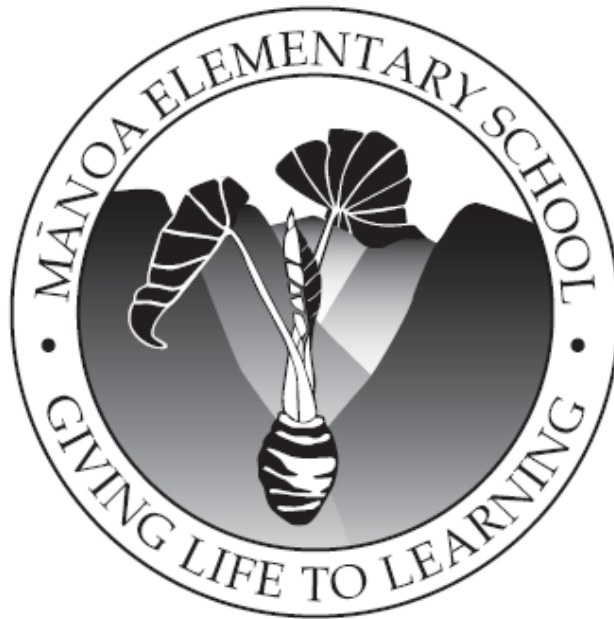


# MANOA ELEMENTARY SCHOOL



## STUDENT/PARENT HANDBOOK

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## Manoa School Song

Written by Helen "Aunty Loke" Hewlen

"This mele is dedicated to the 1994-1995 outgoing 6<sup>th</sup> grade class and the school I have grown to love."

### Verse 1:

We stand so proud today  
We stand with dignity  
We are the children of  
Manoa  
And we pledge our loyalty,  
To Manoa...Manoa School.

### Chorus:

We search for knowledge  
You strengthen our every  
stride  
You are there to guide us  
We stand side by side  
With pride  
To Manoa...Manoa School

### Verse 2:

We stand so proud today  
We stand with unity  
We are Na Keiki O Manoa  
And we pledge our loyalty,  
To Manoa...Manoa School.

**Colors:** Green and Yellow

**Mascot:** Tiger

## Pride of Manoa - "The Tiger Song"

Tigers here, Tigers there,  
You will find us everywhere.  
We're Manoa School Tigers you see.  
We stand proud. We stand tall.  
We're the very best of all,  
We're Manoa School Tigers you see.

We will rise to the test,  
And be our very best.  
Tigers you know are very strong.  
Yes we are.  
We will stand for truth.  
We are Manoa's youth.  
We're Manoa School Tigers you see.  
We're Manoa School Tigers you and me.

## Me Ka Rain Tua Hini O Manoa (Manoa School Song)

by members of the Akiona Family

Wehiwehi nei pua  
Na'u e kui  
Keki pona ia  
Me Ka ma 'o  
A he pua kapu ia  
Na ka manu  
Na ka i'iwi polena

### Chorus:

Kaulana e ka ua  
I wa'a hila  
I ka hehi I ke oho  
O ke pili  
Ho'okahi no oe o laila  
Me ka rain tua hini o Manoa.

# General Information

## School Schedule

### Grades K-2

7:55	Warning bell rings
8:00	School Begins
8:00 - 9:45	Class
9:45 - 10:00	Recess
10:00 - 11:30	Class
11:30 - 12:00	Lunch
12:00 - 12:15	Recess
12:15 - 2:15	Class (1:30 on Wednesday)

### Grades 3-5

7:55	Warning bell rings
8:00	School Begins
8:00 - 9:45	Class
9:45 - 10:00	Recess
10:00 - 12:15	Class
12:15 - 12:45	Lunch
12:45 - 1:00	Recess
1:00 - 2:15	Class (1:30 on Wednesday)

## Attendance Policy

### *The Legal Posture*

§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.

### ***Definition of Absent and Tardy:***

We encourage all students to attend school daily for optimal learning and to develop good habits. A child who is chronically absent/tardy from school may not only suffer immediate consequences but may be denied future educational, economic and social opportunities. Studies have revealed a strong association between attendance patterns in students' first two years of school and their 3<sup>rd</sup> grade performance. Moreover, chronic absenteeism may increase a child's risk of dropping out of school, unemployment and incarceration.

A student is absent if he or she is not physically present in school for at least half the day unless on an authorized school activity. Leaving school before 11 a.m. or arriving after 11 a.m. is also considered an absence. Absences may be considered excused depending on the reason and with principal's approval.

