

HAWAII PALMS ENGLISH SCHOOL

The Island's
OHANA School



2026 STUDENT HANDBOOK



WAIKIKI BUSINESS PLAZA

2270 Kalakaua Ave, Suite 711

Honolulu, Hawaii 96815 USA

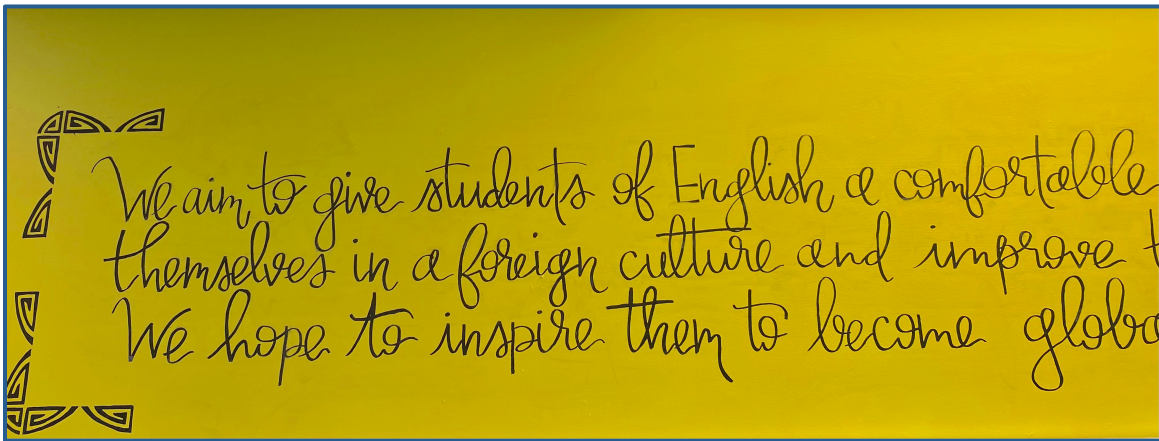
(808) 922-3535

info@HawaiiRyugaku.jp

info@EnglishSchoolHawaii.com

TABLE OF CONTENTS

Mission Statement	3
Courses and Programs	
Courses for students ages 16 and up	4
Courses for students ages 12 - 15	6
Courses for students ages 3.5 - 12	8
Classes for students of all ages	10
Online Courses and Lessons	10
General Level Descriptions	12
Placement Tests	13
School Calendar	14
Electives Schedule	15
Enrollment Policies and Agreements	17
Guidelines for Visiting Hawaii	18
Attendance Policy	19
Intensive Course Grading Policy	20
Student Rules of Behavior	22
Code of Conduct	23



MISSION STATEMENT The mission of Hawaii Palms English School is to provide non-native speakers of English of all ages, levels, and nationalities with a comfortable place in which to immerse themselves in a foreign culture and improve their language skills. We strive to provide students with a high-quality learning experience that will inspire them to become global citizens, as well as to serve as a link between cultures in order to promote cross-cultural understanding and interaction. To this end, we rely on the professionalism, expertise, and warmth of teachers and staff.

Being the island's 'ohana school, our aim is to create an atmosphere of an English-speaking home away from home.



COURSES AND PROGRAMS



COURSES FOR STUDENTS AGES 16 AND UP

ENGLISH INTENSIVE COURSE

Monday - Thursday	9:30am - 12:50pm	Minimum Enrollment: 1 Week	3 Levels Offered	Length of Term: 12 Weeks
-------------------------	------------------------	----------------------------------	---------------------	--------------------------------

Our English Intensive Course focuses on improving students' overall communication skills through **listening, speaking, pronunciation, grammar**, and building **vocabulary**. The course also includes reading and writing, but the main focus is on oral communication.

Generally, we offer three English Intensive levels:

- Green (A1 - A2)
- Red (A2 - B1)
- Blue (B1+)

Course Material: The course follows the curriculum from Evolve Levels 2 - 4, published by Cambridge University Press. When needed, levels 1, 5, and 6 may be used. The course curriculum is supplemented by material from various other publications as well as material generated by Hawaii Palms.

Presentations: Every other Thursday, students prepare and present a speech in front of students from our Intensive Course.

