2026 - 2027

Handbook

HANALEI SCHOOL MISSION

To empower the school community to take responsibility for meeting the educational needs of all our students and to foster a desire for life-long learning.

HANALEI SCHOOL VISION STATEMENT

Hanalei School will be an empowered school community providing successful quality education for life-long learning.

HANALEI SCHOOL VALUES STATEMENT

We are an inspiring `ohana of student-centered educators, who nurture keiki to develop their gifts and talents to be happy, confident, life-long learners who are connected to their `ohana, community and ʻāina.

The Hanalei School Handbook is also on our website: **www.hanalei.k12.hi.us**

Hanalei School prides itself in serving as an ‘ohana for the children and adults who come on campus each day. We have always aspired to maintain a close partnership with parents and the community at large and are proud of our very active PTA and the opportunities it affords parents, students, and staff. Hanalei School is a K-6 public elementary school serving the Princeville, Hanalei, Wainiha and Hā’ena communities. It is one of the few schools in the state that received a 6-year term accreditation awarded by the Western Association of Schools and Colleges.

HISTORY OF HANALEI SCHOOL

Hanalei School is a small rural school which began as a missionary school in 1835. The school became Hanalei English School in 1881 and was adopted as a government school. This was the start of being a public school.

SCHOOL PHILOSOPHY

- Education is the process through which we discover that learning adds quality to our lives.
- Everyone deserves the opportunity to learn.
- Children are unique with their own talents, strengths, and needs.
- All children are active participants in the sharing of responsibility for their own learning.
- Active home support enhances and encourages learning.

GENERAL LEARNER OUTCOMES (GLOs)

The six General Learner Outcomes are the essential goals of standards-based learning for students in all grade levels and all content areas. All students are assessed on their progress in meeting these goals.

GLO 1: Self-Directed Learner - The ability to be responsible for one’s own learning.
GLO 2: Community Contributor - The understanding that it is essential for human beings to work together.
GLO 3: Complex Thinker - The ability to be involved in complex thinking and problem solving.
GLO 4: Quality Producer - The ability to recognize and produce quality performance and quality products.
GLO 5: Effective Communicator - The ability to communicate effectively.
GLO 6: Effective and Ethical User of Technology - The ability to use a variety of technology effectively and ethically.

ATTENDANCE

One of Hanalei Elementary School's top priorities is to educate the students that attend our school. **Consistent instruction and daily classroom readiness can only occur with regular on-time attendance.** We need your support to make attendance a priority. Please consult the Hawaii DOE and Hanalei School Calendar when scheduling vacations. If your child is going to be absent, please call the front office to let the school know. Please submit all doctor's notes to the front office.

Hanalei Elementary School will make a conscious effort to keep you informed about your child's attendance. **Please expect an automated call when your child is absent**. The following is our attendance policy and procedure:

- **3 consecutive absences:** Teacher or health aide may call to check in
- **5 consecutive absences**: Counselor is informed
- **7 unexcused absences**: School will send Attendance letter "A" to family to emphasize the importance of instruction and student learning.
- **10 unexcused absences**: School will send Attendance Letter "B" home requesting a meeting with the administration to discuss support for improving student attendance.
- **17 unexcused absences:** Parents & Principal meet to discuss chronic absenteeism, review the Hawaii DOE School Attendance Policy, and determine a specific goal to avoid a Family Court petition. In Hawaii, students are labeled chronically absent if they miss 17 or more days of school for any reason.

Hanalei School Contact Information

ADDRESS: Hanalei School
P.O. Box 46
5-5415 Kuhio Highway
Hanalei, Hawaii 96714

WEBSITE: http://www.hanalei.k12.hi.us

SCHOOL OFFICE: **808-826-4300**
FAX NUMBER: 808-826-4302

To reach school staff, please call the School Office.

Teacher Communication

- Each teacher has their own system for communication with parents. Your teacher will inform you what process is preferred.
- Every staff member at Hanalei School can be reached by email. **There is an updated Staff Directory on the Hanalei School website**. Staff emails use the following format, correct spelling needed to ensure delivery: firstname.lastname@k12.hi.us

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Minimizing Classroom Interruptions for Student Messages

To ensure our classrooms remain focused on learning, we kindly request that **all non-emergency messages for students come through the school office**. Please finalize any after-school arrangements or other plans with your child **before the school day begins**. This helps us protect valuable instructional time for everyone.

In the event of a genuine emergency, parents may call the school office to have a message delivered. **Please understand that we can only interrupt classes for serious emergencies.** Otherwise, emergency messages will be delivered to your child's teacher as soon as possible, and they will relay it at an appropriate time.

Daily Schedule

7:15 A.M. – 7:40 A.M.
Breakfast in the Cafeteria or Front Field Play

7:40 A.M. First Bell
Students go to Class

7:45 A.M. School Starts

Students arriving after the second bell must check in at the office for a tardy slip.

