



ひのきインターナショナル・スクールSM

# PARENT HANDBOOK

Version 1.0  
2012-2013

TABLE OF CONTENTS

**Introduction:**

Welcome ..... 2  
School Contact Information ..... 3  
Purpose and History ..... 3  
Mission Statement ..... 3  
Michigan Charter Schools ..... 4  
Hinoki Tree ..... 4

**Leadership Structure and Contact Information:**

School Board ..... 4  
Staff Directory ..... 5

**School Organization:**

Calendar ..... 6  
PTO ..... 6  
Volunteer Opportunities ..... 7  
Library ..... 7  
Before & After School Care ..... 8  
Bus Transportation ..... 8

**School Policies:**

Student Drop off/Pick up ..... 9  
School Visitation ..... 10  
School Closings/Snow Days ..... 10  
Emergency Information ..... 10  
Change of Address or Telephone ..... 11  
Attendance ..... 11  
Lunches ..... 12

**Academic Information:**

Assessments ..... 12

**Code of Conduct** ..... 12

**Welcome:**

We would like to offer you a special welcome to Hinoki International School. We are proud of our school and are happy to have you and your family in our learning community. We pledge that we will do our best to connect with your home to help create success for your student.

It is important that you review this handbook carefully. It contains information that will help your family have a successful school year. We look forward to working with you and serving your children.

**School Contact Information:**

Hinoki International School  
36611 Curtis Road  
Livonia, MI 48152  
Office: 734.422.5931

**Purpose and History of Hinoki International School:**

The Michigan Japanese Bilingual Education Foundation, or MJBEF, is a non-profit, 501(c)3 corporation with a mission to support bilingual education opportunities in Japanese and English in Michigan. Starting in 2009, MJBEF worked in partnership with Dr. Hitomi Oketani of Eastern Michigan University (EMU), who created an Academic Advisory Committee to guide and support the curriculum development of a new proposed charter school, called the Japanese American School of South East Michigan (JASSEM). In July of 2010, Livonia Public Schools chartered and authorized the new public school, while MJBEF added the role of being an Educational Service Provider (ESP) in support. Starting with only 13 students, JASSEM became the first two-way immersion Japanese-English public charter school in Michigan, and is now known as Hinoki International School.

Two-way immersion is the most powerful way for children to grow in more than one language community, as they have strong motivation to learn from each other as well as their teachers. Going forward, MJBEF and EMU plan to work together in continued support to help refine and sustain a well-balanced bilingual education program for the Hinoki school community.

**Mission:**

The mission of Hinoki International School is to create a global learning community, taking the best practices of both the Japanese and American schools, to give students a nurturing culturally rich learning environment and successful educational experience in both Japanese & English. Hinoki International School will provide our students with an opportunity to learn from each other, and become bilingual, bicultural, globally -minded individuals.

## **Michigan Charter Schools:**

Since they first started in 1994, charter schools in Michigan have grown to represent 6% of all public school students, and there are now more than 250 charter schools. Charter schools are the same as other public schools, with the following differences:

- They have their own school board appointed by the school founders and approved by the school authorizer. This means that a group starting a charter school has more control over the teaching methods and character of the school.
- They can try different and innovative ways of teaching that are unique to their school
- They are schools of choice, so parents from anywhere in Michigan can choose to have their child go there.
- They are more limited in public funding than traditional public schools (they cannot collect local property taxes)

## **Hinoki – The Japanese Cypress Tree**

Our school is named after the Japanese Cypress tree (Hinoki). Just like a Hinoki tree needs nurturing to grow strong, we educate our students that there are things they need to grow strong as well. In addition to academics, we educate students on how to build a foundation for life and learning. We have high expectations for student behavior and student achievement. We believe students, parents, teachers and administration must work together to provide a positive environment that promotes teaching, learning and growing.

## **Hinoki School Board:**

Like other public school districts in Michigan, Hinoki International School has a Board of Directors, comprised of no fewer than 5 volunteers from the community responsible for overseeing fiscal and policy matters. Since Hinoki is a charter school, its board members are appointed (by Livonia Public Schools, our charter authorizer) rather than elected. The Hinoki school board holds public meetings at least once a month to make decisions regarding policy and finances, which parents and community are welcome to attend. Since our school is so new, the Hinoki school board members also participate-

-via committee work and in other ways--in activities that affect the day-to-day operations of the school, supporting communication among stakeholders, public relations and marketing, fundraising, and so on.

