations allows students, parents and teachers to collaborate on shared goals.
- The standards are relevant to the real world: knowledge and skills students will need to succeed in life after high school, in both post-secondary education, and a globally competitive workforce.
- A diverse team developed the Common Core standards to be academically rigorous, attainable for students, and practical for teachers and districts.

What Do the Standards Mean? 5

- The Common Core State Standards will boost Hawaii's long-term economic competitiveness because students will graduate high school with real-world skills they need to be successful in college and the workforce.
- Rigorous educational standards will enable businesses in Hawaii to draw from local talent to meet the needs of the continuously evolving workplace.
- The Common Core will cut costs over time by enabling states to share best practices and streamline efforts in related areas, such as assessment development, which otherwise would require a much greater investment in time and resources from each individual state.

ACADEMIC & FINANCIAL PLAN

Maunaloa, along with all other Hawaii schools, have developed an Academic & Financial Plan to show how the school will ensure that all students meet standards. Parents and community members are invited to work with the school staff in developing, implementing and/or continually assessing this plan.

Goal #1 Student Success: All DOE students demonstrate they are on a path toward success in college, career and citizenship

Goal 1, Strategy 1: Common Core State Standards

1. Align curriculum with Common Core State standards
2. Create quarterly curriculum maps
3. unwrap standards/benchmarks, identify prerequisite skills, vocabulary, levels of cognition, instructional support materials, mastery criteria, and identify appropriate strategies
4. Provide English language arts and mathematics professional development
5. Administer and analyze monthly assessments
6. Develop appropriate and timely student interventions and monitor student progress

Goal 1, Strategy 2: Comprehensive Student Supports

1. Track student attendance rate (Molokai Attendance Program - MAP)
2. Continue implementation of school wide discipline policy and Comprehensive Student Support Systems: Positive Behavioral System: school wide expectations, Assemblies, Super Roadrunners, Gotchas and After school Homework Assistance
3. Implement Wellness Policy
4. Increase parental involvement (e.g. Maunaloa School Community Organization, School Community Council, Open House, Parent Conferences)

Goal 1, Strategy 3: Formative Instructional/Data Teams Process

1. Provide planning time (e.g. Data Teams) 6

Goal #2 Staff Success: The DOE has a high performing culture where employees have the training, support and professional development to contribute effectively to student success

Goal 2, Strategy 4: Educator Effectiveness System

1. Conduct Principal walk throughs
2. Conduct, develop and or administer Principal observations, Student Learning Objectives, Tripod surveys, growth percentile, and core professionalism

Goal 2, Strategy 5: Induction and Mentoring

1. Select and provide mentors on going training

Goal #3 Successful Systems of Support: The system and culture of the DOE work to effectively organize financial, human and community resources in support of student success **Targeted Interventions**

COMPREHENSIVE STUDENT SUPPORT SYSTEM (CSSS)

What is CSSS? Experience tells us there are times when all students – even the most resilient – will need help. CSSS provides for all students — standards-based learning and a comprehensive support system, demonstrating that all children can learn, meet Common Core State Standards and General Learner Outcomes, and our State's and school's vision and mission. The CSSS is a collaborative effort involving the Department of Education, the family, and the community that provides resources and assistance so each child will meet the educational standards for his/her grade level.

Goals of CSSS

1. To provide comprehensive and timely support for students that allows them to achieve in school, to be confident and caring, and to become contributing citizens in their communities.
2. To involve families and communities as integral partners in the implementation of the CSSS.
3. To integrate human and financial resources of the appropriate public and private agencies to create caring communities at each school.

Six critical elements of the CSSS: 7

1. Personalized Classroom Climate and Differentiated Classroom Practices

- a. A nurturing and caring climate with customized classroom practices enables all children to progress and learn.

2. Prevention/Early Intervention

- a. By providing students with early interventions within the classroom and through school programs, the need for higher level services is decreased.

3. Support for Transition

- a. Transition supports minimizing interruptions in student learning. Effective transitions are smooth and coordinated.

4. Community Outreach and Support

- a. The school actively communicates with community agencies and support groups. In addition, the school engages in partnerships to enhance school-community connections.

5. Family Involvement and Participation

- a. An effective Student Support System includes families as full participants in the educational process for their children. Families participate as planners, contributors, leaders, teachers, learners, and colleagues.

6. Specialized Assistance and Crisis/Emergency Support

- a. A Student Support System incorporates services and procedures necessary for crisis and emergency situations. Specialized assistance programs are available for students with intensive special needs.

Under CSSS guidelines, Maunaloa School provides five levels of service to students and families. 8

Level 1: Basic support for All Students

These supports include the nurturing classroom with personalized support for each student so he or she may achieve the Hawaii Content and Performance Standards.

Level 2: Informal Additional Support Through Collaboration

These supports could involve other teachers, parents, the counselor, etc., meeting to address a referred need or problem.

Level 3: School Level and Community Based Programs

Additional services provided at this level may include support for second language learners, ongoing school level counseling, gifted/talented support, Primary School Adjustment Program, etc.

Level 4: Specialized Services From DOE and/or other Agencies

Services could include special education support, Section 504 accommodations, school based behavioral health services, Public Health Nurse support, occupational therapy, etc.

Level 5: Intensive and Multiple Agency Services

These services could include drug treatment programs, residential programs, Child Protective Services support, etc.

Parent's Responsibility

If your child is experiencing academic or behavioral difficulties, please do the following:

- First, consult with his/her teacher. The teacher will provide adjustments within the class to assist your child.
- If concerns persist, you and/or the teacher should meet with the Principal who will then assist in planning a course of action that is appropriate for your child. The Principal can help you identify accommodations and services that can help your child in school.

SCHOOL PRIDE

Colors: The school's colors are blue and gold.

