

**Waiākea Elementary School  
Parent Handbook  
2018 - 2019**



**Home of the Royals**

**180 West Puainako Street  
Hilo, HI 96720**



## Table of Contents

### School Information

After School Program.....	3
Bus Transportation.....	3
Concerns.....	3
Contraband.....	3
Emergency Information Card.....	3
Excursions.....	3
Health.....	4
History/Background.....	4
Ho'ike.....	4
Kaleo O Waiākea.....	4
Meal Times.....	4
Parent Involvement.....	4
Parent/Teacher Conferences.....	5
Parent/Teacher Organization.....	5
Report Cards.....	5
Royal of the Month and Quarter.....	5
Safety.....	5
School Community Council (SCC).....	5
School Hours.....	6
School Personnel.....	6
School Supplies.....	6
Special Programs.....	6
Student Drop-Off and Pick-Up.....	7
Traffic Safety.....	7
Uniform Policy.....	7
Yearbook.....	7
Visitor Policy.....	7

### Plans, Policies and Procedures

Attendance Policy.....	8-9
Comprehensive Student Support System (CSSS).....	10-11
Positive Behavior Support (PBS).....	12
School Discipline: Chapter 19.....	13
Contraband List.....	14
Positive Behavior & Intervention Matrix.....	15
Family Focus Team/Involvement/Compact.....	16-18
Homework Policy.....	19
Library Information.....	20-21
Meal Tracker.....	22
Right to Know - Teacher Qualifications.....	23
School Emergencies.....	24
School Song: Alma Mater.....	25

## SCHOOL INFORMATION

### **AFTER SCHOOL PROGRAM**

The A+ private provider is Kama'aina Kids. All public elementary school children are eligible for the A+ Program, which has a monthly fee. Call 987-0497 or 960-2226 for more information.

### **BIRTHDAYS**

Students are asked not to bring candy and other "sugar" snacks to school. For birthdays and holidays, encourage your child to give a book to the class or library. If you send a goodie bag, please think of alternatives to candy: pencils, pens, stickers, erasers, etc.

### **BUS TRANSPORTATION**

Transportation by school bus is a privilege. Students may apply by picking up an application form from the WES office or the bus driver. Students must live at least one mile from school to ride the bus. There is a fee, which may be paid by coupons, quarterly or yearly.

### **CONCERNS**

Parents are encouraged to address concerns regarding their child as soon as they arise. It is important, for the sake of the child, that parents bring any concerns to the attention of the teacher so that potential problems can be resolved early in the school year. Other people to contact are the counselors, the administrators or the PCNC. If you feel your child is having difficulty, whether it be with class work, friends, other students, etc., please talk with your child's teacher, or call our counselors at 981-7215, or Student Services Coordinator at 981-7247 or administrators at 981-7215 for help. Let us know what your concerns are, so that we can work toward solutions.

### **CONTRABAND**

These items are **NOT** to be brought to school: electronic devices and games, kendamas, pogs, toys, trading cards, valuables, weapons, and the like. Cell phones may be used **ONLY** after school ends to contact parents/guardians. Contraband items will be confiscated and returned to parents.

### **DRUG AND TOBACCO FREE SCHOOL**

There shall be no use of drugs, alcohol, beer, wine, cigarettes or tobacco when on campus or parked in the parking lot. This applies to all.

### **EMERGENCY INFORMATION FORM**

The emergency information form, enclosed in the 1st day of school packet, must be completed and returned to school immediately. Also, you **MUST** inform the office of any changes in information, particularly telephone numbers and addresses, so that you can be contacted if your child should become ill in school or in case of a critical Civil Defense emergency.

### **EXCURSIONS**

All students participating in any off-campus school excursions or functions are required to have a parent permission form completed. There is usually a small fee for the excursions. If your child is unable to attend an excursion s/he will work on alternate assignments in another classroom.

## **HEALTH**

There is a school health aide (SHA) at 981-7224 during school hours should your child get sick or injured. She will attend to minor injuries and illnesses and will contact parents via telephone or note regarding injuries. Remember to keep your emergency information current with the school office throughout the year. It is very difficult for the Health Aide to help children, when she has no current numbers to call parents/guardians. Please immediately inform your child's teacher of any medical conditions or disabilities affecting your child.

**Medication:** The Health Aide may dispense medication only with proper authorization and procedure through Department of Health. Faculty and other staff members by law, are not allowed to administer medication. Please talk with SHA if you have any questions. For safety reasons, children should not carry medicine with them.

Students leaving before 11 am on MTTF or 10 am on Wed. are considered absent for that day.

## **HISTORY AND BACKGROUND**

Waiākea Elementary School was established on its present site in September 1963 following the 1960 tsunami. Our school has one cafeteria/office building, 5 classroom buildings, a library building and 6 portables. Our mascot is the "Royal" on handbook cover and our school colors are red and gold.