Student mix-ups: Every other Thursday (not on presentation days), students from different levels get together for a speaking exercise to practice our English outside of the classroom.

Quizzes: Students take a quiz after every 2 units covered.

ELECTIVE CLASSES

Monday - Friday	1:30pm - 4:30pm	Daily Enrollment	2 Levels Offered	Flexible Schedule
-----------------------	-----------------------	---------------------	---------------------	----------------------

Electives are for students who wish to supplement their English Intensive Course, or for those who wish to focus their studies on a particular aspect of the English language. There is no minimum enrollment requirement, so students can register for the number of classes that best fit their schedule.

Electives are individual classes that focus on a specific language skill, however the focus of all electives is on oral communication.

Electives are divided into two levels:

- Pre-intermediate/Intermediate - Level 1 (A2 - B1)
- Upper-intermediate/Advanced - Level 2 (B2 - C2)

* Some electives are mixed-level classes.

Level 1 Classes	Level 2 Classes	Mixed-level Classes
Survival English	Discussion	Conversation Club
Conversation	Conversation	Movie Talk
Grammar	Grammar	English Games
Vocabulary	Vocabulary	
	Headlines	

* Mixed-level Conversation Club is also offered online three times a week *

Material: Students receive photocopies of the material being covered in each class. Material can be taken from various printed and online publications, as well as material generated by Hawaii Palms.



TOEIC COURSE

Monday - Friday	1:30pm - 3:30pm	Minimum Enrollment: 1 Week	Intermediate and Above	Weekly Practice Test
-----------------------	-----------------------	----------------------------------	---------------------------	-------------------------

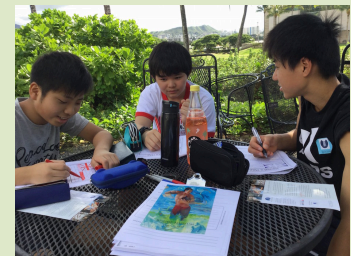
Our TOEIC Preparation Course is designed to help students achieve a higher TOEIC score.

The course primarily focuses on the TOEIC **Listening and Reading** Test, but also spends time going over and practicing the TOEIC **Speaking** Test. We use General English to discuss how the exams are structured, what strategies should be used, and what skills should be developed. This class does not "teach to the test"; rather, it helps students improve the language skills they need in order to do well on the TOEIC tests and, in turn, helps students improve their general knowledge of English. On Thursdays, students take a practice Listening and Reading test.



Course Material: The course focuses on 2 units per week from *Essential Word for the TOEIC*, published by Cambridge University Press. In addition, teachers use online resources for the course's *Speaking* component.

COURSES FOR STUDENTS AGES 12 - 15



TEENS SEMI-INTENSIVE COURSE

Monday - Friday	1:30pm - 4:00pm	Minimum Enrollment: 1 Week	2 Levels Offered	Jr. High School Students
-----------------------	-----------------------	----------------------------------	---------------------	--------------------------------

Our Teens Semi-intensive Course focuses on improving students' overall communication skills through **listening, speaking, pronunciation, grammar**, and building **vocabulary**. The course also includes reading and writing, but the main focus is on oral communication.

Generally, we offer two Teens Semi-intensive levels:

- Level 1 (A1 - B1)
- Level 2 (B1+ - C1)

In order to assess students, a level check is conducted prior to registration.

Course Material: The course follows the curriculum from American Empower Levels A1 - C1, published by Cambridge University Press. The course curriculum is supplemented by material from various other publications as well as material generated by Hawaii Palms.

Quizzes: Students take a quiz after every unit covered.

TEENS ACTIVITY PLUS

Seasonal Program	Winter, Spring, Summer	9:30am - 1:30pm	Activity Program	All Levels Welcome
------------------	------------------------	-----------------	------------------	--------------------

Our Teens Activity Plus is a morning activity program offered to students enrolled in our Teens Semi-intensive Course. The program is only offered during the school's Winter, Spring, and Summer Kids Program seasons. For exact dates, please see the school calendar.

Activities vary by day and by season, and students may choose the days they wish to enroll - there is no minimum enrollment requirement.

Activities are planned to expose students to new experiences, explore parts of Honolulu, and enjoy casual conversation with classmates and teachers. Teens Activity Plus schedules are usually published 2 months prior to the start date.