A student is marked tardy if he or she reports to school or class after 8:00 a.m. Students that arrive after 8 a.m. should report to the office, where they will be issued a tardy slip.

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 explaining the condition and the days that the student will be absent from school. If a doctor's note is not provided within 48 hours, the absence(s) will be considered unexcused.
- Parent/guardian Notification (note/call) — Parent notification will excuse the following situations: family funerals or other family emergencies.
- Health concerns that occur during the school day — Incidents (ukus, vomiting, diarrhea, bowel/urinary accidents or other illnesses) that may be cause for a student's release from school will be considered an excused absence.
- Out-of-school suspension
- Family Court hearing and hearings involving foster children — If court note is provided, absence(s) will be excused.
- Special circumstances approved by the school principal

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

- traffic
- oversleeping
- car trouble
- lack of transportation
- lack of childcare
- refusal to attend school
- eating breakfast
- bad weather
- walking to school
- babysitting
- caring for family member
- entertaining visitors
- cleaning for home inspections
- camping
- sports competitions
- special parties/celebrations

### **Attendance Procedures**

Parents/guardians reporting an absence/tardy should call the office (988-1868 ext. 222) by 8 a.m. **An automated system will call the parents of a student who has an unexcused absent/tardy. If you already informed the office of the absence/tardy, please disregard the message.**

#### ***Excessive absence procedure:***

##### **If a student is absent 5 times**

- A letter will be sent home to notify you. When you receive the notice, please sign, date and return it back next day.

##### **If student is absent 10 times**

- The counselor will be notified and will send an absence letter home to the parents. When received, please sign, date and return it back the next day.
- The school will consult with the school social worker regarding attendance.

##### **If a student is absent 15 times**

- The counselor will be notified and will send an absence letter home to the parent. When received, please sign, date and return the notice back the next day.
- The counselor will make a home visit as needed.
- The counselor will notify the principal or vice principal, along with the school social worker, who will follow up with a phone call to the parents and/or hold a conference.

If absences continue after the third letter is sent, our school and the social worker will consult to decide if the case will be referred to Family Court.

### **Tardies**

The warning bell rings at 7:55 a.m. and the tardy bell at 8 a.m. If your child comes to school after 8:00, please report directly to the main office.

#### **Excessive Tardy Procedure:**

##### **If a student is tardy 5 times a quarter**

- A letter will be sent home to notify you. When received, please sign, date and return it back next day.

##### **If student is tardy 10 times a quarter**

- The counselor will be notified, and a tardy letter is sent home to the parents. Please sign, date and return it back the next day.
- The school will consult with the school social worker regarding attendance.

### **If a student is tardy 15 times**

- The counselor will be notified and send an absence/tardy letter home to the parent. When received, please sign, date and return the notice back the next day.
- The counselor will make a home visit as needed.
- The counselor will notify the principal or vice principal, along with the school social worker, who will follow up with a phone call to the parents and or hold a conference.

### **Vacation/Trip Policy**

We highly encourage all families to schedule vacations when school is out of session. Trips during school days affect the student's performance and can be a disruption to his or her learning. Thus, the following is in effect:

Vacations/trips will not be approved by administration unless it is sponsored by the school or is due to a family emergency.

Vacations/trips 10 consecutive school days or more;

- Will be considered unexcused absences and student will be released from Manoa School
- Upon return from the trip, student may be re-enrolled to Manoa School
- Teachers will not be required to provide homework or make-up work

### **Homework Pickup**

If your child is absent, homework may be requested on the second consecutive day. No homework is provided if a student is absent for only one day. It is expected that you will be able to complete assignments upon return to school the next day.

Please make your request for homework assignments before 9 a.m. through the office. Parents may leave a message at the absentee hotline (988-1868 ext. 222). Homework can then be picked up at the office between 2:30 and 4 p.m.

### **ID Cards**

All students will receive a Manoa School ID card at the beginning of the year following school picture taking. Students are required to wear their Manoa School ID when on campus. If your child loses his or her ID card, replacements can be purchased for \$5 at the front office.

### **Automated Meal System**

Deposits to a student's eTrition account are made by placing a check (made to Manoa School) or cash in a sealed envelope labeled with the child's name, grade and room number. Please place your payments in the drop box at the main office as teachers will not collect lunch payments. Online payments can be made at [www.ezschoollpay.com](http://www.ezschoollpay.com). Payments/deposits may be split between siblings within the same school.