### **2012-13 Hinoki School Board & PTO Board Rosters:**

<b>Name</b>	<b>Position</b>	<b>Email</b>
Anne Hooghart	Board President	a.hooghart@hinoki-school.org
Renee Tan	Board Vice President	r.tan@hinoki-school.org
Christine Ladner	Board Secretary	c.ladner@hinoki-school.org
Arnoud Lobbezoo	Board Treasurer	a.lobbezoo@hinoki-school.org
Itaru Inoue	Board Trustee	i.inoue@hinoki-school.org
Hitomi Oketani	Academic Advisory Committee Chair	hoketani@emich.edu
Yuya Ogawa	PTO President	pto_president@hinoki-school.org
Tatsuko Yoneyama	PTO Vice President	pto_vp@hinoki-school.org
Rie Cawood	PTO Secretary	pto_secretary@hinoki-school.org
Tamaki Suwa	PTO Treasurer	pto_treasurer@hinoki-school.org

### **Hinoki International School Staff Directory:**

Ted Delphia	Lead Administrator/ Principal	t.delphia@hinoki-school.org
Mitsuyo Delphia	Dean of Kindergarten Affairs	info@himawaripreschool.org
Andy Wurtz	Dean of Student Affairs	a.wurtz@hinoki-school.org
Amanda Finn	Grade 2 Teacher- English/ Special Education	a.finn@hinoki-school.org
Ayako Koizumi	Grade 2 Teacher- Japanese/Japanese Curriculum	a.koizumi@hinoki-school.org
Rie Hanai	Grade 1 Teacher- Japanese/JSL	r.hanai@hinoki-school.org
Kim Tsukiyama	Grade 1 Teacher – English/English Curriculum	k.tsukiyama@hinoki-school.org
Kay Hong	Kdgn. Teacher-	k.hong@hinoki-school.org

	English/ESL	
Kathleen Snyder	Kdgn. Teacher- English/Parent Liason	k.snyder@hinoki-school.org
Chitose Taguchi	Kdgn. Teacher- Japanese/Kindergarten Curriculum	c.taguchi@hinoki-school.org
Yuriko Ishida	JSL Teacher	y.ishida@hinoki-school.org
Ai Yumiba	Music (all grades), Grade K Science + Social Studies	a.yumiba@hinoki-school.org
Masaki Hashimoto	Hinoki integrated classroom tech specialist	m.hashimoto@hinoki-school.org

### School Calendar 2012-13:

(PD = Professional Development)

Mon 8/13	Start of 1 <sup>st</sup> trimester; welcome ceremony Gr. K, 1
Thurs 8/30, Fri 8/31	No School: Teacher PD – No School
Mon 9/3	Labor Day Holiday - No School
Tue 11/6	Teacher PD – No School
Wed 11/21 Fri 11/23	Thanksgiving Break – No School
Mon 12/3/2012	Start of 2 <sup>nd</sup> trimester
Mon-Wed 12/10-12	Parent Teacher Conferences
12/22/12 - 1/6/2013	Winter Break – No School
Mon 1/7/2013	Classes Resume
Mon 1/14	MLK Jr. Day (Special School Activities)
Mon 2/18, Tue 2/19	Mid-winter Break and Teacher PD, No School
Mon 3/18	Start of 3 <sup>rd</sup> trimester
3/23 – 4/7/13	Spring Break – No School
Fri 5/24 (金)	Sports Day 運動会
Mon 5/27 (月)	Memorial Day, No School 休校：メモリアルデー
Fri 6/28 (金)	Closing ceremony and last day of school 終業式

### Parent Teacher Organization- PTO

Many of you may not be familiar with the word PTO. It is an Organization made up of Parents and Teachers. It is the same thing as PTA in the sense that the parents and teachers work together to better the school.

Since the founding of this PTO in March 2011, we have been dedicating our support and effort to this school's growth and to the development of a great community. Throughout the year, we run the library and do fundraising events including Box Tops. We had a Welcome Potluck in August for new and continuing students. Bake Sale was in February. May was Teacher's Appreciation Week, where we had the students write letters to teachers and

parents gave gifts. In June we had a School Year End Party and celebrated a year well done.

Not only do we see children enjoy the activities, we also see parents share a multi-cultural experience while interacting with each other. Parents also experience the two way immersion education that the children are experiencing at Hinoki.