School Mascot: Road Runner

School Alma Mater: 9

Above the western mountains
In view of all the isles;
Here stands our lovely emblem--
Entwined in golden pines.
Our school, our Alma Mater--
With pride we breathe her name.
Send forth away our praises,
Of Blue and of Gold.
Lift high our youthful voices
Our Alma Mater praise
Maunaloa, our Alma Mater,
All hail! All hail!

School Song:

Maunaloa
We believe that we can be good
students.
We believe that we can achieve.
And we believe that if we work
hard we will succeed.
Therefore, we will work hard to do
our best.
We can learn and we will learn.
For Maunaloa!

Mrs. Tes Kaulia, 2nd Grade Teacher 10

High School Diploma, Molokai High and Intermediate School, Moloka'i, Hawaii
Bachelor's Degree, Elementary Education, University of Hawaii at Manoa –
Licensed Teacher
Master's Degree, Curriculum & Instruction, Concordia University (CA)

Bernice Will, 3rd Grade Teacher

High School Diploma, Kaiser High School, Honolulu, Hawaii
Bachelor's Degree, Sociology, University of Hawaii
Master's Degree, Elementary Education / SpEd, University of Phoenix (HI),
Licensed Teacher

Ms Moonah Turay, 4th Grade Teacher

High School Diploma,
Bachelor's Degree, Political Science/Philosophy, The Catholic University of
America W/DC/US, C&T
Master's Degree, Elementary Education, Howard University– *Licensed Teacher*

Mrs. Wendy Espaniola, 5th/6th Grade Teacher

Kamehameha School
GED, Kalaheo High and School for Adults, Kalaheo, Hawaii
Bachelor's Degree, Elementary and Special Education, City University – *Licensed
Teacher*

Gina Leslie, Curriculum Coordinator/Data Coach

High School Diploma, Kamehameha School Kapalama, Honolulu, Hawaii
Bachelor's Degree, Elementary and Special Education, University of Hawaii at
Manoa – *Licensed Teacher*
Master's Degree, Curriculum Studies, University of Hawaii at Manoa – *Licensed
Teacher*

Makena Fernandez, SpEd Teacher

High School Diploma, Castle High School, Honolulu, Hawaii
Bachelor's Degree, Elementary Education, Chaminade University of Honolulu -
Licensed Teacher

Support Staff

Mrs. Elly Mae Abafo, Educational Assistant

High School Diploma, Molokai High & Intermediate School, Molokai, Hawaii
Associate Degree, Maui Community College – *Licensed Paraprofessional*

SCHOOL STAFF and PHONE NUMBERS

LTA-TA Principal	Kimberly Kaai	774-8300
SASA	Lori Olivas	774-8302
Office Assistant	Eileen Kahoalii	774-8301
Health Aide	Janna Lin Kee-Espaniola	774-8313
PSAP Child Aide	Elly Abafo	774-8320
Office Fax		552-2004
Cafeteria		774-8306

ADMINISTRATION, FACULTY AND STAFF

Mrs. Kimberly Kaai, LTA-TA Principal

High School Diploma, Molokai High & Intermediate School
Associates in Liberal Arts, Honolulu Community College
Bachelors in Elementary Education, University of Hawaii at Manoa
Masters in Education: Major in Curriculum Studies Language Arts and Literacy,
University of Hawaii at Manoa
Masters in Education: Major in Educational Leadership, Chaminade University

Ms. Jordan Taboniar, Kindergarten/1st Grade Teacher

High School Diploma, Kamehameha School Kapalama, Honolulu, Hawaii
Bachelor's Degree, Elementary Education, Chaminade University of Honolulu -
Licensed Teacher
Master's Degree, Education w/ Emphasis in Child Development, Chaminade
University of Honolulu

Ms. Kristina Cacpal, Educational Assistant **11**
 High School Diploma, Molokai High & Intermediate School, Molokai, Hawaii
 Associate Degree, Maui Community College – *Licensed Paraprofessional*

Mrs. Laura Kahee, Educational Assistant
 High School Diploma, Molokai High & Intermediate School, Molokai, Hawaii
 Completion of Intermediate and Advanced RISE Program / ParaPro – *Licensed Paraprofessional*

Mrs. Kimberly Pagan, Educational Assistant
 High School Diploma, Molokai High & Intermediate School, Molokai, Hawaii
 RRSP-Certificate Completion of Intermediate and Advanced, Instructional and
 Practicum Training-Paraprofessional

Mrs. Jaime-Lyn DeKneef, Educational Assistant
 High School Diploma, Molokai High & Intermediate School, Molokai, Hawaii
 Associates Degree, Maui Community College - Licensed Paraprofessional

SCHOOL CALENDAR AND SCHEDULES

Calendar

A calendar for the school year will be sent home with your child at the beginning of the school year.

Students' Work Year

1st Semester – August 1, 2022 to December 16, 2022

2nd Semester – January 4, 2023 to May 26, 2023

Office Hours

The school office is open from 7:00 am to 4:00 pm.

Daily Schedule

Monday-Thursday		Friday	
7:15-7:45 am	Breakfast	7:15-7:45 am	Breakfast
7:48-7:55 am	First Bell Rings	7:48-7:55 am	First Bell Rings
7:55-8:00 am	Passing	7:55-8:00 am	Passing
8:00-10:00 am	Instructional Block	8:00-10:00 am	Instructional Block
10:00-10:15 am	Recess	10:00-10:15 am	Recess
10:15-10:20 am	Passing	10:15-10:20 am	Passing
10:20-11:25 am	Instructional Block	10:20-11:25 am	Instructional Block

11:25-11:55 am	Lunch	11:25-11:55 am	Lunch
11:55-12:05 am	Recess	11:55-12:05 pm	Recess
12:05-12:10 pm	Passing	12:05-12:10 pm	Passing
12:10-2:00 pm	Instructional Block	12:10-1:00 pm	Instructional Block
2:00-2:45 pm	Teacher Preparation Time	1:00-2:00 pm	Staff Meetings
		2:00-2:45 pm	Teacher Preparation Time