COURSES FOR STUDENTS AGES 3.5 - 12



KINDERGARTEN CLUB

Ages 3.5 - 5	Monday - Friday	Morning, Afternoon, or All Day	Daily Enrollment	All Levels Welcome
-----------------	-----------------------	--------------------------------------	---------------------	-----------------------

Our Kindergarten Club aims to create an English-speaking environment for young learners, where we introduce English through games, songs, flashcards, art and crafts, worksheets, and conversation.

Kindergarten Club is offered at three different times:

Morning Session: Class is offered from 9:30am to 12:00pm. Students may be dropped off anytime after 9:00am.

Morning Session: Class is offered from 1:30pm to 4:00pm. Students may be dropped off anytime after 1:00pm.

All-day Session: Class is offered from 9:30am to 4:00pm. Students may be dropped off anytime after 9:00am. Students enrolled in an All-day session will receive lunch.



KIDS SEMI-INTENSIVE COURSE

Ages 6 - 12	Monday - Friday	1:30pm - 4:00pm	Minimum Enrollment: 1 Week	Intermediate and Upper- Intermediate
----------------	-----------------------	-----------------------	----------------------------------	--

Our Kids Semi-intensive Course focuses on improving students' overall communication skills through **listening, speaking, pronunciation, grammar**, and building **vocabulary**. The course also includes reading and writing, but the main focus is on oral communication.

In order to assess students, a level check is conducted prior to registration.

Course Material: The course follows the curriculum from *Our World* Levels 2 and 3, published by Cambridge University Press. The course curriculum is supplemented by material from various other publications as well as material generated by Hawaii Palms.

Quizzes: Students take a quiz after every unit covered.

KIDS PROGRAM

Ages 6 - 12	Seasonal Program	Winter, Spring, Fall Summer	9:30am - 3:30pm	All Levels Welcome
----------------	---------------------	-----------------------------------	-----------------------	-----------------------

Our Seasonal Kids Program is offered in the winter, spring, summer, and fall. See school calendar for exact dates.

The focus of our Kids Program is always on oral communication.

Classroom Lessons: Students spend part of their day learning and practicing functional language in a classroom setting. Teachers use a variety of worksheets, arts and crafts, games, and activities to teach the day's target language.

Activities: Each day, students take part in a planned activity that allows them to use the target language learned in class that day. Activities are usually outdoors, but they can also be held in the classroom.

Lunch: Lunch is provided for all students registered in our Kids Programs.

Advanced Level Students: Students whose level is upper-intermediate or above have the opportunity to register for our **Academic Kids Program**, which focuses on more advanced language production and challenging topics. Academic Kids students are expected to do homework, participate in class debates, and have weekly presentations. Students in this program always join students from the Kids Program during their daily activities.





CLASSES FOR STUDENTS OF ALL AGES

PRIVATE LESSONS

All Ages

Any Day

Any Time

All Levels
Welcome

Flexible
Schedule

Private Lessons are designed to focus on students' **individual needs**. There is no assigned material or curriculum, as we plan our lessons based on what students want to focus on.

Private lessons can take place at school or at an outdoor location. Students can request activities as part of their lessons, as well as the length and frequency of their classes.

Privates: Lessons are conducted 1 on 1.

Semi-privates: Lessons can have between 2 and 4 students.

Groups: Minimum 5 students.



ONLINE COURSES AND LESSONS



ONLINE WRITING COURSE

Our Online Writing is designed for students ages 16 and up, and meant to be completed within a year of enrollment. Students choose a course that contains 4, 8, or 12 writing assignments. After each completed

assignment, students schedule an online lesson with their teacher to go over their writing.

This course focuses on **grammar**, **vocabulary**, **reading comprehension**, and clear **written communication**.

Material: Students receive digital of the material being covered in each assignment. All material for this course is generated by Hawaii Palms English School.

ONLINE PRIVATE LESSONS

Online Private Lessons are designed to focus on students' **individual needs**. There is no assigned material or curriculum, as we plan our lessons based on what students want to focus on.

All Online Private Lessons are conducted via Zoom and open to students of all ages and levels.



GENERAL LEVEL DESCRIPTIONS

Some of the courses at Hawaii Palms are divided into English Proficiency levels. In general, we place students according to the following CEFR guidelines:

BEGINNER

Pre A1
-
A1

Students in this level can...