Through PTO activities, we are privileged to be working close with the teachers, to provide them with our voices and to get a hands-on experience on what goes on at the school. Our efforts and support are priceless to our children. So please join us in developing, creating, and building a strong support system for Hinoki.

### **Volunteering:**

All school volunteers are required by law to pass a very simple background check. All you need to provide us is your first and last name and date of birth.

The following are suggestions for volunteering opportunities (feel free to contact your child's teacher or the school administration if you have any other suggestions!):

- Reading to students during the day (English, Japanese)
- Helping with crafts and activities
- Cooking (kindergarten 2x/month) as an in-class activity
- Materials preparation (copies, laminating, visual aids)
- One-on-one tutoring (Japanese, English, Math)
- After school tutoring (especially Japanese)
- Bus duty monitors, morning greeters

If any of the above opportunities interest you, please contact Ms. Kathleen with the grade you would like to help with and what days and times you are available. Please note that you do not have to have a child in the class to volunteer your time and talents! We are a community that supports one another across languages and grade levels!

### **Hinoki International School Library:**

Library Hours and Info:

- The library is open for parents weekly on Tuesdays and Fridays.
- Hours: 9:15~10:00 and 2:00~2:45

- Book Allowance: Up to 6 books at a time
- Loan Period: 4 weeks

#### Lost Library Book Guidelines:

If a library book is lost, we would appreciate if you would replace the book.

- We accept both new and used books.
- The same policy applies if a book gets wet, dirty, written upon, or torn to the extent that it cannot be loaned again. (We repair damaged pages when possible, so please do let us know about any damage when you return the book. If the book can be repaired there is no need to replace it.)
- In the case of out-of-print or hard-to-find books, we are happy to accept reimbursement for the value of the book.
- The same policy also applies for videos and DVDs.

#### Before and After School Care:

After school child care is available to Hinoki students through Himawari Preschool. For information regarding space availability, contact Mitsuyo Delphia at [info@himawaripreschool.org](mailto:info@himawaripreschool.org)

Before Care - Time 8:30~8:50a.m.

After Care - Time 3:00p.m.~6:00p.m.

Regularly scheduled Before care \$3/1day After care \$5/ per hour

One time Before care: \$4 /1day After care: \$7 /per hour

- School is closed at 6p.m. If your child is still there, you will be charged \$1 every 1 minute.
- If you wish to utilize before-after-hours care as a one-time use, please notify the preschool no later than Friday of the preceding week.
- If you wish to utilize after-hours care, you will need to pick your child up yourself from school.

#### Bus Transportation:

Transportation to and from school is provided by Himawari Preschool. There are currently 4 stops: West Bloomfield, Novi, Canton and Ann Arbor. For



information regarding bus availability, contact Mitsuyo Delphia at [info@himawaripreschool.org](mailto:info@himawaripreschool.org)

\*Bus Route 1 BUS CONTACT PHONE: 248-730-0213

Bus Stop	Location	Morning	Afternoon
West Bloomfield	UA Movie Theater (14 Mile Rd & Haggerty)	8:30	3:25
Novi	12 Oaks Mall, JC Penney (Novi Rd & 12 Mile)	8:45	3:40
Hinoki School		9:00	3:05

\*Bus Route 2 BUS CONTACT PHONE: 734-260-0642

Bus Stop	Location	Morning	Afternoon
Ann Arbor	Ann Arbor Park & Ride SW corner of US23 and Plymouth Road	8:15	3:50
Canton	IKEA Store-Ford & Haggerty	8:40	3:25
Hinoki School		9:00	3:05

- The bus schedule may be changed due to the number of riders from each bus stop.
- You may choose one-way or round trip on the bus.
- The bus fee is based on the number of days registered per week. This service is not subject to refunds.
- The bus may be a little late sometimes, due to traffic conditions.
- Once the bus fee is paid, it cannot be refunded due to mid-term cancellation or change of schedule.

#### Bus Pick-up and Drop-off

- Please be at the bus stop at least 5 minutes before the scheduled arrival time.
- If your child will be absent or you are running late arriving to the bus stop, please call the bus immediately. Also, please leave a message at the school for your teacher ( 734-266-0611)
- If you plan to arrive at the bus stop more than 5 minutes late, please call the bus directly and make plans to bring your child to school.
- Please make sure your child uses the bathroom before you leave home.