Please maintain a positive balance in your child's account. Requests to view your child's account history may be made at the office. You may also register an online EZ Meal Pay account ([www.ezschoollpay.com](http://www.ezschoollpay.com)) to access your child's account history and make payments. Students with low balances are sent home a reminder, and those with negative balances will receive a phone call from the school.

Free and reduced lunch applications can be completed on [ezmealapp.com](http://ezmealapp.com) or picked up at the office. Second breakfasts, lunch entrées, and extra milk and juice are full price regardless of eligibility. Parents who want to buy breakfast are issued a meal card. No cash transactions are allowed in the cafeteria.

In order for a student to receive juice instead of milk, a doctor's certificate must annually be given to the cafeteria manager. A doctor's certificate should be submitted at the beginning of the school year.

Meal prices:

Breakfast	\$1.10 - Full price student \$.30 - Reduced price student \$2.40 - Adult, non-student or subsequent breakfast
Lunch	\$2.50 - Full price student \$.40 - Reduced price student \$2.00 - Second student entrée \$5.50 - Adult, non-student or subsequent lunch
Milk	\$.60 if purchased separately
Juice	\$.60 if purchased separately at morning recess

## **Peanut-Free School**

Due to the presence of students on campus with severe peanut allergies, Manoa School is a peanut-free school. To ensure the health and safety of all of our students, we ask your cooperation in not packing any products containing peanuts in your child's snack or lunch.

## **Wellness Guidelines**

The Department of Education (DOE) recognizes that there are links among nutrition education, food served in schools, and amount of physical activity. To enable the development of life-long healthy habits, all public schools implement wellness guidelines based on the following principles:

- Healthy students are better able to learn;
- Eating habits and active lifestyles developed in childhood will affect health throughout life; and
- All children deserve nutritious and safely prepared food.

In alignment with the DOE wellness guidelines, we are asking that all snacks brought to school by your child follow the guidelines below:

- Beverages should not exceed 12 ounces, with the following exceptions: water and 1% fat milk.
- Products containing 2% milk fat or more, do not exceed 8 ounces.
- Limit sugar
- Avoid food of minimal nutritional value: soda water, hard candies, jellies and gum candies, marshmallow candies, spun candies, candy-coated popcorn, and cupcakes.
- Encourage healthy alternatives: fruit, yogurts, granola bars, vegetables, wheat crackers, cereal snacks.



## **Health Services**

If a student becomes ill or is injured, first aid care will be provided by the health aide. If she determines a student is unable to remain in school, a parent/guardian will be contacted, and they will be responsible for immediate pick-up. If the health aide is absent and there is no substitute provided, the office will call the parent to pick up students who are ill. Please keep your child's emergency card updated and list alternate contacts in case parents/guardians cannot be reached.

It is important to notify the school of any health problems. The health aide is also responsible for reviewing all school health records. Medication should be taken at home as much as possible; however, prescription medication for an individual child can be held and administered by the health aide after a parent and doctor complete Form 36 (Request for Administration/Storage of Medication in School). Teachers are not allowed to hold or administer medication at any time. If the health aide is absent and no substitute is available, no medication will be given. A parent will be called to administer any medication. A new Form 36 is required for each school year. All medications at school require a Form 36. The health aide will contact parent/guardian when the medication supply runs low. At the end of the year, all unused medications stored in the health room needs to be taken home.

## **School Rules and Procedures: Respect and Responsibility**

Maintaining a safe and secure campus, based on positive relationships among the children and adults of the Manoa School community, is the foundation in which active learning and character building occurs. We recognize core ethical values such as compassion, integrity, respect, responsibility and self-discipline as important in developing basic understandings about the appropriateness of our words and actions in daily interactions.

The Manoa campus rules work in conjunction with the above to support the emotional and social development of our students. Teachers review and discuss these rules periodically throughout the year to promote the understanding of, respect for and compliance with rules. It is the responsibility of each student to know follow each rule.