OFFICE PROCEDURES 12 **REGISTRATION, ENROLLMENT AND WITHDRAWAL**

Kindergarten Admission

*In 2014, Act 76 was signed into law making kindergarten attendance **mandatory**. Beginning with school year 2014-2015, any parent, guardian, or other person having the responsibility for, or care of a child who will be **five years of age by July 31 of the school year**, shall enroll the child in public school kindergarten unless the child is enrolled at a private school or the child's attendance is otherwise exempt under Hawaii Revised Statutes, section 302A-1132.*

Kindergarten Registration

The Hawaii School Attendance law requires all children in the State of Hawaii registering for the first time to meet the following health requirements. You must provide to the school:

- A copy of the birth certificate, baptismal certificate, or passport that will verify the student's birth date.
- A negative tuberculin (Mantoux) test result presented at time of registration.....test results to be read within one year of enrollment.
- All **new** students entering school in Hawaii for the first time must complete age-appropriate immunizations, a physical examination and a tuberculosis (TB) examination, in order to attend school.
- Any student who has not completed the physical examination and/or all required immunizations **by the first day of school** may be allowed provisional attendance **only if** they submit a medical appointment card showing that the student is in the process of completing the missing requirements.
- The certificate of tuberculosis (TB) examination **is required before** school attendance. Students without the certificate of TB examination will not be admitted to school until a certificate of TB examination is obtained. **There is no provisional attendance for students lacking this certificate.**

Students lacking tuberculosis clearance will not be admitted to school. A completed health record (DOE Form 14) including a physical examination and all required immunizations **OR** a signed statement or appointment card (with the date/time of next visit) from your child’s doctor.

ONLY PARENTS OR LEGAL GUARDIANS ARE PERMITTED BY LAW TO PROVIDE BACKGROUND INFORMATION OF THE CHILD AND SIGN REGISTRATION AND OTHER REQUIRED SCHOOL FORMS. 13

Transfer of Student from Schools Outside of Hawaii

Students transferring from a school outside of Hawaii should submit:

1. A birth certificate or other legal proof of birth date,
2. A certificate of release and report card from the last school attended, and
3. Medical records presenting evidence of compliance with regulation 4240.1 – Medical Examination and Immunization Requirements.

Parents shall provide a signed authorization for the transferring school to release the students’ records to Maunaloa School. If the required records are not immediately available at the time the child enters school, he/she may be temporarily enrolled, pending receipt of records within a reasonable time; except as otherwise required by law.

Transfer from Another Hawaii School to Maunaloa

*Beginning with school year 2014-2015, any parent, guardian, or other person having the responsibility for, or care of a child who will be **five years of age by July 31 of the school year**, shall enroll the child in public school kindergarten unless the child is enrolled at a private school or the child’s attendance is otherwise exempt under Hawaii Revised Statutes, section 302A-1132. Maunaloa School firmly believes that regular attendance is crucial to the learning process. Parents, students, and teachers should make every effort to ensure students' consistent and punctual attendance.*

Transfer to Another Hawaii School

If you are anticipating a move, please come into the office at least five (5) days prior to the child’s last day and complete a Notice Of Withdrawal Form. This will enable the office staff to obtain the necessary information and prepare an official release for your child. The Release Card will be ready for pick up at the office on the last day of attendance.

Geographic Exceptions

Under conditions provided by the Department of Education regulations, geographic exceptions may be granted to students, allowing them to attend school in a district

other than the one in which they reside. The process of obtaining geographic exception status begins with submitting a completed Form OIS-064, which is available at any school.

MOLOKAI ATTENDANCE PROGRAM (MAP) 14

MAP is an intervention program designed to support families in developing positive attendance habits in order to maximize student instruction, learning & achievement for all students in K-12th grade. The Department of Education accountability and improvement system, Strive HI looks at a student’s total attendance. Chronic Absenteeism is defined as being absent 15 days or more throughout the school year. We continue to encourage students to come to school “on time, every day,” and we appreciate your help in consistently getting your children to school.

Excuse or Unexcused Absences	Results
▪ <u>Four</u> absences	▪ Parents receive a notification letter with an Attendance Summary.
▪ <u>Six</u> absences	▪ Parents and student may be required to attend a Parent Conference with the Principal
▪ <u>Nine</u> absences	▪ Level 1: Parents may be required to attend a 4-hour Parenting Support Session conducted by the Complex Support Team
▪ 10 or more total absences after the Parent Support Session, or if parents don’t attend the Parent Support Session.	▪ Level 2: Parents may be required to attend a two hour Police Class conducted by a Police Officer.
▪ The next absence after the Police Class, or if parents don’t attend the Police Class.	▪ Level 3: A referral to Family Court may be made.

“**Chronic Absence**” is defined as missing too much school for any reason. Chronic Absence includes:

- Excused absence
- Unexcused absence
- Suspensions

The Hawaii DOE defines chronic absence as 8.5% of total instructional days. For 180 instructional days, 15 absences = chronic absence.

Attendance Facts: 15

- Compared to students who attend school regularly, chronically absent kindergarteners are
 - 2X as likely to be retained
 - 2X likely to be suspended by the end of 7th grade
 - Likely to continue being chronically absent
- Starting in pre-K, more years of Chronic Absence = Need for Intensive Reading Support by 2nd grade
- Multiple Years of Chronic Absence in elementary school = Worse Middle School Outcomes
- With every year of chronic absenteeism, a higher percentage of students dropped out of school.
- <http://www.attendanceworks.org/>

All doctor, dentist or hospital notes can excuse an absence/tardy. The notes are sent to the office where they are recorded and filed. Families who reach Level I will be monitored from year to year. No level will be repeated. A student must be in school until 11:00 am to be counted as present for the day. If the child is ill and sent home from school before 11:00 am, that absence will be excused. If parents call the school to notify them of a student's absences, it is marked unexcused unless a doctor/dentist note is received.