## **HO'IKE**

In May, we have a Ho'ike performance that's open to the public, where each grade level performs. There may be a fee for your child's outfit.

## **KALEO O WAIAKEA**

Our newsletter is called Kaleo O Waiākea and is published monthly by our PCNC.

## **MEAL TIMES**

Breakfast is served from 7:15 to 7:50 am daily in the cafeteria.

Lunch/Recess

- Grades K-2 is from 11:00 am to 11:30 am (M, T, TH, F); Wednesday is from 10:50 am to 11:20 am.
- Grades 3-5 from 11:30 am to noon (M, T, TH, F); Wednesday is from 11:20 am to 11:50 am.

Parents ask about having lunch with their child. We ask that you make arrangements with your child's teacher at least 1 day prior to ensure accurate lunch count for the day and adequate space in the cafeteria. We expect guests to pay for an adult school lunch, unless arrangements have been made with the administration. The cost for lunch is \$5.50 for any visiting adults or children. Breakfast is \$2.40.

## **PARENT INVOLVEMENT**

We encourage parent involvement with their children's learning. There are many different ways for every family to be involved with our school. The Parent Teacher Organization (PTO) and School Community Council (SCC) are organizations that you may join to help our children. If you want to get to know your children's classmates and their curriculum, try volunteering in their classroom. There is always something that needs to be done: reading to the class, listening to the students read, helping students by reinforcing basic math or handwriting skills, volunteering to be a guest speaker about your career or area of expertise, supervising

students on excursions or doing holiday arts and crafts projects, copying, cutting, pasting, collating . . . there are many things that you could do that could help change a child's life forever. Call the Parent Community Networking Coordinator (PCNC) at 981-7215 or talk to your child's teacher.

### **PARENT/TEACHER CONFERENCES**

Parent/teacher conferences will be from November 5, 2018 - November 16, 2018. However, if a problem arises before your scheduled conference, please contact your child's teacher. Parent support is important for your child's success. There is a level of learning that your child should reach by the completion of each grade. Your child's teacher has the current standards.

### **PARENT TEACHER ORGANIZATION (PTO)**

The PTO is a parent/community-member organization which supports special member-only events, school capital improvements, and student activities. Information is sent to parents through email, notices, and the Kaleo O Waiakea. The PTO is always actively recruiting volunteers and parent/community donations. Membership is \$10.00 per family. Board member elections happen in April/May for the next school year.

### **REPORT CARDS**

Your child's progress is reported each quarter with a standards based report card including rating the six General Learner Outcomes.

### **ROYAL OF THE MONTH AND QUARTER**

Waiākea Elementary likes to recognize those students who have been good role models for others and/or have shown improvement during the school year. Each class determines its own criteria for selection of its Royals. Grades K through 4 select "Royals" for each month. Grade 5 selects "Royals" for each quarter. All "Royals" are recognized with a special lunch on the Royal Roost, a photo and certificate, and mention in the Kaleo O Waiakea.

When your child is a Royal, we ask that you join him/her for the special lunch and purchase a school lunch at a cost of \$5.50 for adults, which may be paid on the day of the Royal lunch. If you are unable to attend, you may have a grandparent, aunt, uncle or family friend join your child for this special event.

We ask that you not bring flowers, leis or other gifts for your child that day. The emphasis is on your child's efforts. The best way to recognize your child's hard work is with your time and attention.

### **SAFETY**

Your child's safety is important to us. You can help us ensure your child's physical safety by doing the following:

- Let your child's teacher/administration know of any safety issues. \*Work with the Health Aide 981-7224 regarding any health condition.
- Provide the school with telephone numbers where you can be reached during the school day.
- Sign in and pick up a visitor pass whenever you are on campus.
- Teach your child to follow safety rules in the classroom, on the playground, and in the parking lot.

### **SCHOOL COMMUNITY COUNCIL (SCC)**

SCC is a process where everyone can participate in deciding policy matters affecting this school. School level day-to-day operations are decided by the school administrators. This process is managed by the SCC, which is made up of representatives from six different groups - administration, teachers, non-certificated staff,

students, parents, and community-at-large. Issues are defined and developed, and decisions are made according to consensus among the SCC.

SCC needs the active participation of all Waiākea Elementary School community members. Parents can help by learning more about SCC and our school and encouraging their children to do the same. They can think of issues that affect our school and, through the SCC, help shape the way our school will respond to them. SCC meetings are held each month and are open to anyone who wishes to attend. Meetings are announced in the Kaleo O Waiākea and on the marquee. Minutes of SCC meetings are available online and at the school office.

## **SCHOOL HOURS**

**School starts at 8:00 am.** School ends at 2:15 pm, except on Wednesdays, when school ends at 1:00 pm. The first bell rings at 7:55 am indicating the start of the school day. Children arriving after the 8:00 am (second) bell must report to the office for a tardy slip.