Morning Recess

9:40 A.M. – 9:55 A.M.

Lunch & Lunch Recess

11:40 A.M. – 12:00 P.M.
Lunch: Grades K, 1, 2
Recess: Grades 3, 4, 5, 6

12:00 P.M. – 12:20 P.M.
Lunch: Grades 3, 4, 5, 6
Recess: Grades K, 1, 2

SCHOOL DISMISSAL:

2:00 P.M. (Mon, Tues, Thurs, Fri)
12:45 P.M. (Wednesday)

DOE School Calendar, Hanalei School Calendar of Events and updated announcements can all be found on the school website: **www.hanalei.k12.hi.us**

Behavior Expectations

Hanalei School encourages the positive behaviors of **be safe**, **be respectful**, and **be responsible**.
Students are reminded of these in classrooms, at recess, and at quarterly assemblies.
Students are recognized for exemplifying the GLOs throughout the day and positive GLO behavior is reinforced through the “GLO Gotcha Program” and “Market Day” events.

Hanalei Elementary School

School-Wide Behavioral Expectations

Be Respectful, Be Responsible, Be Safe

	HĀ Outcome	GLO Alignment	Caefeteria	Assembly	Classroom	Sidewalk	Playground
	Belonging He Pili Aloha	Community Contributor	• Sit with your assigned group. • Clean up your area. • Share table space.	• Enter and exit quietly. • Listen respectfully. •Participate appropriately.	• Share and take turns. • Include all classmates. • Use kind words.	• Walk quietly on the right. • Keep hands & feet to yourself. • Acknowledge others.	• Invite others to play. • Resolve conflicts peacefully. • Respect equipment.
	Responsibility Kuleana	Self-Directed Learner Quality Producer	• Dispose of trash properly. • Return trays/utensils. • Manage your own food.	• Follow the speaker's instructions. • Stay in your seat. • Clap appropriately.	• Complete assignments. • Take care of materials. • Be on time.	• Follow directions. • Stay with your class. • Keep the area clean.	• Follow game rules. • Use equipment safely. • Report problems.
	Excellence Hō'ike Imua	Quality Producer Complex Thinker	• Eat nutritious foods. • Practice good manners. • Finish your meal mindfully.	• Pay attention. • Learn something new. • Show your best self.	• Do your best work. • Ask questions. • Learn from mistakes.	• Walk with purpose. • Show self-control. • Focus on your destination.	• Challenge yourself safely. • Encourage others' efforts. • Try new activities.
	Aloha Aloha	Community Contributor Effective Communicator	• Share seating courteously. • Offer to help clean up. • Be patient in line.	• Be an attentive audience. • Show appreciation. • Respect diverse opinions.	• Listen actively. • Offer help. • Use polite language.	• Greet others respectfully. • Hold doors for others. • Use a quiet voice.	• Share equipment. • Use positive language. • Include everyone in games.
	Total Wellbeing Pono	Self-Directed Learner	• Eat a balanced meal. • Maintain hygiene. • Practice mindful eating.	• Sit comfortably. • Get enough rest. • Be present and focused.	• Take breaks when needed. • Manage emotions. • Ask for support.	• Walk safely. • Maintain personal space. • Stay hydrated.	• Engage in physical activity. • Drink water. • Take turns to avoid frustration.
	Hawaii Ha'aheo	Community Contributor Self-Directed Learner	• Value local food traditions. • Share stories from home. • Respect diverse cultures.	• Learn about Hawaiian history. • Appreciate cultural performances. • Show respect for traditions.	• Learn Hawaiian words/phrases. • Appreciate local stories. • Respect cultural practices.	• Respect school property. • Care for the ʻāina (land). • Use proper waste disposal.	• Care for the outdoor environment. • Learn about native plants. • Practice stewardship.

“E hoʻokūkū mākou i ka HĀ a me nā GLO”

-Let's strive for HĀ and GLOs-

We also follow the State of Hawaii (Chapter 19) Discipline policy. You may refer to the Chapter 19 booklet for more information on types of infractions and possible consequences.

Please notify your child’s teacher, counselor, or principal right away if you feel your child is being teased or bullied. The information on the following two pages describes in more detail the behavior expectations at Hanalei School.

HANALEI SCHOOL CODE OF CONDUCT

- **REGULAR ATTENDANCE** - Students are expected to attend school regularly and to attend all classes.
- **PUNCTUALITY** - Students are expected to be on time for school.
- **WORK HABITS** - Students are expected to be prepared for and to participate in each class, to strive to meet performance standards, to have necessary class materials, to complete class work and homework accurately and on time, and to prepare for quizzes, tests, and projects.
- **RESPECT FOR SELF AND OTHERS** - Students are expected to be honest, to behave with dignity, and to treat others with respect.
- **RESPECT FOR PROPERTY** - Students are expected to treat all property, materials and resources with care.
- **STUDENT BEHAVIOR** - Progressive Discipline will be applied for Chapter 19 offenses.
- **PARENTS / VISITORS** - All Parents and Visitors must sign in at the school office before proceeding to their designated location.