- **Tardies** - Students will be considered tardy after the morning school bell rings AFTER attendance for that day has been taken, BUT before half of the school day is over (i.e. before 11:00 a.m.). These students should be marked TARDY on Attendance for that day. Instruct your child to report to the office to obtain a tardy slip. Students who arrive after the half of the day of school should be marked ABSENT.
- **Absent** - A student is considered ABSENT for the day if attendance in school is less than one half of the day. This time should be used to determine appropriate attendance codes for students and should be adjusted for early release days.

Early Departures - Students who leave school before half of the school day is over (i.e., 11:00 a.m.) These students should be marked ABSENT on Attendance for that day.

Early Release

Parents or authorized adults (indicated on the child's emergency card) must sign the student out in the main office. An office staff will contact the student classroom to notify their teacher that the student will be leaving campus. The teacher will release the student to the main office to meet authorized adults who will be signing

the student off from campus. **Please schedule doctor or dentist appointments outside of school hours. 16**

Homework for Absent Students

Homework will be given upon the parent's request. In order to allow teachers sufficient time to gather and fulfill homework requests between class instructional time, your call must be received before 9:00 a.m. for pickup from 2:00 – 4:00 p.m.

STUDENT CONDUCT AND DISCIPLINE

The Department of Education's Content Standards, as well as the administration of school discipline are rooted in the Department of Education's General Learner Outcomes. Maunaloa School believes that the most effective discipline is self-discipline that is self-monitored (rather than imposed). We believe that discipline is most effective when it is preventive rather than punitive. This kind of discipline will come about only when teachers, counselors, and administration consistently work with students toward establishing and maintaining effective classroom guidelines. It is also obvious that the most important factor in a child's success in self-monitoring his/her behavior is based upon family support.

SCHOOLWIDE EXPECTATIONS

- Use Kind Words
- Respect People And Property
- Do Our Personal Best
- Keep Our Hands And Feet To Ourselves
- Follow Directions

CHAPTER 19 – STUDENT MISCONDUCT

Chapter 19, adopted by the Board of Education, governs school discipline (copies available at the office). Class A and B offenses are based on State law. Class C offenses are based on Department of Education rules and regulations; Class D rules and regulations are developed by the school. Chapter 19 specifies the types of disciplinary actions which are appropriate for each class. Class A, B, C or D disciplinary action can be continued or carried over to a new school year if a student commits a serious violation within the last 20 days of the previous school year. The following prohibited conduct applies to all students in the public school system during school hours, on school premises or during supervised school activities.

Type of Misconduct	Grade K-6: Disciplinary Action
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Class A Offenses (unlawful conduct) 17	
Firearms; possession or use of (including air guns ex. BB, pellet, and paintball) Dangerous weapons, instruments, substance or possession or use of firearms; possession and use of drug paraphernalia; possession, use, or sale of illicit drugs; possession, use, or sale of intoxicating substances; assault, burglary, extortion, fighting, homicide, property damage or vandalism, robbery, sexual offenses, terroristic threatening.	suspension not less than one (1) calendar year Suspension up to 92 days Police notified/possible arrest; Parent/guardian notified; Parent Conference within 5 days; Up to 10 days suspension.

Type of Misconduct	Grade K-6: Disciplinary Action
Class B Offenses (unlawful conduct)	
Bullying, cyberbullying, disorderly conduct, false alarm; forgery, gambling, harassment (verbal, physical, racial, sexual, sexual orientation), hazing, inappropriate or questionable uses, or both of internet materials or equipment, theft, trespassing	Correction and conference with student, detention, crisis removal, individualized instruction related to student's problem behaviors, in-school suspension, loss of privilege, parent conferences, time in office, police notification, suspension, restitution

Type of Misconduct	Grade K-6: Disciplinary Action
Class C Offenses (department-prohibited conduct)	
Abusive language, class cutting, insubordination, laser pen or pointer; possession or use of, leaving campus without consent, smoking or use of tobacco substances, truancy	Correction and conference with student, detention, crisis removal, individualized instruction related to student's problem behaviors, in-school suspension, loss of privilege, parent conferences, time in office, police notification, suspension, restitution
Type of Misconduct	Grade K-6: Disciplinary Action

Class D Offenses (school-prohibited conduct) 18	
Contraband; possession or use of (<i>hand held video games, personal sports equipment, gum, candy, fireworks, unauthorized toys, cosmetics, money or valuable personal items</i>), disrespect or non compliance, minor behavior problems (defiance / disrespect / non compliance, disruption, dress code violation, inappropriate language, lying and cheating, physical contact, property misuse, tardy, other school violations: <ul style="list-style-type: none"> ● littering ● loitering (in the bathrooms or other unsupervised areas) ● off limits areas ● running in hallways ● unauthorized games (out-out) ● unprepared for class (books, paper, pencil, etc.) 	Correction and conference with student, detention, crisis removal, individualized instruction related to student's problem behaviors, in-school suspension, loss of privilege, parent conferences, time in office, police notification, suspension, restitution

Disciplinary Guidelines

Whenever a student violates and disregards school rules, school personnel will institute the consequences or disciplinary actions of Chapter 19. The following guidelines will be administered.