If your child must leave school during school hours, please send a note to the teacher the day before or call the school office at 981-7215. Your child will be given a special pass to leave school before the end of the school day. All students will wait in the office. You will need to sign your child out at the office. Authorized parent/guardian can make the requests, and only authorized people on the student's emergency form will be allowed to pick up student.

## **SCHOOL PERSONNEL**

In addition to your child's regular teacher, supplemental instruction is provided by our Librarian and P.E. (physical education), Hawaiian Studies, Computer Teacher, Writing Teacher, Science-Technology-Engineering-Math (STEM) Teacher and Music Teachers. We have an English Language Learner Teacher and a Title 1 Coordinator. We have a part-time PCNC (Parent Community Network Coordinator) who helps involve parents and community with our school. (See the Parent Involvement section of this handbook for more details.)

We have a counselor for grades K to 2 and another counselor for grades 3 to 5. These counselors help with testing, screening for special programs, and also provide support for life changes that your child may face such as divorce or bereavement. You may contact them by leaving a message at 981-7215.

We also have fifth grade JPOs (Junior Police Officers). They have been selected to help with drop-off at the yellow fence in the morning, and help with supervision at recess and at lunch.

## **SCHOOL SUPPLIES**

You should have already received your school supplies list. Please have your child bring these supplies to school as soon as possible. Please write your child's name on his or her supplies. If supplies are used up or are lost during the school year, please replace them. **Please let your child's teacher know if you have difficulties providing school supplies for your child.** There are organizations that support children by providing basic school supplies.

## **SPECIAL PROGRAMS**

Please refer to information which you are receiving with this handbook. Referrals for testing may be made by teachers and/or parents to our counselors for special programs such as Special Education, Gifted and Talented (language arts and math) and ELL (English Language Learning).

Inquiries about help for students in special education, mental health services, speech therapy, etc. should be directed to our counselors, SSC or administrators. Leave your name and number at 981-7215.

### **STUDENT DROP-OFF AND PICK UP**

The yellow fence in front of our school represents the drop-off and pick up area for children.

**MORNING:** Drop your child off at school AFTER 7:15 am, campus supervision begins at approximately 7:15 am. Students will be asked to wait in the following areas:

- Kindergarten: Kindergarten students only, will wait in Building A Multi-Purpose Room (MPR) with supervision until their teacher opens their classroom door.
- Grade 1: Grade 1 students only, will wait in Building B Multi-Purpose Room (MPR) with supervision until their teacher opens their classroom door.
- Grade 2: Grade 2 students only, will wait in the Library with supervision. Grade 2 students will be released to their classrooms at 7:50 am.
- Grade 3-5: Grades 3-5 students (and siblings) will wait in the cafeteria with supervision. Students will be released to their classrooms at 7:50 am.

**AFTERNOON:** Please be prompt when picking up your child. Campus supervision ends at 3:30 pm. Students remaining on campus after 3:30 pm (unless enrolled with A+) are unsupervised. The Hawai'i County Police will be called to assist any unsupervised children.

### **TRAFFIC SAFETY**

- Drive slowly, always looking out for others (drivers and pedestrians). Extend the right of way to children
- Loading/unloading is allowed ONLY in front of the yellow fence (covered walkway area).
- Move to the front of the loading area before stopping. Do not cut in front of other vehicles.
- Keep traffic lanes and crosswalks clear. Use the crosswalk (set a good example for our children).
- The loading and unloading area is NOT for parking.
- Do not park at the intermediate school or on the driveway in the area reserved for school buses (marked with solid lines).
- This is a drug and tobacco-free school; the rule applies even when you are in a vehicle.

### **UNIFORM POLICY**

Students are required to wear the approved school uniform (short or long sleeve) shirt on all instructional days, Monday through Thursday.

Friday will be a "free dress" day where students have a choice of dress wear. School uniform t-shirts are not to be altered and come in yellow or lime green. Any other Waiākea Elementary t-shirt with the school's logo and/or design will be allowed. Uniform t-shirts may be purchased at the school office.

**EXPECTATIONS:** The policy is effective on the first day of school. Unless an "Application of Exemption" is approved by the School Community Council (SCC) students are required to wear the uniform t-shirt.

**PROCEDURES FOR NON-COMPLIANCE TO UNIFORM POLICY:** Students will be loaned a school uniform for the day and will return it at the end of the same day. Continued non-compliance to uniform policy will be handled case by case.



## **APPLICATION FOR EXEMPTION (OPT-OUT)**

Parents/Guardians wishing to exempt their student from the uniform policy may "opt-out" by completing an Application for Exemption form available at the school office. Applications must be filed within the timeframe identified by the SCC. Exemptions are valid for the current school year only. Applications submitted will be reviewed by the School Community Council (SCC) at their next board meeting.

## **YEARBOOK**

A school yearbook is usually available for purchase by students. Order forms are sent home around the middle of the school year. If available, the yearbook will be distributed at the end of the school year.

## **VISITOR POLICY**

All visitors must check in at the main office upon arrival on campus. No one will be allowed on campus without checking in at the main office first to acquire a visitor's pass.