### **General Campus Rules**

- I. Before school - School supervision is not available before 8:00 a.m.
  - a. Students who arrive early should sit quietly on the lanai area in front of the classroom until the teacher opens the door.
  - b. Students may eat breakfast in the cafeteria; service begins at 7:15 a.m. Early arrivals must wait in front of the cafeteria entrance.
  - c. No ball playing, running around or climbing on play equipment.
  - d. Obey instructions of JPO campus walkers.
  - e. Once you come on campus before school, you may not leave campus.
- II. During school
  - a. Skating, rollerblading, bike riding and skateboarding are not allowed on campus - including on the blacktop - at any time during school and non-school hours.
  - b. Walk on the sidewalks and stairways. Crossing the grass between buildings is not allowed.

- c. Report to classes on time.
  - d. Remain on campus during school hours. Students may only leave campus with an off-campus pass from the office and when accompanied by a parent or parent designee. Students will be picked up at the front office.
- III. After school - Leave campus immediately after school unless given permission by teacher to remain. Parents must be notified ahead of time if students remains on campus by teacher request. Students enrolled in A+ must report directly to the cafeteria. JPO directions must be obeyed when crossing streets.
- IV. Off-limit areas to students
- a. The roads surrounding the school
  - b. The parking lots and any construction areas
  - c. Lanai areas during recess and lunch, with the exception of rainy day recesses.
  - d. Manoa Park unless under teacher/adult supervision

Failure to follow these rules may result in classroom and/or office consequences. All schools in the State of Hawaii follow Chapter 19, which dictates the rules and consequences of student misbehavior. Parents and students should be familiar with Chapter 19 rules. A copy is located in your child's first day packet.

Please note that Manoa School practices zero tolerance for any type of harassment or bullying. This includes any form of teasing, rough play, fighting, swearing, inappropriate comments or touching, and cyberbullying. Zero tolerance applies to all areas on campus and on study trips. Please discuss this message with your child and report any concerns to your child's teacher, counselor or the vice principal.

## Recess Rules

Recess is the time for students to relax, converse with friends and play. This is also the time for everyone to use the bathroom. Appropriate and safe play behavior is expected at all times. Consequences may involve a time out or further referral to teachers, counselor or administration.

During recess, students can stay in the classroom with teacher's permission, use the bathroom, go to library or tech lab during their designated time, or play outdoors with weather permitting. When the bell rings, students must freeze in place. Students will walk back to class once an adult blows the whistle.

Outdoor recess - students are permitted to play only in designated areas.

Kindergarten area (playground fronting Rooms 9-13)

- Students may use playground equipment by schedule.
- Students are not permitted to use balls or jump ropes, unless otherwise directed by teachers.

Grades 1-2 area (playground fronting Rooms 26-35)

- Students may use playground equipment appropriately and by schedule.
- Students are not permitted to use balls or jump ropes, unless otherwise directed by teacher.
- Students must avoid muddy or wet areas.

Grades 3-5 area (see blacktop area map on p.28)

- Ball playing is allowed in designated areas of the blacktop according to rules accepted by MSSA. Rules are posted in the classrooms. No throwing or bouncing of playground balls against building walls and classroom lanais
- Grades 4-5 students may play basketball on the designated basketball courts.
- Football, baseball, soccer and dodgeball are not permitted.
- Agreed upon games, Tether ball and Four Square are played in grade-level areas.
- Students must ask for adult permission before retrieving stray balls and to use the bathroom.

- Students reading or studying may sit on the cement platform fronting the green door bathroom or along the cafeteria side walk.
- At the end of recess, the ball monitor must return the ball to the bag/bin.
- Students are allowed to remain in their classrooms only if their teacher is present.
- MSSA, JPOs and Menhunes are excused to their meetings on designated days.
- Students must get permission from the supervising adult before going to the bathroom. Drinking water is accessible with prior permission.
- Library use during recess - Students practicing school rules and with may use the library during their designated time. Students may browse, borrow, study and use available computers.

Rainy Day Recess - If it begins to rain during recess, a yard duty teacher will blow the whistle and students must return to class.

## **Cafeteria/Lunch Rules**

All students must receive a lunch. Lunch is a time for students to enjoy a nutritious meal and to experience social interaction with each other. The 3 Be's should be followed at all times in the cafeteria. Inappropriate behavior may result in consequences like eating at another table or in the office.

### Lunch Line

1. Students line up outside of the cafeteria until an adult supervisor directs them to enter. Students with home lunch should proceed to their table once their class enters the cafeteria.
2. Appropriate line behavior is expected at all times. Students must remain in a single-file line. Cutting or saving a place for another student is not permitted. Students who are late and not in line with their class must go to the end of the existing line.
3. Pick up a tray with milk and hold it with two hands.
4. State your last name to the lunch scanner to have your lunch charged to your student account.
5. Go directly to your designated class table.