- Students will be counseled in addition to any consequences.
- The severity of the infraction will be taken into consideration in determining the specific consequence. For example, a mild infraction may be handled with a reprimand and warning, a moderate infraction may warrant a parent conference or detention and a severe infraction or repeated moderate infractions may warrant suspension.
- The number of times the offense has been repeated will be considered when determining the specific consequence. For example, the disciplinary measure for a first offense may be a reprimand and warning. The second offense may warrant detention and repeated offenses may result in suspension.
- The classroom teacher will refer a student to the administration when efforts to help the student have not altered the offending behavior or when the severity of the offense requires disciplinary measures beyond the classroom.
- Whenever possible, behavior support plans will include natural or logical consequences of behavior, e.g. loss of privileges, cleaning up of the graffiti, paying restitution, etc. 19

- Lunch will never be revoked for disciplinary reasons. Field trip privileges may be revoked if a student's behavior restricts the right of others to safely participate in the activity or the student violates his or her classroom contract.
- Corporal punishment is not acceptable at Maunaloa. We firmly believe that appropriate alternatives are available when preventing a pupil from hurting himself, others, or property.
- The Principal will handle student disciplinary action that is beyond the classroom discipline. All student disciplinary action is confidential and discussed only with the child's parent.
- When intervention plans fail and the problems persist, it may become necessary to suspend the student from school. Suspension is considered as a last resort.

Contraband

For the safety and welfare of all, the following items should be left at home: hand held video games, personal sports equipment, gum, candy, fireworks, unauthorized toys, cosmetics, money or valuable personal items. For the first offense, your child's teacher will take these items away from your child and notify the parent. Your child will be allowed to pick up the item from their teacher at the end of the school day. On the second offense, your child's teacher will take the item away, parents will be notified, and parents will be responsible for picking up the item.

School Uniform and Dress Code Policy:

Purpose:

- √ create a climate that focuses on learning.
- √ foster school unity and pride.
- √ improve a sense of belonging by reducing dress competitiveness and peer pressure.
- √ improve student behavior and enhance school safety.

School Uniform Policy/Cost:

Maunaloa School's uniform policy requires that students wear the designated Maunaloa School uniform on all instructional days (except on Fridays), effective the first day of school. Students are required to wear a uniform shirt at all times on campus, on field trips (on and off island) and other school sponsored activities. On Fridays you may wear the school uniform or other appropriate school attire that meets our dress code policy.

Cost of Uniform: 20

\$7 for Short Sleeve T-shirt (sizes Youth Small - Adult L)

\$8 for Short Sleeve T-shirt (sizes XL and higher)

\$10 for Long Sleeve shirt (sizes Youth Small - Adult L)

\$12 for Long Sleeve shirt (sizes XL and higher)

Payments may be made only in the form of cash or money orders.

Dress Code Policy:

All school wear must be appropriate to set the high standards we want to promote at Maunaloa School.

- Students should be dressed comfortably.
- Spaghetti straps, mini skirts, bare back and midriff revealing clothing are not appropriate for school.
- All clothing and jewelry must be free of obscene and offensive pictures or words (relating to gangs, drugs, alcohol, violence, or obscenity) on clothing are unacceptable and not allowed.
- No baseball caps, visors, beanies, sweatbands, or other headgear to be used in classes and during instructional time (except during P.E., outdoor activities, and /or for health and safety reasons).
- The School Uniform must be worn as purchased – they must not be defaced, altered, or modified or colored.
- Footwear is a mandatory requirement for all students. Students must arrive at school with footwear, i.e. slippers or some type of covered shoes for safety purposes. Parents will be contacted to bring or provide footwear for their child.
- **Due to COVID-19 safety precautions masks are required when on school campuses, until further notice.**

Consequences:

Should your child attend school without a school uniform, he or she will be sent to the office to obtain a loaner uniform. A waiver from the Uniform Policy is required. However, the Principal or a designee may call a parent conference to discuss students who do not follow the policies. The intent of these conferences is to provide support to the student or parents if needed.

Exemptions:

Parents wishing to exempt their child(ren) from the Uniform Policy, for health or constitutional reasons must submit their reason in writing to the School Principal within the first two weeks of school. All students must adhere to the school's Dress Code Policy.

GENERAL SCHOOL INFORMATION 21

Accelerating (Promotion) and Retaining Students

Students are given opportunities to excel and are not considered for retention until a concentrated effort has been made to help them. Recommendation for acceleration or retention will be considered only after an evaluation of the student's performance in the academic and behavior areas has been made. Parents involved will be asked to meet and discuss the recommendations by the school and reasons for acceleration or retention.

Addressing Concerns

If a parent has a concern about their child's work, performance or behavior, the teacher is the first person to contact. A parent should make every effort to work with the teacher to resolve problems. If either parent or teacher feels additional help is needed a conference with the Principal can be scheduled. Problems that are broader and not necessarily specific to a particular student or class should be discussed directly with the Principal.

Asbestos Management Plan

The Asbestos Hazard Emergency Response Act (AHERA) requires our school to notify the faculty, staff, and parents of the presence and status of asbestos containing materials in our school building. The law further requires a management plan based upon the findings of the initial inspection. We have a required six month surveillance in December and May of each school year. The results of the recently completed surveillance indicate there have been no changes in the condition of the asbestos containing materials in our school. A copy of the inspection report and the Asbestos Management Plan is available for your review in our office during normal school hours.

Assessment / Testing Program

At Maunaloa School, all students will participate in the following assessments and or test:

- iReady reading and math – 4xyear (August, December, March, May)
- 3rd through 6th grade – Smarter Balanced Assessment (*February-May*)
- 4th grade - Hawaii State Assessment Science (*November-May*)

Assessment and or test scores are readily available through your child's teacher. Your child's teacher will be glad to explain assessment and or test results.

Change of Address and Phone Number 22

Please notify the office whenever your emergency contact addresses or phone numbers change. This is necessary for the safety and well being of your child; especially during emergency situations.

Children Kept After School

All children should leave the school grounds as soon as the dismissal bell has rung unless enrolled in an after school program. Should the teachers or Principal wish to keep your child after school for a specific reason, you will be contacted beforehand.

Conferences

Parent-Student-Teacher Conferences are held twice each year – second and third quarters (October and January). Conferences are meant to show student progress and celebrate learning. To the extent of their ability, students are encouraged to take a leadership role in the conferences and describe learning progress and growth to parents. Parents, students, or teachers may request additional conferences at any time.