- Use a basic set of words and simple phrases to answer simple questions about personal details, very familiar topics, and immediate needs
- Manage very short (often rehearsed) sentences, but they often do not have enough vocabulary or grammar knowledge to express themselves
- Understand and use familiar everyday greetings and expressions
- Interact in a simple way, but communication is dependent on repetition, rephrasing, and repair following a slower rate of speech

A1
-
A2

Students in this level can...

- Speak using basic sentence patterns with memorized phrases and groups of a few words and formula
- Understand frequently used expressions in areas of most immediate relevance (very basic personal and family information, shopping, etc.)
- Interact in a simple way, but very short utterances, pauses, false starts, and reformulation are very evident
- Answer questions and respond to simple statements, however they are rarely able to understand enough to keep conversation going on their own accord

INTERMEDIATE

A2
-
B1

Students in this level can...

- Manage sufficient enough vocabulary to talk about topics like family, hobbies, interests, work, travel, and current events, even if unprepared
- Give reasons and explanations for opinions and plans
- Describe dreams, hopes, and ambitions
- Speak with reasonable accuracy with frequently used routines and patterns in predictable situations, although some hesitations and circumlocutions are evident
- Initiate, maintain, and close simple conversations on familiar topics or personal interests

B1+

Students in this level can...

- Express viewpoints on most general topics like relationships, the media, self-improvement and business
- Grasp the language enough to share their opinion as well as advantages and disadvantages on topical issues
- Speak with a high degree of grammatical control and do not make errors which cause misunderstanding
- Can initiate discourse, take turns when appropriate, and end a conversation, although not always elegantly
- Help the discussion along, especially on familiar ground
- Manage stretches of language with a fairly even tempo with few noticeably long pauses

ADVANCED

B2

Students in this level can...

- Understand the main ideas of complex text on both concrete and abstract topics, including technical discussions in his/her field of specialization
- Interact with a degree of fluency and spontaneity that makes regular interaction with native speakers possible without strain for either party
- Produce clear, detailed text on a wide range of subjects and explain a viewpoint on a topical issue giving the advantages and disadvantages of various options
- Use the language fluently, accurately and effectively on a wide range of general, academic, vocational or leisure topics, marking clearly the relationships between ideas
- Follow extended speech and complex lines of argument, provided the topic is reasonably familiar, and the direction of the talk is signposted by explicit markers
- Give clear, systematically developed descriptions and presentations, with appropriate highlighting of significant points, and relevant supporting detail

C1

Students in this level can...

- Take part almost effortlessly in any conversation with clear, smoothly-flowing, well-structured speech
- Express themselves clearly in an appropriate style on a wide range of topics (general, academic, professional, leisure)
- Use idiomatic expressions and colloquialisms to formulate ideas and opinions
- Give detailed descriptions of complex subjects integrating sub-themes, developing particular points, and rounding off with an appropriate conclusion
- Take turns, reference, make allusions, and interact with ease in a conversation

PLACEMENT TESTS AND ASSESSMENT

Some courses and programs at Hawaii Palms require an oral and/or written placement test. All placement tests can be found on our website.