#### School Drop-off and Pick-up:

School begins at 9am and ends at 3pm. If a student arrives with a parent, they can be dropped off at their classroom. If a student is picked-up after school, please wait in the Rainbow room to keep hallways clear and safe. All students will be brought there to be picked up by their classroom teachers.

We expect all students to be in their classrooms by 9:00 am. Teachers are expected to begin classroom instruction as close to 9:00 am as possible. When a student arrives in the classroom after the instructional day has begun, he/she disturbs the learning environment for everyone.

If a student arrives to school later than 9:10am or needs to be picked up prior to 3pm, please go to the main office first and sign in or out with Mr. Wurtz. Someone from the office will bring your child to/from his or her classroom to the office.

We cannot accept children earlier than 8:50am and cannot watch children after 3:15pm. If you will be late, please contact the office to inform staff. After 3:15pm students will be put into aftercare (see page 8 for charges). If we are not notified and your child is not picked up after 3:15pm, we will follow contact procedures. If no contact can be made with a legal guardian, we will contact local authorities.

### **School Visitation:**

Between the hours of 9 am and 3 pm, all visitors must sign in at the office upon entering the school and sign out just prior to leaving.

### **Snow Days/School Closings:**

In cases of snow or other bad weather, we will close according to Livonia Public Schools. It will be listed under Wayne County as Livonia Public Schools (TV Channel 2 or 4, internet [www.clickondetroit.com/closings](http://www.clickondetroit.com/closings)).

### **Emergency Information:**

In case of emergency, each student is required to have on file in the school office the following information:

1. Parent(s)' or guardian(s)' name(s)
2. Complete and up-to-date address
3. Home phone and parent(s) work phone
4. Emergency phone number of friend or relative
5. Physician's name and phone number
6. Medical alert information
7. Authorized person(s) allowed to pick up child

## **Change of Address/Telephone:**

It is extremely important that every student maintain an up-to-date address and working telephone number in the school office. Notify the school office immediately if you have a change of address or telephone number during the school year. Keeping student addresses and phone numbers current is extremely important for your child's safety and for school effectiveness.

## **Attendance/Absence Policy:**

School attendance is very important. Regular attendance is a key factor in student achievement. The office will monitor all absences. All absences are labeled "excused" or unexcused as determined by the principal or his designee. Excused absences shall include: personal illness, illness of immediate family member, death in the family, extreme weather conditions, religious observances.

Kids have more chances to catch and spread diseases when they're together with other children, so please keep your child home if you suspect their health condition is different from usual. If your child is showing any of the following symptoms, please keep them home and contact your family doctor:

Symptoms	Keep Your Child Home Until:
Fever	Fever registers below 100 for at least 24 hours.
Constant Running Nose	Thick yellow or green discharge clears up.
Earache	A physician examines the ears and recommends that the child return to school.
Rash	A physician determines the cause and recommends that the child return to school.
Sore Throat	Physician determines the cause and that no strep infections exists and the throat is healed.
Harsh or Severe Cough	Coughing subsides.
Pale or Flushed Skin	Color returns to normal.
Red or Watery Eyes	Eyes return to normal.
Upset Stomach or Diarrhea	No vomiting or diarrhea for 24 hours and the child is eating normally.
Draining Sores	Until draining stops.
Chicken Pox	When sores are scabbed and dry
Headlice	All nits have been removed from the hair.

The following is a list of contagious diseases that we must report to the state Dept. of Community Health:

Measles	Mumps	Rubella
Hepatitis	Encephalitis	Influenza
Scarlet Fever	Strep Throat	Pertussis (Whooping Cough)
Chicken Pox	Meningitis	Scabies
Pinkeye (conjunctivitis)	Head Lice	

This list is not all-inclusive. If you suspect your child has any kind of illness, please check with your doctor before bringing your child to school. Please let us know if your child has one of these diseases, so we can send out a letter to all parents to be safe.

Please call the office each day to report your child's absence. If leaving a message please indicate the reason your child is absent.

### **Lunches:**

Hot lunches can be ordered for your child each day. At the end of every month you will receive a lunch fee invoice from your child's teacher indicating your total amount due for that month. This invoice needs to be returned along with payment by the 5<sup>th</sup> day of each month. Payments can be made in the forms of cash or a check made out to Himawari Preschool.

### **Academic Assessments:**

The academic year is based on a trimester schedule. Student assessments are posted as individual portfolios on wikispace at the end of each trimester.

