

SCHOOL INFORMATION

SCHOOL YEAR 2023-2024

CAMPUS HOURS - Students should not be on campus before 7:00 a.m. or after 3:00 p.m. unless accompanied by an adult or waiting for the second bus to arrive. Upon arrival to school, all students must remain on the upper campus in designated areas before school begins for health and safety reasons. The walkways in front of Buildings A, B, C, and D, including the lower portables area, are closed until 7:45 am. Our cafeteria is open for breakfast from 7:10 am - 7:40 am.

SCHOOL DAY - School begins every day at 7:45 am when all homerooms are open for student access. The school day begins with homeroom, a live TV Morning Broadcast at 7:50 am, followed by 5 rotating classes daily. Classes end at 2:10 p.m. daily except on Wednesdays, when school ends at 12:05 p.m. with 3 rotating classes.

PARKING/DROP-OFF -

- Students dropped off in private vehicles shall use the middle lane in the parking lot.
- **DO NOT DROP YOUR CHILD OFF AT THE ENTRANCE OF THE SCHOOL PARKING LOT.** The lane closest to the front of the school is for **BUS USE ONLY.**
- **USE THE MIDDLE LANE & PULL FORWARD TO THE DROP-OFF/PICKUP AREA.**
- Students wait in the middle lane designated pick-up area for private vehicle rides after school.
- Second trip bus students will wait on the A Lawn in front of the Library.

ATTENDANCE - If a student is ill or unable to attend school, parents/guardians must **call the school office at (808) 727-6612 before 9:00 a.m. to report the absence. Please see Makeup Assignment Policy.** When a student returns to school the following day, a written note should be given to the school office. Absences are reported as State documentation to the Student Information Section (SIS) of the Department of Education. These reports will be in your child's permanent records. Exception: Authorized school activity. **Please refer to Lahaina Intermediate School Attendance Policy.**

TARDIES TO SCHOOL-

Reporting to school **during homeroom period** after the 7:50 AM tardy bell has rung:

- **Students must report to homeroom.**

Reporting to school **after homeroom period** (8:05 AM bell daily except on Wed. at 8:14 AM):

- **Students must sign in at the office.**

School tardy records are reported as State documentation to the Student Information Section (SIS) of the Department of Education. These reports will be in your child's permanent records. Class D Offense Discipline Procedures will be in effect.

- **Chronic tardiness to school will result in a Class C offense, Truancy: *Absent from classes or the school campus without authorization from the principal or designee (Ch19)*, and may result in a Maui Family Court referral.** (Auth: §302A-1112)

PERMISSION TO LEAVE CAMPUS - PLC - Students who need to leave campus during the day **must have a note from their parent/guardian, or the parent/guardian may call the office at (808) 727-6612 to inform them of the time the student will be leaving in order to prepare the paperwork in advance.**

- Parents/guardians will come to the Main Office to sign out their child and pick up the PLC pass before the student can be released.
- Only parents, guardians, or designated authorized persons (stated on the emergency card) may pick up a student from school.

LAHAINA INTERMEDIATE SCHOOL

HEALTH AIDE - Students who are ill or unable to attend class should request a pass from their teacher to report to the Health Room. Students feeling ill at recess or lunch may go directly to the Health office in D Building. If a student needs to be sent home, a phone call will be made to the parent/guardian to ask them to report to the Main Office. The Health Aide will issue a **STUDENT PASS**.

- **Please notify the school health aide of address and/or phone number changes.**
- **Emergency cards must be completed and turned in to the health aide by parents/guardians at the beginning of each school year.**

CAMPUS VISITS - Parents are welcome to visit throughout the school year. Please call the office in advance to arrange for classroom visits. **Check in at the office for a VISITOR'S PASS. PARENTS WEEK** will be scheduled during the year. Watch for date and time information. Students from other schools are not allowed on campus.