Go to www.EnglishSchoolHawaii.com

Scroll down to 2026 FORMS where you'll find the following tests and assessments

General Written Placement Test

TOEIC Admissions Test

Teens Semi-Intensive Assessment

Kids Semi-Intensive Assessment

Kids Program Assessment

Academic Kids Assessment

Kindergarten Club Assessment

Private Lesson Assessment

HAWAII PALMS ENGLISH SCHOOL

2026 CALENDAR




MONDAY – THURSDAY 8:30AM – 4:30PM
FRIDAY 10:00AM – 4:30PM

JANUARY	S	M	T	W	TH	F	S	FEBRUARY	S	M	T	W	TH	F	S	MARCH	S	M	T	W	TH	F	S	APRIL	S	M	T	W	TH	F	S		
					1	2	3		1	2	3	4	5	6	7		1	2	3	4	5	6	7		5	6	7	8	9	10	11		
	4	5	6	7	8	9	10		8	9	10	11	12	13	14		8	9	10	11	12	13	14		12	13	14	15	16	17	18		
	11	12	13	14	15	16	17		15	16	17	18	19	20	21		15	16	17	18	19	20	21		19	20	21	22	23	24	25		
	18	19	20	21	22	23	24		22	23	24	25	26	27	28		22	23	24	25	26	27	28		26	27	28	29	30				
	25	26	27	28	29	30	31											29	30	31													
MAY	S	M	T	W	TH	F	S	JUNE	S	M	T	W	TH	F	S	JULY	S	M	T	W	TH	F	S	AUGUST	S	M	T	W	TH	F	S		
						1	2			1	2	3	4	5	6			5	6	7	8	9	10		11		2	3	4	5	6	7	8
	3	4	5	6	7	8	9		7	8	9	10	11	12	13		12	13	14	15	16	17	18			9	10	11	12	13	14	15	
	10	11	12	13	14	15	16		14	15	16	17	18	19	20		19	20	21	22	23	24	25			16	17	18	19	20	21	22	
	17	18	19	20	21	22	23		21	22	23	24	25	26	27		26	27	28	29	30						23	24	25	26	27	28	29
	24	25	26	27	28	29	30		28	29	30							31									30	31					
31																																	
SEPTEMBER	S	M	T	W	TH	F	S	OCTOBER	S	M	T	W	TH	F	S	NOVEMBER	S	M	T	W	TH	F	S	DECEMBER	S	M	T	W	TH	F	S		
			1	2	3	4	5							1	2		3		1	2	3	4	5		6	7			1	2	3	4	5
	6	7	8	9	10	11	12		4	5	6	7	8	9	10		8	9	10	11	12	13	14			6	7	8	9	10	11	12	
	13	14	15	16	17	18	19		11	12	13	14	15	16	17		15	16	17	18	19	20	21			13	14	15	16	17	18	19	
	20	21	22	23	24	25	26		18	19	20	21	22	23	24		18	19	20	21	22	23	24		25	20	21	22	23	24	25	26	
	27	28	29	30					25	26	27	28	29	30	31		22	23	24	25	26	27	28			27	28	29	30	31			

INTENSIVE COURSE:

Students can join the course on any Monday. Our terms begin on these dates: 

Intensive course not offered from Monday, July 20 thru Friday, August 14

Our Intensive Course terms end on these dates: 

School is closed on weekends and on the following holidays: 

ELECTIVE CLASSES:

Students can start taking Elective classes any day

KIDS PROGRAM

Seasonal Kids Programs held during these weeks

2026 ELECTIVES SCHEDULE

1 TICKET = 1 CLASS = 50 MINUTES = \$30

2 LEVELS: LEVEL1, LEVEL2

Level 1	High-Beginner to Low-intermediate students (A2 - B1)
Level 2	High-Intermediate to Advanced students (B2 - C2)
All Levels	Beginner to Advanced students (A1 - C2)
Online	Classes taught via ZOOM. Beginner to Advanced students (A1 - C2)

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1:30pm - 2:20pm	Survival 1 Headlines 2	Conversation 1 Conversation 2	Survival 1 Headlines 2	Conversation 1 Conversation 2	Conversation Club
2:35pm - 3:25pm	Vocabulary 1 Discussions 2	Grammar 1 Grammar 2	Vocabulary 1 Discussions 2	Grammar 1 Vocabulary 2	Movie Talk
3:40pm - 4:30pm	Conversation Club	Online Conversation Club	Conversation Club	Online Conversation Club	English Games Online Conversation Club

FLEXIBLE TICKET PROGRAM TO FIT YOUR OWN SCHEDULE

ELECTIVE TICKET PRICES

Registration Fee: \$150

1 Elective Ticket: \$30

1 Non-registered Ticket: \$45

1 Ticket = 1 Class

Buy 10 Tickets, get 11 Tickets
Buy 20 Tickets, **get 25 Tickets!**



HAWAII PALMS ENGLISH SCHOOL



www.EnglishSchoolHawaii.com



info@EnglishSchoolHawaii.com



(808)922-3535



ELECTIVE CLASSES

CONVERSATION CLASS AND CONVERSATION CLUB

These popular classes give you a chance to use your English in a fun and social way. The 50-minute classes are spent communicating with a small group about a topic chosen by your teacher. The teacher facilitates the conversation, but the focus is the students, who have a chance to talk about themselves and learn about their classmates. Topics include Food, Travel, Family, and more. Using your English in a relaxed and natural environment will help you improve your fluency and confidence.