### **Hinoki International School Code of Conduct**

At Hinoki International School we expect students to model our school's positive behavior system: Be a Hinoki TREE:

#### **School-Wide Rules: T R E E**

**Take Responsibility   Respect   Excellent Attitudes   Effort Every Day**

At Hinoki, students are encouraged to give their best, both inside and outside the classroom. We recognize the need for students to feel happy and secure in school, as this is when they are able to learn most effectively.

However, there are times when student may say or do things that are not appropriate at Hinoki. We encourage the use of positive reinforcement, but there are times when students will do things that may require stronger consequences. Students need to know that we maintain certain standards across grade levels and classrooms.

## **1. Minor Behavior Issues**

Minor behavior issues, such as talking out of turn or disturbing classmates, are generally dealt with directly by teachers at the classroom level.

### Consequences

Consequences for minor behavior issues include:

- Redirection of undesired behavior
- Time-out from class activity
- Relocation to different seat/desk in classroom, different work team, etc.
- Discussion with teacher(s), parent(s), and other student(s) involved about inappropriate behavior and more appropriate alternatives
- Apologies, as needed, to classmate(s) and/or teacher(s) affected by behavior
- Creation of a written behavior plan

Repeated or escalated incidents of minor behavior issues may result in creation of a behavior plan, conferences with parents/guardians, administrators, or other consequences usually reserved for more serious behavior issues.

## **2. Serious Behavior Issues**

Serious behavior issues, such as fighting, bullying, and verbal abuse (please refer to Board Policy sections 3213, 5500, 5517, 5540, 5600, 5630, 5710), are generally dealt with by teachers and administration at the school level. Severe and/or persistent inappropriate behavior prohibited by classroom, school, or board policy may result in school board action (such as expulsion). The list of examples of serious behavior issues below is not exhaustive.

*Bullying* – Bullying is defined in Hinoki School Board Policy 5517.01 as: “any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts..[that, regardless of its motivation] is intended

or...is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;

B. adversely affecting the ability of a student to participate in or benefit from the School's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;

C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or

D. causing substantial disruption in, or substantial interference with, the orderly operation of the School.”

Bullying is not allowed. Any incident of bullying will result in the parents of both victim and perpetrator being informed of the alleged behaviors and consequences for such behavior. Persistent behavior of this kind will result in suspension or expulsion from school.

*Fighting* – Any student involvement in a fight will result in a parent conference with the principal and/or dean of students. Depending on the circumstances, the students involved may receive a suspension from school (of 1 to 10 days). Repeated instances of fighting may result in one or more of the student(s) involved being expelled from Hinoki, following procedures based on Board Policy (section 5610).

*Harassment* – Harassment is defined in Hinoki School Board Policy 5517.01 as follows:

“Harassment includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.).” Members of the Hinoki community (students, staff, parents, etc.) or third parties who believe they

have been unlawfully harassed by another member of the School community are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor, or other Hinoki school official so that the Hinoki School Board may address the conduct before it becomes severe, pervasive, or persistent. See Hinoki Board Policy 5517 for details.

*Verbal Abuse* – Verbal abuse, directed toward one or more students, teachers, staff members, parents, or others at Hinoki, is not allowed. Persistent behavior of this kind will result in suspension or expulsion from school.

## Consequences

Consequences for serious and/or persistent behavior issues include:

- Parent conference with principal and/or dean of students
- Creation of a written behavior plan...
- In-house suspension (1 to 3 days)
- Out-of-school suspension (1 to 10 days)
- Expulsion from school... following procedures based on Board Policy (section 5610)

If there is a serious behavior problem with a student, a parent meeting will be called to discuss the problem and possible solutions. If the problem persists or escalates, the student may be suspended from school for 1 to 10 days. If the problem further persists or escalates, the student may be expelled from school.

By enrolling their students at Hinoki, it is understood that parents will support the staff in upholding discipline procedures. Parents should feel welcome to discuss any problems or questions related to discipline with the teaching staff or administrators, whether their child is experiencing difficulties with his/her own behavior, or there are concerns about the behavior of others toward their child.