### At the Table

1. Students are encouraged to try at least one bite of each item on the tray. Sodas and snacks are not allowed. Food is not to be shared.
2. Appropriate table behavior is expected at all times. Students should talk with quiet voices. Shouting, throwing food, playing and any other inappropriate behavior is not permitted.
3. Each student is responsible for keeping his or her area clean. If an accident occurs, the student should clean it up.
4. Students who need help must raise their hand, and an adult will respond. Students may use the bathroom only with the adult supervisor's permission. Return to the cafeteria promptly.
5. Lights will be turned off as a signal for students to be quiet and listen for instructions.
6. After eating, students are to close milk spout, push the tray to the center of the table and put their heads down. An adult supervisor will dismiss students when the entire table is ready. Visiting other students or wandering around the cafeteria is not permitted.

### Tray Return

1. Plate, utensils and uneaten food is placed in rubbish can. Close milk spout before throwing away.
2. Walk out of the cafeteria.

### Table Monitors

1. Each homeroom will assign two table monitors to wipe tables and benches and sweep the floor area. Classes must have a contingency plan should the monitor be absent.
2. Monitors will sit at the end of the table on the middle aisle.

3. After the class is excused, monitors will remain to wipe or sweep.
  - a. Wiper: Get a clean table towel from the pan. Wipe the tables and benches. Place used cloths on the tray for dirty table towels.
  - b. Sweeper: Get broom and dust pan. Clean under the table and the surrounding area. Brush dust pan clean before returning it.

After the job is completed, monitors will sit at the end of their table until an adult supervisor can check the work and excuse them.

## **Drug-Free School Statement**

The Department of Education and Manoa Elementary School are committed to maintaining a drug- 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 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 and/or dismissal from school. 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. We are committed to provide drug education, health, and guidance programs and services. Through our partnership, we can keep our schools free of drugs and ensure a healthy, safe and secure environment for all of you.

## **School Rules and Procedures**

In addition to Chapter 19, students must understand and follow the Manoa School campus rules. Teachers review and discuss these rules periodically throughout the year to promote understanding of, respect for, and compliance with the rules. It is the responsibility of each student to know and follow each rule. Failure to follow these rules may result in consequences outlined in your child's grade level learning responsibilities plan.

### **Attire**

Good grooming helps to develop self-confidence and self-esteem. Short shorts, spaghetti straps, strapless or halter tops, T-shirts with inappropriate graphics/words, high-heel shoes and makeup are inappropriate. Students wearing unacceptable clothing will be sent to the office with a behavior referral. Hats to protect from the sun are allowed outdoors, but not indoors.

For safety reasons, we expect that students will have slippers or shoes on their feet when out of the room and on campus. On sunny days, the blacktop gets blistering hot. Sneakers are needed for physical education class. Study trips require either covered shoes or sneakers.

### **Contraband**

NOTE: These are examples, and items are not limited to the following:

- Potentially dangerous items such as pocket knives, daggers, darts, sharp instruments, tops, yo-yos, 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)
- Items that are unnecessary ("attractive nuisances") or disruptive at school, such as hair color, hair spray, hair glitter, perfume, toys, pets, etc.
- Expensive items
- Cell phones - Students may bring cell phones to school; however, they must be kept in their backpacks and remain off during school hours. Calls should not be made or answered while school is in session. In the event of an emergency, the school will notify parents or student, and parents should call the school if an emergency occurs.

### **General Learner Outcomes**

**Self-Directed Learner**, 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 Thinking**, 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 User of Technology**, the ability to use a variety of technologies effectively and ethically

The GLOs are the overarching goals of standards-based learning and are an essential part of all academic disciplines. They address factors like responsibility, work habits, behavior, social interaction, thinking skills, metacognition, and assessment of quality performance. Attainment of standards supports the GLOs, and progress toward the GLOs supports attainment of the content standards. Together, GLOs and the content standards enable learners to lead full and productive lives.

## **Positive Behavior Support Program (PBS)**

Manoa School runs a Positive Behavior Support (PBS) program as a systematic approach to encourage proactive social behavior in students and to prevent any behaviors of concern. A school cadre, run by the school counselors, meets periodically to maintain and improve schoolwide initiatives that support the school climate and student well-being.