Continuous Notice of Non-Discrimination

The Hawaii State Department of Education (HIDOE) and its schools do not discriminate on the basis of race, color, sex (including gender identity or expression), sexual orientation, condition of pregnancy, act of breastfeeding or expressing milk, religion, national origin, ancestry, age, physical or mental disability, genetic information, marital status, arrest and court record (except as permitted by applicable laws), income assignment for child support, national guard absence, uninformed service, veteran status, citizenship status (except as permitted by applicable laws), credit history or credit report (unless directly related to a bona fide occupational qualification), domestic or sexual violence victim status (if the domestic or sexual violence victim provides notice to the victim's employer of such status or the employer has actual knowledge of such status), or any other classification protected under applicable state of federal laws. Please direct inquiries regarding HIDOE nondiscrimination policies as follows:

Beth Schimmelfennig, Director
Rhonda Wong, Compliance
Krysti Sukita, ADA/504
Anna Tsang, Title VI
Alphonso Braggs, Compliance
Blue Kaanehe, Title VII
Nicole Isa-Iijima, Title IX
Dana Takahara-Dias, Title IX, Athletics

Civil Rights Compliance Branch
Hawaii State Department of Education
1390 Miller Street, Room 416
Honolulu, HI 96813
(808) 586-3322 or relay
CRCB@k12.hi.us

Transportation

Students arrive at Hanalei School in many different ways:

- **Walk to school**
- **Ride your bicycle** – Walk bicycle once you reach the front gate. Please park your bicycle in the bicycle rack located outside the Principal's Office by the ramp (at owners risk).
- If Skateboards or Surfboards are brought to school they must be stored outside the Principal's Office by the ramp (at owners risk).

Bus Pass Payment Information

BUS FEES: ONE-WAY ($36) OR ROUND TRIP: ($72)

- **School Bus** – Check with the school office to receive a bus application and pay bus fees. Bus riders are approved on a first come, first served basis, so **please submit applications with payment ASAP when the quarterly window is open:**

  Quarter 1: Jul. 13 to Aug. 7, 2026
  Quarter 2: Sept. 14 to Oct. 12, 2026
  Quarter 3: Dec. 7, 2026 to Jan. 8, 2027
  Quarter 4: Feb. 22 to Mar. 22, 2027

Any applications submitted before the new period opens or after the period has closed will automatically be denied.

A **School Bus Handbook and Application Form** and more bus info is available at the following:
https://hawaiipublicschools.org/school-services/eligibility-applying/

You have two main ways to pay for your quarterly bus pass:

- **Online Application:** If you start applying online, you will need your child's school ID number which can be found on their report card. You must continue to complete the process online with a credit card payment once you receive verification which could take up to 48 hours. Be aware, online payments may experience a delay in verification, which could impact your seating availability. You will be notified by EZSchool Pay once the application has been approved by Hanalei School to make your payment by credit card.

- **In-Person Payment (Payable to Department of Education):** For immediate verification, you can pay in person using **exact cash**, a **cashier's check**, or a **money order**.

- **IMPORTANT: The DOE has a firm "No Refund" policy on all school bus pass purchases.**

***Locations of Bus Stops and Route info** can be found in the Hanalei School front office.

Drop-off / Pick-up

- Students need to exit or enter the vehicle out of one of the right hand side passenger doors.
- Please keep traffic flowing along the red curb; there is **no parking allowed at the red curb.**
- If you need to park, please pull into an empty stall in the front parking lot; do not double park and block others in.
- No parking, drop-off, or pick-up is allowed behind the office or behind the cafeteria and library.
- Please use the crosswalks for your safety.
- Remain on the porch in front of the office/health room when waiting for students after school.

Dress Code

Students, staff and parents are required to follow the guidelines below while on campus.
Please Wear:

- **Appropriate Footwear- Every student needs to bring footwear to school every day.** (i.e. tennis/gym shoes, slippers, sandals, etc., no high heels.) Footwear is required to be worn while in the cafeteria, bathrooms, and basketball court.
- **Clothing that covers your midriff and undergarments**
- **Clothing with appropriate messages**
- **Shorts and skirts** of a reasonable length.
- **A SMILE!**

School Meals

All students are encouraged to eat breakfast and lunch daily.
Breakfast and Lunch Payments can be made at our school office between 7:30 am – 2:30 pm. Cash is accepted or you may make checks payable to: **The Department of Education.** For online deposits into your child's lunch account, please go to: **www.ezschoolpay.com** for credit card payment. You will be notified when the balance becomes low. Please do not let the account lapse into a negative balance.