## **ATTENDANCE POLICY**

### **Hawaii State Compulsory School Attendance Law**

The Hawaii revised statutes, Section 302A-1132, states that unless excluded from school or excepted from attendance, all children who will have arrived at the age of at least five years (by July 31) and who will not have arrived at the age of eighteen years, by January 1st of any school year, shall attend either a public or private school for, and during, the school year, and any parent, guardian, or other person having the responsibility for, or care of, a child whose attendance at school is obligatory shall send the child to either a public or private school.

The State of Hawaii, Department of Education, defines truancy as unauthorized absences from school.

Currently section 302A-1135 of the Hawaii Revised Statutes states that if any child of school age persists in absenting oneself from school, the family court judge, upon a proper petition, citation, or complaint being made by the school teacher or any other officer or agent of the department, or police officer, or any other person, shall cause the child, and the father or mother, guardian, or other person having charge of the child, to be summoned to appear before the judge. Upon its being proved that the person responsible for the child had not used proper diligence to enforce the child's regular attendance at school, the responsible party shall be guilty of a petty misdemeanor.

## **SCHOOL ATTENDANCE POLICY**

Students need to attend school daily and be in class on time so that optimum benefits of education can be achieved. Unexcused and/or excessive absences and tardies are unacceptable and prevent maximum teaching and learning from taking place.

## **SCHOOL GUIDELINES ON ABSENCES**

In order to ensure students' accountability for their attendance and to ensure consistent data collection, the school will process and maintain attendance on a daily basis.

- The school will only excuse absences when written documentation (note) is submitted within three (3) days upon student's return to school, and absences are for one of the following reasons:
  1. Illness, injury, quarantine (chicken pox, measles, etc.), verified by a doctor's note. (A doctor's note is required for 3 or more consecutive absences).
  2. Doctor/Dental appointment verified by a doctor's note
  3. Death in the family
  4. Court attendance or approval

- ❑ The student's absence note should include the following information:
  1. Date note was written
  2. Child's first and last legal name ( as listed in school's records)
  3. Teacher's Name and Grade Level
  4. Date(s) of absence
  5. Reason for absence
  6. Phone number (s) where parent/guardian can be contacted
  7. Parent/legal guardian's signature.
- ❑ Contacting School by Phone: Contact school before 9:30 a.m. with the above information, #2-7.

### **UNEXCUSED ABSENCES**

If a child is absent from school for two (2) or more consecutive days, the parent/guardian may request for homework by calling the school office by **9:30 am**. You may pick up the homework at the front office after **3:00 pm of the day following your request**. Call the office to confirm that there are assignments for your child before coming to school.

No make-up work will be provided for class cuts or for truancy.

### **TARDIES**

- ❑ Students who arrive at school after the official start time are tardy to school and must:
  1. Report to the office upon their arrival to check in.
  2. Bring a note to include the same information as used for absences:
    - Date note was written
    - Child's first and last legal name (name listed on school's records)
    - Date of tardy
    - Reason for tardy
    - Phone number(s) where parent/guardian can be reached
    - Parent/Legal Guardian's signature
  3. If the tardy is due to a medical/dental appointment or court, please bring a verified doctor/dentist or court note.
- ❑ The school will only excuse tardies when a written documentation is submitted and tardies are for one of the following reasons:
  1. Medical/dental appointment with a Doctor's note
  2. Student detained by teacher/school official with note from person who detained student
  3. Delayed school bus
  4. Unusual weather circumstances (approved by Administration)
  5. All excused absence reasons apply

All other reasons must be reviewed by an administrator before a tardy is excused.

**UNEXCUSED TARDIES** include oversleeping/late start, missed the bus, car trouble, babysitting, personal business

- ❑ Unexcused absences/tardies will affect a student's academic performance and are subject to the following consequences:
  1. Parent conferences
  2. A petition may be submitted to Family Court

## COMPREHENSIVE STUDENT SUPPORT SYSTEM (CSSS)

A **Comprehensive Student Support System (CSSS)** goal is to respond to the broad range of student needs by providing students with comprehensive, coordinated, integrated, and custom supports that are accessible, timely, and strength-based so they can achieve in school. An array of student support services is an inventory of programs and services designed to develop competent students. The focus is on prevention efforts that support student success.