CONVERSATION CLUB are mixed-level classes offered to students of all levels.

GRAMMAR CLASS

The target of this class is to improve your understanding and usage of English grammar. Each class, your teacher chooses one grammar point on which to concentrate. Examples of a grammar class are: the use of Prepositions, Present Perfect, and Phrasal Verbs. Students are introduced to the grammar structure before being given a chance to practice and use it.

SURVIVAL CLASS

This class is designed for beginner and pre-intermediate level students who need to practice the language in real-world situations, where you can gain important language skills relevant to your daily life in Hawaii. For example, you will learn English expressions for how to take the bus, go shopping, or talk about health.

HEADLINES CLASS

This elective class is a discussion about current events in the news. As a class, we will go over some headlines, read an introductory paragraph, and ask/answer questions about the news topic in order to have a guided discussion.

DISCUSSIONS

Discussions class gives students the opportunity to share opinions on a topic chosen by the teacher. Students practice communicating ideas while defending a point of view. Interesting discussions can take place in this class offered only to Level 2 students.

VOCABULARY CLASS

This class focuses on introducing, understanding, and practicing English vocabulary that is divided into categories. The purpose of this elective is for students to expand their overall usage of English words in order to better understand spoken and written English, as well as to be able to communicate more clearly.

MOVIE CLIPS

This mixed-level class gives students the opportunity to watch, analyse, and discuss short clips of popular movies in English. We learn vocabulary, practice our listening comprehension, and talk about some of our favorite movies. Perfect for movie buffs.

GAME ROOM

This fun class is a mixed-level elective that teaches students how to play a variety of games while enjoying casual English conversation. We play board games, card games, and lots of different vocabulary games that are not only fun, but get us thinking in English and practicing our communication skills.

ENROLLMENT POLICIES AND AGREEMENTS

Depending on the course or program, Hawaii Palms English School has a set of policies and agreement students must abide by. For specific enrollment information, please scan the appropriate QR codes below:

Student Enrollment Agreement

Intensive, Electives, TOEIC, Teens Semi-Intensive, Kids Semi-Intensive, and Privates



Refund and Cancellation Policy

Intensive, Electives, TOEIC, Teens Semi-Intensive, Kids Semi-Intensive, and Privates



English Only Policy

Intensive, Electives, TOEIC, Teens Semi-Intensive, Kids Semi-Intensive, Privates, and Kindergarten Club



Kids Program and Kinder Club Enrollment Agreement

Kids Program, Academic Kids Program, and Kindergarten Club



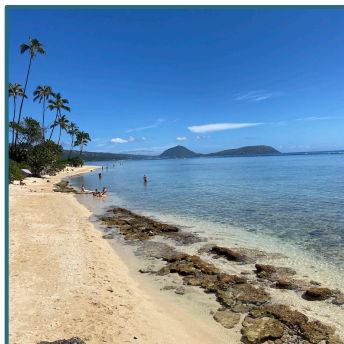
Kids Program English Only Agreement

Kids Program and Academic Kids Program



Student Accommodation Agreement

All students whose accommodation was arranged by Hawaii Palms English School



GUIDELINES TO VISITING HAWAII



DO NOT WORK IN HAWAII

If you don't have a work visa, you are NOT ALLOWED to work in Hawaii.

Students who work without a work permit can get deported and may not be allowed to return to the United States.

TIPPING IN HAWAII

Tipping is not mandatory in Hawaii, but it is customary. At restaurants or food shops, depending on the service, you can tip between 10% and 20% of the bill.

BE CAREFUL, some places already include a tip.

DO NOT tip your teacher.



WHEN CROSSING THE STREET

Remember to only cross the street if you see a crosswalk and the light is green. Jaywalking (crossing the street where there is no crosswalk) may cost you a fine of \$130 - \$180 in Hawaii. **BE CAREFUL** also of crossing the street while looking down on your phone - you **may** get fined for that, too!

RIDING A BICYCLE

In Waikiki, you are NOT ALLOWED to ride your bike on the sidewalk. Just like with motorcycles, you need to ride on the road - you will get fined otherwise.