Student breakfast: $1.10 per breakfast
2nd Student Breakfast: $3.50
Reduced Breakfast: No Charge
Student Lunch: $2.50 per lunch
2nd Student Lunch: $7.50
Reduced Lunch: No Charge
Adult Breakfast: $3.50
Adult Lunch: $7.50
Separate or additional milk purchase: $.90

An application is sent home at the beginning of the school year that families can fill out to gauge their eligibility for free or reduced meal status. The Food Services Branch makes that determination and will notify you by mail.

*****Note: There will be a $5 replacement fee for lost lunch cards*****

Lunch and Snack From Home

Children bringing a lunch from home should have it clearly marked and in a container that can be kept in your child's backpack. **No glass containers.** There is no microwave or refrigerator for student use.
Students are asked NOT to share their food with other students due to allergies and other concerns. Healthy foods are highly encouraged. The following are guidelines of **foods <u>to avoid</u>**:

- All food and beverage items listing sugar, in any form, as the first ingredient, such as candy
- Caffeinated drinks, such as soda or energy drinks
- Takis and other artificially flavored spicy foods
- Larger Family size packages

WATER

- Students are encouraged to bring water flasks to school each day. There are 2 bottle refill stations on campus

Academic Support

Hanalei School has developed a master schedule to provide comprehensive student support that ranges from basic support for all students, to specialized services from school staff, other Department of Education staff, and/or other agencies.

The first point of contact is your child's classroom teacher, so feel free to discuss concerns with them. Please set an appointment to do this so the teacher can give you his/her full attention without distractions. Your teacher might also call you to discuss the progress and needs of your child.

If further supports are indicated, either you or your child's teacher may contact the Student Services Coordinator (808-826-4300)

Toys at School

Students need to leave their toys at home unless they are invited to bring a toy (by the teacher) for the purpose of show and tell/sharing in class. In those cases, the toys must remain in the backpack until the teacher specifies that it is time to take them out.

Cell Phone Policy

If you want your child to bring a cell phone to school, we require that it is out of sight and remains in their backpack and turned off while on campus and on the bus, unless permission is granted by the teacher to use the phone under special circumstances.

No videos/photos of other students or adults are to be taken at school or on the bus, including before and after school.

Parent Volunteers

Parent involvement is welcome at Hanalei School. There are many ways to become an active participant. The listing below describes *some* of the ways you can be of assistance while helping not just your child, but the school at large.

- The Hanalei PTA (Parent Teacher Association) is a wonderful way for you to be involved at the school. The PTA depends on committee leaders and helpers to successfully support Hanalei School. Please contact info@hanaleipta.org for more information.
- The Hanalei SCC (School Community Council) is another way to become involved.
- Check with your classroom teacher to see how you can assist with your child's class. Sometimes, helping at home to assemble kits, or pre-cut materials can be a huge help.

Doctor Appointments

Hanalei School requests that doctor appointments are made for after the school day. Knowing it isn't always possible to do that, the process is as follows:

- Parent checks in at the school office.
- The office will call the classroom and inform the teacher that the student is leaving school for an appointment.
- Parent waits for the child at the office.

If the appointment time is such that the student can return to school afterwards, the parent checks the student back into the office and then the student returns to class.

Safety Drills

Safety for all is an important element that is maintained throughout the school day. Hanalei School routinely practices safety drills: fire, lockdown, earthquake, tsunami, shelter in place, bus evacuation, and off site evacuation.

Hanalei Bridge - School Closure due to Flooding

- School closure is determined by the Department of Education.
- Parents are encouraged to use their judgment whether or not to keep their child at home during uncertain weather conditions.
- School closures and important notifications will be posted at:

  School website: www.hanalei.k12.hi.us

  Hanalei School Instagram: hanalei.school

- School Messenger automated messaging will be generated to all parents/guardians in the event of an evacuation or closure during school hours. Please make sure that your information is updated in the office.
- IF the river begins to rise while school is in session, school emergency plans will be carried out in accordance with information indicated on the student's **Emergency Closing of School Form**. Please keep your information updated with the office.
- **Please do not come to the school to pick up your child if you indicated on the form that you will pick them up at the Princeville Evacuation Location (Princeville Public Library).** The school will be in the middle of implementing emergency closing procedures, and taking time to alter plans for individual students can cause significant delays in evacuating all students in a timely manner. **Princeville side students can be picked up at the Princeville Public Library following a school evacuation.**
- **Families in the Hanalei, Wainiha and Hā'ena areas should pick up their students in the school cafeteria following a school closure.** There is no bus service to this area for school evacuations and closure.

Mahalo for being a part of our Hanalei School 'Ohana!