### **I. 3 Be's and the Positive Behavior Expectations Matrix**

Along with the *General Learner Outcomes*, Manoa School has adopted the 3 Be's: "Be Responsible, Be Respectful and Be Safe" as a reminder to all students about expected behavior. Students are to show behaviors aligned with the 3 Be's in all settings. Please see the Behavior Matrix at the beginning of the book for a more detailed description of the school's positive behavior expectations.

### **II. Tiger Paws**

A main component of Manoa School's PBS program is Tiger Paws. Tiger Paws are slips of paper given to students who have been "caught being good." Tiger Paws are awarded in all settings (cafeteria, hallways, classrooms, field trips, etc...) to students who are caught practicing the GLO's or the 3 Be's. During the first semester, students can enter their Tiger Paws in a weekly drawing to win exciting prizes. During the second semester, the weekly drawings are replaced by the Tiger Paw Store, where students can bring their Tiger Paws to redeem prizes.

### **II. Character Education Program**

To support character development, each month of the school year has a value associated with it. The faculty at Manoa School agreed that these are values that our students should possess. Mini-lessons or activities associated with the value of the month will be ongoing throughout the year. **Values of the month:** August - Responsibility, September - Respect, October - Safety, November - Appreciation, December - Sharing, January - Tolerance, February - Leadership, March - Honesty, April - Perseverance, May - Empathy.

### **III. GLOW (General Learner Outcomes Winner) Award/Superkids**

The GLOW award honors students in grades PK through 5. Throughout the quarter, they have consistently exhibited behaviors aligned with the GLOs. To receive this award, the students must receive at least 3 "Consistently" marks and nothing lower than a "Usually" on the GLO portion of their report card. The GLOW recipients receive a certificate, and are acknowledged at lunch for being a GLOW student. If a student receives the GLOW award three out of four quarters, the student becomes a Superkid for that year. At the end-of-year assembly, the Superkids will receive a certificate and a window decal.














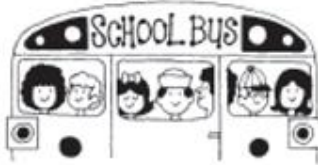





### **IV. Perfect Attendance**

We encourage students to be on time and in school every day whenever health permits. We recognize those students who are prompt and in school all day, every day for the entire quarter. Attendance in school is vital if maximum learning is to occur. Each quarter, students with perfect attendance will receive a certificate. Students who have perfect attendance the entire year will receive an additional certificate at our end-of-year awards assembly.

# MANOA ELEMENTARY SCHOOL

"Home of the Tigers"

## POSITIVE BEHAVIOR EXPECTATIONS

	ALL SETTINGS	WALK-WAYS	PLAYGROUNDS	CAFETERIA	LIBRARY/ TECH LAB	RESTROOMS	ASSEMBLY	BUS
  <b>Be Respectful</b>	Greet others Listen to all adult school personnel Be kind and courteous	Walk quietly Keep your personal space 	Take turns Practice good sportsmanship Follow game rules 	Use quiet voices in line and at lunch Practice good table manners 	Use quiet voices Follow directions Clean up 	Honor privacy Use quiet voices Wait your turn 	Listen attentively Show appropriate appreciation Sit properly 	Use quiet voices 
  <b>Be Responsible</b>	Take proper care of belongings and school equipment Keep the campus clean Be prepared and on time	Keep walkways clean and clear Carry play equipment properly 	Ask for permission to leave area Walk back to class after freeze whistle is blown	Eat your own food Clean up eating area 	Take care of equipment and materials Be on task	Use appropriately Flush after use Keep area clean Return promptly	Focus your attention on speaker or performance 	Keep bus clean Obey bus rules
   <b>Be Safe</b>	Follow campus rules Be aware Get adult help when necessary Walk at all times	Remain on walkways Walk on the right Keep walkway clear Sit and wait properly	Use equipment properly Stay within boundaries Freeze when the bell rings and proceed when the whistle blows	Stand in line properly Stay seated until excused 	Use equipment properly	Wash your hands Keep floor dry 	Enter and leave in an orderly manner	Wear shoes Stay in your seat Keep hands and head inside

EACH CLASSROOM WILL DEFINE EXPECTATIONS TO BE RESPECTFUL, RESPONSIBLE AND SAFE ★ ALL SETTINGS INCLUDE CLASSROOM AND FIELD TRIPS.