Curriculum

Maunaloa School's curriculum is constantly being aligned to the Common Core State Standards, improved, and updated to best meet the needs of our students. There are nine content areas: Language Arts, Mathematics, Science, Social Studies, Fine Arts, Health, Physical Education, World Languages, Career and Life Skills.

Doctor / Dentist Appointments

Please schedule dental or doctor appointments after school or weekends to avoid having your child miss school.

Drug Free School

The Department of Education is committed to maintaining a drug-free school environment pursuant to the mandate and requirements as required by the Drug Free School Act Amendment of 1989. All schools must be free of alcohol and drug related substances during school hours on and off campus.

Fundraising to Benefit the School

Throughout the year fundraisers are conducted to benefit the school, the library, or an individual class. Businesses often sponsor programs that benefit schools, such as Friendly Market's Kokua Cards and Box Tops. Information about our fundraisers will be sent home.

Illness/Injuries 23

If your child becomes ill or is injured in school, immediate first aid care will be provided and you will be notified by telephone. If the school requests for your immediate pick up or a sick or injured child, please make every effort to

accommodate him/her. If you are unable to attend to your child, inform the school who you will assign as the authorized individual(s) for release. Please keep all emergency information accurate and up to date. If the situation is life threatening, we will call 911. Parents will be responsible for ambulance charges.

Lost Library Books

Students are expected to be responsible for library materials they borrow. Any student who damages or loses any library materials will be charged. If a student damages or loses a classroom textbook, they will be billed for the replacement cost.

Lost and Found

Parents are advised to label the student's personal articles, i.e. school supplies, lunch containers, wallets, clothing, etc. Lost and found items may be claimed in the office.

Medication

Medication will be stored in the health room or administered by the health aide only under limited conditions. Please make every effort to modify the time intervals and give your child his/her medication before or after school. If it is not possible to schedule maintenance doses at home, please contact the school health aide for instructions. Medications cannot be accepted until proper clearance has been received.

Newsletter

School newsletter will be sent home quarterly and posted on the school website: www.maunaloaschool.weebly.com Please read the newsletter as the information provides an important communication link between the school and parents.

Paid Positions

If you are interested in working as a part-time or permanent DOE employee complete an application on the online website ehr.k12.hi.us. For casual employment (substitute jobs) you may pick up a casual packet from the main office.

Parking 24

Public parking is available in the front of the school areas and parking lot. For Staff parking when parking in the rear of Building A (cafeteria), we ask that you do not block the cafeteria parking area and the walkway towards Cottage A.

Parties

Birthday parties at school are not encouraged. Donating a book or game for the class is appreciated more than treats.

Playground Safety

Adult staff supervise the playground (playground, equipment and basketball court) during morning and lunch recesses. *However, students are **not** allowed on the playground or campus during non school hours (e.g. after school, weekends, and intercessions).*

Promotion

The Department of Education shall establish a system of student promotion that is based on academic performance and successful student progress toward identified benchmarks specified in the Common Core State Standards and Hawaii Content and Performance Standards. The Department shall provide for successful student progress by offering educational experiences of increasing difficulty and complexity. Students shall be provided appropriate remedial experiences within the regular classroom as well as through coordinated supplemental services that meet individual student needs. Each student's progress shall be systematically assessed and reported. Grade placement of students shall be based upon developmental assessment and academic performance as specified in the Common Core State Standards and Hawaii Content and Performance Standards. 4500 STUDENT PROMOTION POLICY

School Supplies

Students will be asked to bring in supplies at the start of each school year. These lists are available on the school website: www.maunaloaschool.weebly.com, in the main office, and local stores (Friendly Market, Maunaloa General Store, Misaki's, Molokai Drug Store).

Smoking on Campus

In conjunction with Hawaii State Law, there is a **no smoking** policy on school grounds at all times.

Standard Based Progress Reports 25

Students will receive a Standard Based Progress Report each quarter – October, January, March and June. Progress reports include information on General Learner Outcomes (GLOs), language arts, mathematics, science, social studies, fine arts,

health, physical education, world language, and career and life skills. These reports include some suggestions for parents in working with students at home.

Student Accident Insurance

Revised DOE policy states that students must have medical coverage to participate in field trips and activities outside of the school grounds. Students who do not have any family medical insurance or travel insurance wishing to participate in school field trips must either purchase coverage for each field trip or purchase coverage for all field trips for the school year.

Student Distribution of Literature and Other Materials During School Hours

Students have a right to distribute literature and other materials in school during times when instruction is not scheduled; e.g. before and after school hours, recesses, or lunch periods. The exercise of this right must be balanced with the school's responsibility to maintain order in school, prevent the distribution of obscene or libelous materials, and prevent the invasion of the rights of others, including the right not to be harassed. (DOE regulation 4050.3) The Principal will screen, decide on distribution or rejection, provide a reason for rejection, and procedure for re-consideration. The Principal will determine the time, place, and manner by which students may distribute literature and other materials in school.

Uku (Head Lice) Policy

Maunaloa School requests that families do weekly head checks of their children. School personnel will send students with visible ukus to the Health Aide. Health Aide will check other students in that grade, notify each parent whose child has Ukus and provide parents with treatment information. Upon returning to school Students who were identified with Ukus must report to the Health Aide for an uku check before going to class.

Visitor Policy

All visitors are required to sign in and wear a visitor pass or employee badge. Parents may leave items for their children at the office; the office staff will deliver items to the classroom.

Wellness Policy 26

The State of Hawaii Wellness Guidelines requires that all foods served on school property be low in fat and sugar. If bringing treats to school, we recommend healthy treats for all occasions.

CLASSROOM PROCEDURES

Homework Policy

Homework is an integral extension of the formal instruction a child receives in school and generally does at home. It may serve as a means of communication between school and home. Parents can discover what their child is learning and can actively contribute to their child's educational growth. The home plays an important role in helping the child develop independent study habits and positive attitudes and appreciation for the value of learning.