<b>Instruction Support Services</b>	<b>Student Services</b>
<ul style="list-style-type: none"> <li>● "Buddy" classes (Cross grade level buddy system_</li> <li>● Educational technology</li> <li>● ELL (English Language Learners)</li> <li>● 504 Modifications</li> <li>● Gifted and Talented Program (Gr. 3-5)</li> <li>● Guidance Program</li> <li>● Hawaiian Studies Program</li> <li>● Library/Information Technology Center</li> <li>● Middle School Orientation</li> <li>● Music Program</li> <li>● Special Education (Including related services)</li> <li>● Response to Intervention instructional block</li> </ul>	<ul style="list-style-type: none"> <li>● Breakfast Program</li> <li>● Bus Transportation</li> <li>● Free/Reduced Meal Program</li> <li>● Health Aide</li> <li>● School Counseling (Individual and Small Support Groups)</li> <li>● Student Support Teams</li> </ul>
<b>Co-Curricular Activities Programs</b>	<b>Student Recognition</b>
<ul style="list-style-type: none"> <li>● Academic Fairs (Science, Language Arts, Geography, etc.)</li> <li>● A+ Program</li> <li>● Book Fair</li> <li>● Contests: Academic, Art, Writing</li> <li>● Excursions/Field Trips</li> <li>● Intramurals (Gr. 3-5)</li> <li>● Recycling</li> <li>● School Service (Cafeteria Helpers, Class Monitors, Junior Police Officers, Library Helpers)</li> <li>● Special Assemblies</li> <li>● Spirit Week</li> <li>● Student Council (Including leadership training)</li> <li>● Track (P&amp;R)</li> <li>● Yearbook</li> </ul>	<ul style="list-style-type: none"> <li>● Attendance: Perfect for each Quarter and Year, Class stars</li> <li>● Positive Behavior &amp; Intervention Support (PBIS) Awards Assemblies</li> <li>● Royals of the Month (Gr. K-4)</li> <li>● Royals of the Quarter (Gr. 5)</li> <li>● Year End Awards Assembly</li> </ul>
<b>Parent/Community Involvement</b>	
<ul style="list-style-type: none"> <li>● Ho'ike (School-Wide Year End Program)</li> <li>● Grade Level Open House</li> <li>● Kaleo O Waiākea (Parent Newsletter)</li> <li>● Parent Teacher Conference</li> <li>● Parenting Workshop</li> <li>● Parent Teacher Organizations (PTO)</li> </ul>	<ul style="list-style-type: none"> <li>● PTO Special Events</li> <li>● Parent Community Networking Coordinator (PCNC)</li> <li>● Primary School Adjustment Project (PSAP)</li> <li>● School Community Council (SCC)</li> <li>● Volunteer Program (Including RSVP, Foster Grandparents) for school and class website</li> </ul>

## **POSITIVE BEHAVIOR & INTERVENTION SUPPORT (PBIS)**

Effective July 2015

We believe at Waiākea Elementary School, that our school is a community. Each of us in this community—students, teachers, administrators, staff, and parents—has a responsibility to create an environment that encourages learning. Our approach to situations in which students(s) exhibit poor behavior choices will be to analyze the situation and circumstances, to determine the needs of the student(s) and then provide support(s) for the student(s) in an effort to deter the behavior from occurring again. A member of the Waiākea Elementary School community is expected to demonstrate citizenship behaviors that are listed on our positive behavior matrix.

Waiākea Elementary has adopted a system called Positive Behavior Support (PBS) to increase academic achievement and maintain good student behavior.

What is PBS?

- PBS is a school-wide process that addresses discipline practices at our school.
- With a team approach it identifies school-wide behavior expectations.
- It identifies a continuum of behavior supports.

There are components in school-wide discipline.

### **1. COMMON APPROACH TO DISCIPLINE**

Rules are established to make sure that every student:

- Is guaranteed his/her rights and privileges.
- Learns behavior that is acceptable to good citizenship.
- Can receive his/her schooling in a peaceful environment.
- Is protected from physical harm and threats.
- Can come to school with a feeling of security and safety.

Waiākea Elementary has chosen three school-wide rules which are the same as Waiākea Intermediate and Waiākea High School.

- Be Respectful** (We expect students to greet others, help, share, speak and act kindly.)
- Be Responsible** (We expect students to take care of all school and personal property, be prepared, do their best.)
- Be Safe** (We expect students to respect authority, look, listen, and follow the rules.)

### **2. CLEAR SET OF POSITIVE BEHAVIORAL EXPECTATIONS IN ALL SCHOOL SETTINGS**

See “Waiākea Elementary School Behavior Expectations” matrix.

### **3. PROCEDURES FOR TEACHING EXPECTED BEHAVIORS**

The PBS system approaches the teaching of behavioral expectations as a school-wide effort. Teachers will incorporate the “PATHS” curriculum to teach preventative behaviors while exposing students to behaviors that are expected in each setting.

### **4. CONTINUUM OF PROCEDURES FOR ENCOURAGING EXPECTED BEHAVIORS**

Currently, WES uses the following programs to encourage and reinforce students to maintain expected behaviors:

- Quarterly Awards Assembly
  - Royal of the Month for grades K-4
  - Royal of the Quarter for grade 5
  - Perfect Attendance Awards
  - Achievement Awards
- Quarterly Royal Ticket Class Celebration

## SCHOOL DISCIPLINE: CHAPTER 19

### **Student misconduct, discipline, school searches and seizures, reporting offenses, police interviews and arrests, and restitution for vandalism.**

Class offense(s) are identified in accordance with the Department of Education Chapter 19. Class C/D offenses are classified as minor problem behaviors and are defined as Department and School prohibited conduct that detracts from the learning environment of self or other students. Class C/D offenses are addressed with classroom teacher or staff intervention(s).