TELEPHONE USE/MESSAGES - The office will take messages for students from parents/guardians **only for emergencies**. Please plan ahead. Please do not text or call your child's cell during the school day. **See Cell Phone Disclaimer for more information.**

DISCIPLINE - Discipline is enforced in accordance with the provisions of **HIDOE Chapter 19 (RS-20-0715)**, a requirement of the Department of Education. Possible disciplinary actions include:

- Warning or reprimand
- Parent conference
- Detention during recess
- In-School Suspension - ISS
- Out-of-School Suspension - OSS

Parents are invited to actively cooperate with the school in the disciplinary process to ensure their children's appropriate behavior.

SCHOOL DRESS CODE - Lahaina Intermediate School has a School Uniform Policy. Student uniform order forms are located in the Main Office. All students, including those with waivers, must meet the school dress code requirements. **See Dress Code Policy.**

PHYSICAL EDUCATION DRESS CODE & POLICIES - All students should wear a suitable PE T-shirt with loose-fitting athletic shorts. Students are expected to dress out every day. Students physically unable to participate in PE activities must provide a written note from their parents or doctor. The PE teacher assigns PE lockers. Students may wear a swimsuit or underwear in the shower.

STUDENT FEES - **Student Fees are mandatory at a cost of \$10.00 per year.** These fees are used to finance student government-sponsored activities and a school planner, including school rules, discipline plans, hall passes, etc. **Class dues are \$5.00** and are used for class-related activities. Yearbook purchase is optional, the cost is \$25.00.

SCHOOL LOCKERS - School lockers are provided at no cost to students. Your child's homeroom teacher will assign lockers. The student must provide a lock for the assigned locker. Do not keep valuables in the school locker.

CAFETERIA - Students may buy **breakfast for \$1.10 (Second breakfast is \$2.40), Snack at morning recess for \$2.50, or lunch for \$2.50** (Second lunch is \$5.50). Free and reduced-price meals are available for qualifying families. Breakfast/Lunch loans are not available. **Student ID is required to purchase a meal.** Please see Meal Policy. Parents and guardians can make online payments at: www.EZSchoolPay.com

LAHAINA INTERMEDIATE SCHOOL

FREE/REDUCED MEALS PROGRAM- Applications are available throughout the school year. All applicants must meet the requirements to qualify to participate in the program according to those established by the National School Lunch Program/School Breakfast Program. Apply online at: www.ezmealapp.com

BUS TRANSPORTATION is provided by Ground Transportation **(808 442-3055)**. See the Bus Transportation Application for details. Payments need to be submitted with applications to the school office. Applications for the bus are also available at: <http://portal.k12.hi.us/SBT/home.aspx>

PAYMENT FOR LOST OR DAMAGED BOOKS, EQUIPMENT, OR SUPPLIES (Chapter 57 Guidelines)- A student who is found to be responsible for the loss, destruction, breakage, or damage of school books, equipment, and supplies, including library and assigned textbooks, shall make restitution to the school [Auth: §302A-1112, 302A-1130]. Failure to do so will result in losing privileges to participate in athletics and co-curricular activities until restitution is made. Any outstanding obligations will follow the students to the next grade and/or school until paid.

STUDENT AWARDS - Our school/community **RENAISSANCE: PARTNERS IN LIVING AND LEARNING PROGRAM** awards students for good grades, behavior, and community service. Over forty businesses offer discounts and gifts to qualified students. There are several other Renaissance awards that students may earn throughout the year. Students may see their counselor for more details. **Keali'i Pride Certificates** are presented to students "caught being good or doing good deeds."

COUNSELING & GUIDANCE - Counselors are available on campus for students and parents. They can be reached at (808) 727-6600 during regular school hours. Guidance is incorporated into the health classes.

Mr. Todd Hayase	- 6th grade
Ms. Cindy Koyama	- 7th grade
Ms. Luann Sochor	- 8th grade

PROMOTION & RETENTION - See Middle Level Education Promotion and Retention Policy

STUDENT PROGRESS AND DEFICIENCY REPORT - There are four quarters each year. Report cards are mailed to the student's home address at the end of each quarter. At mid-quarter, progress and/or deficiency reports are hand-carried home by your child.

7/20/2023 rev JP