Homework assigned to students may come in many different forms. Generally they are extra drill and practice to reinforce what was taught and learned. Homework may be assigned to pursue concepts and skills learned in the classroom. It may be in the form of reading for information or enjoyment, a book report, an essay, a research project, or preparation for a discussion. Homework will not be assigned as punishment or for homework's sake.

Homework assigned will emphasize: 1) practice in basic skills previously taught, 2) make-up work following absences, 3) remedial activities, 4) reading, and 5) enrichment that extends classroom learning and student interests. Some teachers do assign work during vacations. Students should work independently and complete assignments with minimum supervision. Students will set aside daily study time and regard homework as an extension of their formal education.

Parent Responsibilities Regarding Homework

- show a genuine interest in your child's school work.
- support your child's homework effort, but do not do the work.
- set aside a quiet, private, properly equipped and lighted area which your child can identify as a place for study.
- provide an appropriate time and environment for study, avoiding favorite television shows, playing with friends, etc.
- develop a routine that ensures all required assignments, books and materials are brought home; all assignments are completed and returned to school on time; students are organized in keeping and submitting homework.
- inform and discuss with the teacher problems arising from your child's homework or problems which may have a bearing on the nature and amount of homework that should be given.
- communicate with the teacher any concerns or questions. Do not criticize or belittle the assignment or the teacher to your child if you happen to disagree with the assignment or the teacher's methods. If you feel that the teacher is in error, quietly discuss the problem with the teacher or Principal. 27

- know what the school and particularly what the teacher is trying to do to help your child.

SCHOOL – COMMUNITY PARTNERSHIPS

Title 1

The purpose of the Title 1, Part A grant is to provide financial assistance to local educational agencies schools with high numbers or percentages of poverty children to help ensure that all children meet the challenging state standards. In addition, the funds are to support schoolwide and turnaround initiatives. Title I focuses on high standards, performance assessments, improving the whole school, accountability for results, professional development emphasis, school lead planning and decision making.

Title I School-Parent Involvement Policy

One of Maunaloa’s schoolwide improvement goals is to increase parent involvement. The policy below was designed to afford parents meaningful opportunities to participate in the education of their children at home and at school.

School Community Council (SCC)

The School Community Council is composed of responsible and committed representatives, (parents, teachers, administrator, staff, community members and students). The SCC advises the school regarding the planning, budgeting, implementation and evaluation of the Academic and Financial Plan. SCC meetings will be held monthly in the main office or cafeteria. SCC representatives serve as trustees or facilitators of the school’s vision and mission approaching issues from a united perspective. They also take responsibility for communicating with all role groups and for the benefit of all children rather than as individuals representing a role group and specific agendas. Finally, they determine the degree of community support and/or garner support for major initiatives

Volunteers-Due to COVID-19, no volunteers are allowed on campus.

School volunteers are an essential component of providing a comprehensive education for our children. All parents and community members are encouraged to volunteer at sometime during the year. All volunteers, including parents, are required to sign in and out at the office and receive a visitor’s pass.

Classroom Parents – Parents who are able to help in their child’s classroom to plan special events and assist on field trips should let the teacher know at the beginning of the school year. Parents are asked not to bring other children with them during classroom visits. **28**

Parent Volunteer – Parents who are willing to support the various school wide activities that occur throughout the school year are asked to contact our school.

Free / Reduced Lunch

Federal/state subsidized meal program application for free or reduced meals will be distributed to all students on the first day of school. Please complete and return the form to the school office as soon as possible, if you think your children qualify. Applications will be randomly selected for income verification.

Policy & Procedures on Food Leaving School Premises/Designated Eating Area

School meals (breakfast, lunch, and snacks) reimbursed under the federal programs are to be served and consumed as part of the school program on school premises. Therefore, school meals given to children to take home are not reimbursable. The term premises have been defined as those assigned eating areas for both students and adults. Guests must also eat their meals in the cafeteria or designated area on the school campus. **SHARING OF FOOD IS NOT ALLOWED! FOOD THAT IS NOT CONSUMED WILL BE DISPOSED** No food items - meals, leftover food, or USDA Foods - are to be carried away from the premises by any person. Any questions regarding the above can be addressed to Molokai High School Cafeteria Manager, 567-7121.

Meal payments will be made at the Main Office during 7am-2pm, (Monday-Friday). Adults, Visitors and Non-DOE Students must pay for their meal at the main office prior to participating in school meals. Schools will accept Cash or Money Orders. **Monies will NOT be collected at the cafeteria (Point of Sale).**

Negative Balances: Negative balances are not allowed for adults. When a customer’s account goes into a negative balance, that account will become inactive. The negative balance must be cleared and funds must be available to continue participating in school meals.

Breakfast is served from 7:15am - 7:45am. Parents and family members are welcome to join their child(ren) for breakfast.

Lunch is served from 11:25am - 11:50 am. Breakfast, lunch, and milk are served in the cafeteria for the following prices:

Price of Meals				
DOE Students:	1st Breakfast	2nd Breakfast	1st Lunch	2nd Lunch

Free Status	\$0.00	\$2.40	\$0.00	\$5.50
Reduced Status	\$0.30	\$2.40	\$0.40	\$5.50
Paid Status	\$1.00	\$2.40	\$2.25	\$5.50
Adult/Guest/Visitor	\$2.40	\$2.40	\$5.50	\$5.50
Extra Milk	\$0.60			

Home Lunch 29

Students may bring lunch from home instead of buying one. Students, who normally have school lunch, must inform their teacher when they bring home lunch. In turn, the student's teacher must inform the Meal Clerk via daily attendance form. It MUST contain all five compartments of Grains, Fruits/Vegetables, Dairy and Protein Products. NO SODA IS ALLOWED.