Class A/B offenses are classified as Major or illegal behaviors that represent severe breaches of school rules seriously disrupt school functions and are actual violations of the law. These behaviors would warrant a referral and are managed by the school administration (or designee). Below is a list of class offenses:

#### **CLASS A OFFENSES**

Assault; Burglary; Dangerous instrument, or substance; possession or use of; Dangerous weapons; possession, or use of; Drug paraphernalia; possession, use, or sale of; Extortion; Fighting; Firearms; possession or use of; Homicide; Illicit drugs; possession, use, or sale of; Intoxicating substances; possession, use, or sale of; Property damage or vandalism; Robbery; Sexual offenses; or Terroristic threatening.

#### **CLASS B OFFENSES**

Bullying; Cyber bullying; Disorderly conduct; False alarm; Forgery; Gambling; Harassment; Hazing; Inappropriate or questionable uses, or both of internet materials or equipment, or both; Theft; Trespassing.

#### **CLASS C OFFENSES**

Abusive language; Class cutting; Insubordination; Laser pen/laser pointer; possession or use of; Leaving campus without consent; Smoking or use of tobacco substances; or Truancy.

#### **CLASS D OFFENSES**

Contraband; possession or use of; Minor problem behaviors; or "Defiance/disrespect/non-compliance," "Disruption" means student engages in low-intensity, inappropriate disruption; "Dress code violation," "Inappropriate language," "Physical contact," "Property misuse" means student engages in low-intensity misuse of property; "Tardy," Other school rules.

#### **Disciplinary Actions for A, B, C, D Offenses**

In determining disciplinary actions, the principal or designee shall consider the intention of the offender, the nature and severity of the offense, the impact of the offense on others including whether the action was committed by an individual or a group of individuals such as a gang, the age of the offender, and if the offender was a repeat offender. When students are referred to the Administrator as part of the discipline referral process it may be determined, but not limited to one or more of the following consequences occurring; Correction and Conference, Time in Office, Reprimand/Individualized, Restitution, Mediation Session, Detention, Parent Contact, Loss of Privileges, Counseling, In-School-Suspension, Suspension, Crisis Removal, Police Involvement.

**Chapter 19 Definitions:** Refer to Chapter 19 manual or the BOE online version.

## **Waiakea Elementary School**

### **Contraband List**

- **Toys**
  - Hacksacks, action figures, video games, etc.)
  - Kendama
  - Fidget Spinners
  - Marbles
  - Trading Cards
  
- **Food**
  - Chewing gum
  - Dry Saimin
  - Energy drinks (i.e., Monster, Red Bull, etc.)
  - Seeds (i.e., pumpkin, sunflower, etc.)
  
- **Electronics**
  - Cellphones (used after school only)
  - iPads/iPods
  - Laptops/Chromebooks
  - Radios/Walkman, MP3 Players
  
- **Blowhorns**
- **Knives**
- **Laser pointers**
- **Matches/Lighters**
- **Obscene Magazines**
- **Skates/Rollerblades/Skateboards/Heelys**
- **Water guns**
- **Weapons**
- **Whistles**

All contraband items will be confiscated and return to parents.