We have in place the following procedures by grade level when certain behaviors continue to occur in a given school year:

### **Kindergarten**

- Inappropriate Language (Steps after 3 time outs for that behavior):
  - 1st. Time out in another classroom with one of the classroom teacher  
45 minutes (individual work)/Request Conference with parent
  - 2nd. Time out in office (individual work) Parent will be notified again
  - 3rd. Afternoon In School Suspension (small room)
  
- Defiant/Disrespect (Steps after 3 time outs):
  - 1st. Time out in another classroom with one of the classroom teacher  
45 minutes (individual work)/Request Conference with parent
  - 2nd. Time out in office (individual work) Parent will be notified again
  - 3rd. Afternoon In School Suspension (small room)
  
- Keeping Hands, Feet, and Objects to Yourself (steps after 2 classroom warnings):
  - 1st. Time out in another classroom with one of the classroom teacher  
45 minutes (individual work)/Request Conference with parent
  - 2nd. Time out in office (individual work) Parent will be notified again
  - 3rd. Afternoon In School Suspension (small room)
  
- Fighting/Intentionally Hurting Others/Aggressive/Destructive (immediate consequence)
  - 1st. Immediate time out in the office/request conference with parents
  - 2nd. Afternoon In School Suspension /conference with parents
  - 3rd. Out of School Suspension
  
- Stealing (immediate consequence)  
In the classroom students
  - 1st. Will go to time out and will be given a verbal warning
  - 2nd. Parents will notified
  - 3rd. Report to office/schedule conference with parents
  
- Runaway (steps after 3 occurrences):
  - 1st. Time out in another classroom with one of the classroom teacher  
45 minutes (individual work)/Request Conference with parent
  - 2nd. Time out in office (individual work) Parent will be notified again
  - 3rd. Afternoon In School Suspension (small room)
  
- Bullying (as identified by teacher's professional judgment)
  - 1st. Immediate time out in the office/request conference with parents
  - 2nd. Afternoon In School Suspension /conference with parents
  - 3rd. Out of School Suspension



## **Grades 1 and 2**

- Inappropriate Language (after 3 times on “red” for this behavior using the color system):
  - 1st. Time out in another classroom with one of the classroom teacher  
45 minutes (individual work)/Request Conference with parent
  - 2nd. Time out in office (individual work) Parent will be notified again
  - 3rd. Afternoon In School Suspension (small room)
  
- Defiance/Disrespect (steps after 3 times on “red” using color system):
  - 1st. Time out in another classroom with one of the classroom teacher  
45 minutes (individual work)/Request Conference with parent
  - 2nd. Time out in office (individual work) Parent will be notified again
  - 3rd. Afternoon In School Suspension (small room)
  
- Keeping Hands, Feet, and Objects to Yourself (steps after 2 times on “red” using color system):
  - 1st. Time out in another classroom with one of the classroom teacher  
45 minutes (individual work)/Request Conference with parent
  - 2nd. Time out in office (individual work) Parent will be notified again
  - 3rd. Afternoon In School Suspension (small room)
  
- Fighting/Intentionally Hurting Others/Aggressive/Destructive (immediate consequences)
  - 1st. Immediate movement from green to red and time out in the office/request conference with parents
  - 2nd. Afternoon In School Suspension /conference with parents
  - 3rd. Out of School Suspension
  
- Stealing (immediate consequence)  
In the classroom students
  - 1st. Will go to yellow (stoplight system) and will be given a verbal warning
  - 2nd. Parents will notified/students will go to yellow (stoplight system)
  - 3rd. Report to office/schedule conference with parents
  
- Runaway (steps after 3 occurrences):
  - 1st. Time out in another classroom with one of the classroom teachers  
45 minutes (individual work)/Request Conference with parent
  - 2nd. Time out in office (individual work) Parent will be notified again
  - 3rd. Afternoon In School Suspension (small room)
  
- Bullying (as identified by teacher’s professional judgment)
  - 1st. Immediate movement from green to red and time out in the office/request conference with parents
  - 2nd. Afternoon In School Suspension /conference with parents
  - 3rd. Out of School Suspension

Hinoki International School Board Policy (section 5610) requires each student of this School to adhere to the Code of Conduct established by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules, with respect for the individual rights constitutionally guaranteed to students. These rules require that students:

1. Conform to reasonable standards of socially-acceptable behavior;
2. Respect the person and property of others;
3. Preserve the degree of order necessary to the educational program in which they are engaged;
4. Respect the rights of others;
5. Obey authority and respond to those who hold authority.

The school administration designates certain sanctions, excluding corporal punishment, for the infraction of rules which:

1. Relate in kind and degree to the infraction;
2. Help the student learn to take responsibility for his/her actions;
3. Be directed, where possible, to reduce the effects of any harm which may have been caused by the student's misconduct.