Please be very careful and don't forget to wear a helmet.



RIDING THE BUS

You must pay for your bus fare when you board the bus, not when you exit. Bus drivers do not give change, so you must have the exact amount when paying your fare. Please check The Bus' website (www.thebus.org) for up-to-date information on routes and fares.

COIN\$ IN HAWAII



Penny = 1 cent

100 pennies = \$1



Nickel = 5 cents

20 nickels = \$1



Dime = 10 cents

10 dimes = \$1



Quarter = 25 cents

4 quarters = \$1

ATTENDANCE POLICY

The following policy applies to students enrolled in our **Intensive, Kids Semi-intensive, Teens Semi-Intensive**, and **TOEIC Test Preparation** courses. For all other programs and classes, absences and tardy arrivals will be treated on a case-by-case basis.

Attendance records will be maintained for all students and kept indefinitely by Hawaii Palms English School.

Students who are more than 10 minutes late for any reason will receive a tardy designation. Four tardy designations are the equivalent to one class absence.

Students who arrive late will need to abide by the following guidelines:

INTENSIVE COURSE	More than 30 minutes late: Student will need to wait until the start of the second period before joining the class. More than 10 minutes after the start of the second period: Students will need to wait until the start of the third period before joining the class. After the start of the third period: Students will not be allowed to join class that day and will be marked absent.
KIDS SEMI-INTENSIVE TEENS SEMI-INTENSIVE TOEIC	After half the class has finished: Students may be allowed to join the class only with the approval of the Academic Director or School Principal.

Excused Absences due to medical reasons must be accompanied by a doctor's note. Three Excused Absences in any one 4-week session will be treated as an absence.

Students who miss more than 4 classes in any one 4-week session may not be allowed to graduate. Should the student miss more than 5 classes in any one session, the student may face expulsion.

Under all circumstances, students are expected to contact the school prior to being tardy or absent from class.

INTENSIVE COURSE GRADING POLICY

Hawaii Palms English School's grading policy is determined through both subjective and objective evaluation of the student's performance by their teacher. Grading is a measure of each student's aptitude to learn and progress in English language ability within the parameters of the class and within the specific speaking, listening, grammar, and vocabulary guidelines of the course curriculum. Grading is also a means by which students can gauge their progress, as well as a mode to assist in the determination of students' promotions to a higher level of study.

Teachers evaluate English Intensive students each term based on Participation and Examination.

PARTICIPATION

Participation is assessed through Homework, Attendance, and Class Participation.

Students must complete all homework assignments given by the teacher. The assignments must be completed in a manner that demonstrates the student made a diligent attempt at fulfilling the assignment in concert with the standards of accuracy and neatness set by the teacher.

Attendance records will be maintained for all students. See the school's Intensive Course Attendance Policy for pertinent information.

Class Participation refers to the student's willingness to engage with the class in a constructive way. Students are expected to contribute to the progression of the class in a focused manner and adhere to the school's Student Rules of Behavior.

Overall, Participation will account for 50% of a student's final grade.

EXAMINATION

Examinations consist of written and spoken tests that are administered every 2 weeks. The students' overall score for each examination consists of the average taken from both tests.

WRITTEN TESTS:

Written Tests are made up of Unit Tests, a Mid-term, and a Final, and they are given to students throughout each Intensive term. Written Tests cover the pertinent speaking, listening, grammar, and vocabulary points studied in each unit.

Unit Tests are given every two weeks, on even-numbered units, and they consist of written and spoken components. The average score taken from all the Unit Tests will make up 30% of a student's final grade.

A Mid-term is given halfway through each Intensive term. On the last day of the course, a Final is administered. Both the Mid-term and Final consist of written and spoken components. The average score taken from both Mid-term and Final will encompass 20% of each student's final grade.

All examinations are standard tests included in the Teacher's Edition or have been created by the teacher and approved by the School Principal or Academic Director.

SPEAKING TESTS:

Questions for the speaking test are based on the general topic of each unit. Students will receive a Score Sheet at the end of each speaking test.