Milk Substitute and Students with Allergies

Children purchasing lunch and who are allergic to milk must have a doctor's note of verification before a substitution can be provided. This note must be turned into the Health Aide. Requests must be renewed each year as required by School Food Services.

Snacks

Students are allowed to bring a light snack. Snacks are to be eaten during morning and afternoon recess. Snacks should not be eaten during class.

Breakfast – Lunch Loans

The Department of Education has revised its "lunch loan" practice effective 2007. Maunaloa School will not make unlimited "lunch loans" (whether for breakfast or lunch) to students who do not have funds in their meal accounts. The maximum loan amount will be as follows:

Maximum loan for students:

Free meals	No loan
Reduced-price meals	\$1.00 maximum
Regular-priced meals	\$6.25 maximum

Special Occasions 30

When classroom or school events are planned and food is served, parents who are bringing food should consult with the classroom teacher in advance.

EXTRA-CURRICULAR OFFERINGS

Baseball, basketball, volleyball, etc. may be available as after school programs through the Maui County's Park and Recreational Program. Announcements for these programs will be sent home if they are being offered. Sometimes there is a charge for participation.

SCHOOL-WIDE ACTIVITIES

Here are some activities that may take place during the school year. Information about each event will be sent home to announce it and provide more information. In previous school years, these activities included Open House, Parent Conferences, Christmas Festivities, Makahiki Games, Jump Rope for Heart, Read Across America (Dr. Seuss Day), May Day, Sportsfest, and Curriculum Fairs.

EMERGENCY PROCEDURES

Maunaloa School has developed plans of action that will be followed in case there is a man-made or natural disaster. Procedures and responsibilities for all school personnel have been outlined. The following is a condensed version of our civil defense and disaster plan:

1. Parents/guardians will be notified by radio and/or television for instructions.
2. Pick up your child(ren) at the regular dismissal time unless otherwise instructed.
3. Avoid calls to the school to keep phone lines open for communication with emergency response personnel (e.g. police, fire, and emergency medical services).
4. Do not rush to the school campus. Keeping roads clear will allow emergency responders quick access while not exposing you to unnecessary danger.
5. The decision to close schools is made by the Complex Area Superintendent's office.
6. In any event, the Civil Defense Emergency Broadcast System (KGU 760 AM, KIM 870 AM, KSSK 590 AM/92.3 FM, KAIM 870 AM/95.5 FM) directions will be followed.

If several hours of warning is available, students will remain in their classes and be dismissed in an orderly manner from the classroom as parents or authorized relatives or friends (per Emergency Card) come to pick them up. In this circumstance only, parents/guardians should go directly to the child's classroom to sign out the child(ren). The school will make every attempt to contact each parent

or guardian by telephone (if it is operable) for children whose parents have not picked them up. Remaining students will be supervised by teachers until provisions are made to return home. We will not release any student unattended by an adult.

Emergency Drills 31

We participate in monthly fire and semester evacuations, lock downs and or shelter in place drills. All students and staff members participate in these drills. In case of an evacuation, students will follow the fire drill procedures and continue to a primary evacuation site (Maunaloa Community Park) or secondary evacuation site (Maunaloa Village Park).

Hurricane or Tropical Storms

Hurricane or tropical storm *watches* are issued by the National Weather Service 36 hours prior to the arrival of storm effects. Hurricane or tropical storm *warnings* are issued 24 hours in advance of reaching Hawaii. When a *watch* is issued, we will monitor the storm and make decisions to close before a *warning* is issued.

**Title I School and Parent Compact
Parent and Student Acknowledgment Form 33**

Maunaloa Elementary School will . . .

- provide a high-quality curriculum in an effective learning environment.
- inform parents of our school’s goals, objectives, policies, curriculum and special programs.
- ensure parents have a voice and presence in the planning and implementation of our school’s goals and objectives.
- invite and encourage parents to sit on the schoolwide planning committee(s), School Community Council.
- share and gather input concerning school performance data (e.g. student attendance, behavior, academic achievement, general learner outcomes).
- share information on the assessment we use and expected proficiency levels at parent teacher conferences at the end of the first and second quarters.
- provide individual copies of your child’s school and state assessments.
- accommodate parental requests for conferences at all times.
- communicate repeatedly to parents that their involvement can greatly enhance their child’s school performance.
- provide information, materials and training that help parents work with their children to improve their academic achievement.

As a parent of a Maunaloa Elementary child, I / we agree to participate in the following levels of participation (check all that apply):

- get my child(ren) to school and on time every day
- communicate with classroom teacher on an ongoing basis
- know the curriculum of my child(ren)’s classroom
- monitor television and video game viewing
- monitor and support your child(ren) with their homework
- encourage good study habits
- read to your child(ren) at least 10 minutes each day
- attend (at least two or more) standard based activities during the school year (e.g. Parent Conferences)
- volunteer (e.g. chaperone, clerical support, share interest and talents, tutor)
- know the school’s vision, mission, goals, and programs

- become aware and use various ways of supporting my child(ren)’s learning at home 34
- get involved in decision making activities (e.g.. School Community Council)

As a student, I realize that my education is important and that I am responsible for my own success. Therefore, I agree to do the following to the best of my ability. I will:

- attend school every day and be on time every day
- I do my best every day by actively participating in all my classes and school activities.
- return completed homework on time
- ask for help when I need it.
- respect and cooperate with other students and adults
- be prepared every day for each class by having the proper school supplies
- follow school rules for student conduct and keep myself and others safe.

I have read Maunaloa School’s School and Parent Compact. I have also read and discussed this handbook with my child. I understand my expectations as a parent of a child who will attend Maunaloa School. I will perpetuate and practice the school’s vision, mission, and goals to support my child as a student of Maunaloa Elementary School.

Child’s Signature	Date
Parents / Legal Guardian’s Signature	Date
Teacher’s Signature	Date
Principal’s Signature	Date