**POSITIVE BEHAVIOR & INTERVENTION SUPPORT (PBIS) MATRIX  
ROYAL BEHAVIOR EXPECTATIONS**

	<b>Be Respectful</b>	<b>Be Responsible</b>	<b>Be Safe</b>
<b>ALL SETTINGS</b>	<ul style="list-style-type: none"> <li>• Greet others</li> <li>• Help each other</li> <li>• Speak and act kindly</li> <li>• Keep hands and feet to yourself</li> <li>• Treat others kindly</li> </ul>	<ul style="list-style-type: none"> <li>• Take care of school and personal property</li> <li>• Be prepared</li> <li>• Do your best</li> <li>• Keep area graffiti free</li> </ul>	<ul style="list-style-type: none"> <li>• Respect authority</li> <li>• Follow rules</li> <li>• Be aware (look and listen)</li> <li>• Keep hands and feet to yourself</li> </ul>
<b>CLASSROOM</b>	<ul style="list-style-type: none"> <li>• Active listening</li> <li>• Raise hand and wait your turn</li> <li>• Use indoor voices</li> </ul>	<ul style="list-style-type: none"> <li>• Complete and return all assignments</li> <li>• Follow instructions</li> <li>• Stay on task</li> </ul>	<ul style="list-style-type: none"> <li>• Sit properly</li> <li>• Use supplies appropriately</li> <li>• Walk</li> </ul>
<b>WALKWAYS AND STAIRWELLS</b>	<ul style="list-style-type: none"> <li>• Use indoor voices</li> <li>• Listen to adults</li> <li>• Walking single file quietly while classes are in session</li> <li>• Report to class promptly before school</li> </ul>	<ul style="list-style-type: none"> <li>• Keep area litter free</li> <li>• Sit on white lines at the yellow fence area after school</li> <li>• Sit quietly in designated area before school</li> <li>• Wait for your ride quietly after school (yellow fence)</li> </ul>	<ul style="list-style-type: none"> <li>• Walk to designated area: <ul style="list-style-type: none"> <li>○ Bus loading area</li> <li>○ Yellow fence</li> <li>○ After school program</li> <li>○ Home</li> <li>○ Class</li> </ul> </li> <li>• Take stairs one at a time</li> <li>• Keep hands and feet to self</li> </ul>
<b>PLAYGROUND</b>	<ul style="list-style-type: none"> <li>• Share equipment</li> <li>• Practice good sportsmanship</li> <li>• Follow JPO and adult's direction</li> </ul>	<ul style="list-style-type: none"> <li>• "Freeze" when bell rings</li> <li>• Students return to class according to grade level procedures</li> <li>• Return equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Use equipment properly</li> <li>• Walk to and from playground</li> <li>• Follow game and area rules</li> </ul>
<b>CAFETERIA</b>	<ul style="list-style-type: none"> <li>• Practice good table manners</li> <li>• Use indoor voices</li> <li>• Respect and listen to authority</li> </ul>	<ul style="list-style-type: none"> <li>• Clean up eating area</li> <li>• Eat your own food</li> <li>• Obey cafeteria rules</li> </ul>	<ul style="list-style-type: none"> <li>• Stay in order</li> <li>• Walk</li> <li>• Stay seated until excused</li> </ul>
<b>LIBRARY AND COMPUTER LABS</b>	<ul style="list-style-type: none"> <li>• Use indoor voices</li> <li>• Wait your turn</li> </ul>	<ul style="list-style-type: none"> <li>• When you use it, put it back</li> <li>• Take care of equipment and books</li> <li>• Stay on task</li> </ul>	<ul style="list-style-type: none"> <li>• Walk</li> <li>• Push in chairs</li> <li>• Use care near wiring and all technology equipment</li> </ul>
<b>BATHROOM</b>	<ul style="list-style-type: none"> <li>• Wait for your turn</li> <li>• Respect privacy</li> </ul>	<ul style="list-style-type: none"> <li>• Keep area clean and sanitary</li> <li>• Flush</li> <li>• Wash your hands</li> </ul>	<ul style="list-style-type: none"> <li>• Use appropriately</li> <li>• Keep floors dry</li> <li>• Report problems to adult</li> </ul>
<b>BUS</b>	<ul style="list-style-type: none"> <li>• Use indoor voices</li> <li>• Listen to bus driver and/or chaperone</li> </ul>	<ul style="list-style-type: none"> <li>• Keep bus clean</li> <li>• Eating and drinking not allowed</li> </ul>	<ul style="list-style-type: none"> <li>• Sit properly and stay seated</li> <li>• Keep hands and head inside of bus and keep aisles clear</li> </ul>

## **FAMILY FOCUS TEAM**

Waiākea Elementary School is a collaboration of the many programs that work within the school to inform and involve our parents and families. We work to make school an inviting place for our families as well as students. Each partner of this team does its part to support our students' enjoyment of learning and work to encourage our families to support them.

Our Family Focus Team is made up of members of our ELL (English Language Learners), PCNC (Parent-Community Network Coordinator), PSAP (Primary School Adjustment Project), PTO (Parent-Teacher Organization), Special Education and Title I.

Our PSAP program is the most visible program during the school day. They are responsible for teaching reluctant students that school is a great place to be. They give the students the "tools" to fit into the school routine. They work with parents to help them see the value of the education their children receive. This is a 12-16 week program.

Our ELL program helps support those students whose first language is not English and have limited English proficiency. By including their parents in their learning, we find that these foreign students find transition into Hawaii's school system easier.

Our PCNC with help from our very involved PTO works to keep families informed via monthly newsletters ("Kaleo O Waiākea"), fliers and meetings. One of the PCNC and PTO's major projects is the Royals of the Month and Royals of the Quarter program. Royals may invite their families to eat lunch with them during their lunch period. Photos are taken to remember the special honor and Royal names are published in the newsletter. The PTO is very instrumental in obtaining input from community and families problems that affect our school and helps generate input on possible solutions. The PTO has also worked with our school administrators, faculty and staff for many years to provide several technological upgrades and maintenance of computers and peripherals.

Special Education and Title I provide the support for students who need the extra assistance. They not only provide tutoring and small group learning, but also provide parents with information on learning skills, strategies to help their children and testing information.

Title I helps to maintain our school's official website where you can find out about current happenings at Waiākea Elementary School through the Internet. The web address is <http://waiākeaelementary.org>. Please check it out.