CUMULATIVE GRADE

Students will have all their Written Test and Participation scores recorded on their class' Grading Sheet. The student's Cumulative Grade (final grade) will then be determined by adding all the totals:

Participation	50%
Unit Tests	30%
Mid-term & Final Tests	20%

* If a student does not take a Mid-term or Final, their Unit Tests will make up 50% of their Cumulative Grade.

* If a student does not take a Unit Test, their Mid-term or Final will make up 50% of their Cumulative Grade.

* If a student does not take any Written Tests, their Participation Score will make up 100% of their Cumulative Grade.

GRADING ASSESSMENT

A student's Cumulative Grade is used to assist in determining the students' promotions to a higher level of study.

As a general rule, students with a Cumulative Grade of 75% or higher may advance to the next level of the Intensive Program. Students who fail to get a Cumulative Grade of at least 75% may need to repeat the level. Teachers will use each student's Cumulative Grade along with their own judgment to determine if the student should move up or repeat the level at the end of the term.

In case a student fails to move up a level for 2 consecutive terms, the student will need to attend counseling and register for additional tutoring (Elective Classes or Private

Lessons). If a student, after receiving counseling and additional tutoring, fails to move up a level for a third straight term, the student will face expulsion. The decision to expel a student based on academic performance will be made by the School Principal and Academic Director. Students may be given a fourth chance to repeat the level and thus waive expulsion only in extreme situations and only if the School Principal and Academic Director are in agreement.

STUDENT RULES OF BEHAVIOR

All Hawaii Palms English School students have a right to a safe, positive, and supportive learning environment. In order to provide such an environment, we expect all students to abide by the following rules of behavior:

- Students shall be courteous and respectful to all, including peers, teachers, and administrative staff.
- Students must in no way verbally or physically harass or intimidate peers, teachers, or administrative staff.
- Students are expected to be on time for the beginning of each class and after each break.
- Students shall complete all assigned homework.
- Students must speak English at all times and abide by the school's English Only Policy.
- Students must mute their cell phones before the beginning of class. Students who need to receive a call must let the teacher know before the start of class and then take the call outside the classroom.
- Students shall not sleep, listen to music, chew gum, or eat during class.

Should a student fail to comply with any of the policies, agreements, and procedures of Hawaii Palms English School, the student may be subject to immediate dismissal.

A verbal warning may be given for the first offense. After a verbal warning, a written notification of the violation will be given to the student, followed by a counseling session scheduled with the School Principal, Academic Director, or School Manager. Should the student continue to violate the policies and procedures of Hawaii Palms English School, the School Principal will issue a letter of expulsion.

WELCOME TO HAWAII PALMS

INTENSIVE STUDENTS ORIENTATION

Students are expected to follow the School Rules and Code of Conduct

ENGLISH ONLY POLICY – When you are at school, speak English with your classmates, teachers, and staff. Speaking English before class, during breaks, and after class will help you improve your English skills and make your experience in Hawaii more rewarding. If you really need to use your native language, please step outside the school.

MAKE YOURSELF AT HOME - To avoid wasting a lot of paper cups, Hawaii Palms English School encourages students to drink from coffee mugs. Please bring your own cup or tumbler from home. Thank you for helping us conserve!



COUNSELING - You will be scheduled for a 10 - 15 minute long counseling session with a school staff member sometime during your studies at Hawaii Palms. . This will be a time for you to share any thoughts or concerns about your course, the school, or your time here in Hawaii. Counseling is usually scheduled in the morning before the start of class.

ABSENCES - Please contact the school if you are going to be absent from class. Students need to attend at least 75% of their classes to complete their course.

TARDIES – Please be on time at the beginning of each class and after each break. If you are going to be more than 10 minutes late, please call the school. Students who are more than 30 minutes late may be asked to wait until 10:00AM before joining their class.

HOMEWORK – Homework is assigned every day. If you need help with your homework, please ask any of our teachers for help.

PRESENTATIONS - Every other Thursday, students in our Intensive Course make a presentation in front of their schoolmates. We know some students find this a little challenging, but the most important thing is just to **TRY YOUR BEST**. We want students to feel comfortable speaking English in different situations.

CELL PHONES – Students are not allowed to use their cell phones in class. If you need to receive a call, let your teacher know before the start of class – when your phone rings, please take the call outside of the classroom.

RESPECT – Always respect your fellow classmates, teachers, staff, and yourself. Be polite at all times.