The following two pages are WES' Family Involvement Policy and WES' Family Compact developed and revised each year by the Family Focus Team. Please take the time to read each. The Family Compact does not have to be returned to school but please go over it with your child(ren) so that s/he(they) know the expectations we have for them as well as what each member of our school team will do to support every child.



## **FAMILY INVOLVEMENT POLICY**

### **MISSION:**

Preparing our students for today and tomorrow by providing strong academic and emotional foundations.

### **VISION:**

#### **WES students are:**

**Respectful**

**Open Minded**

**"Yes we can" attitude**

**Ambitious**

**Learners**

**Self-directed**

We, at Waiākea Elementary, are committed to our vision. Waiākea Elementary School is also committed to the goal of providing a quality standards based education following the Hawaii Content and Performance Standards III (HCPS III) for all children with the involvement of their families. The staff and families, as partners, will work toward fulfilling our vision, the Hawaii Content and Performance Standards III (HCPS III) General Learner Outcomes (GLOs) and our school-wide goals as planned in our Academic and Financial Plan (AFP)/School Strategic Plan (SSP).

1. Families and school staff will jointly develop and support the school-family compact. Families and the school will support students in achieving the Hawaii Content and Performance Standards III.
2. Communication on school events, new standards and other student-based assessments and information will be publicized and reported through a variety of modes such as SynerVoice, marquee, newsletters, flyers, parent/family meetings, School Community Council (SCC) meeting minutes and conferences.
3. Families will be informed on the progress and proficiency level(s) of their child(ren) in line with the standards through report cards, conferences, telephone calls, homework tablets, assessment summaries, and/or informational meetings.

## FAMILY COMPACT

Effective schools are a result of families and school staff working together to ensure children succeed in school by providing a quality standards-based education based on our Federal, State, District and School goals. This compact is a voluntary agreement that firmly unites us in Waiākea Elementary School's vision and goals. You are invited to be involved in this partnership with us.

As a **FAMILY MEMBER**, I will:

- Help my child to get to school on time and attend regularly.
- Provide a nurturing home environment so that my child is ready to learn.
- Maintain and foster high standards of academic achievement and positive behavior.
- Be aware of my child's progress by communicating regularly with school staff and with my child, seeing that daily homework is completed regularly and on time, attending school functions and parent-teacher conferences.
- Support the school by volunteering and/or providing support to the school staff.

As a **STUDENT** of Waiākea Elementary School, I will:

- Attend school regularly and abide by school rules.
- Have a positive, respectful attitude toward myself, my fellow students, teachers, staff, my school and learning.

### SCHOOL WIDE EXPECTATIONS

- Be Respectful
- Be Responsible
- Be Safe
  - Work hard to do my best in class and on all my assignments.
  - Complete all work in a thorough, legible and timely manner.
  - Accept responsibility for my own actions.
  - Resolve conflicts in a positive and peaceful manner.

As a **FACULTY MEMBER** of Waiākea Elementary School, I will:

- Maintain and foster high standards of academic achievement and positive attitudes toward self, others, the school and learning.
- Provide a safe, healthy and supportive learning environment.
- Maintain open lines of communication with families, students and other members of the school community.
- Respect the cultural differences of students, their families and other staff members.
- Continue efforts to develop professionally.

As **ADMINISTRATORS** of Waiākea Elementary School, we will:

- Provide an environment conducive to the above mentioned stakeholders' efforts in our partnership.
- Provide leadership, as appropriate, to help ALL students achieve.

## **HOMEWORK POLICY**

### **RATIONALE**

The main purpose of homework is to encourage and measure the development of self-discipline, which is associated with good working habits. Homework also teaches a child to be responsible.

Homework is an integral part of a student's education. It provides a vital link between the home and school, thereby giving parents insights into a school's philosophy, curriculum and objectives. It also extends the time available for formal learning.

Waiakea Elementary School feels that homework provides the following for our students:

1. **Practice:** Helps students master specific skills.
2. **Preparation:** Helps students gain the maximum benefit for future lessons.
3. **Extension:** Determines whether students can transfer specific skills or concepts to new situations.
4. **Creativity:** Requires students to integrate skills and concepts to produce original responses. (e.g. book reports, research projects.)

### **TEACHER RESPONSIBILITY**

1. Plan homework carefully as you do classroom instruction.
2. Assure that the homework is explained and understood before it is assigned.
3. Count the effort toward completing homework toward a small portion of the overall grade.
4. Grade or check homework assignments and return to students as soon as possible.
5. Assign homework at a child's achievement and ability level.
6. Assign homework according to the educational needs of each student on a daily basis.
7. Give homework for grades K-2 that should take approximately 30 minutes to complete; grades 3-5 approximately 1 to 1 1/2 hours.
8. Communicate with parents whose children fail to complete work.

### **PARENTS RESPONSIBILITY**

1. Create an area for your child to do his/her homework.
2. Set aside time daily for your child to work on homework assignments.
3. Follow through on any agreements made between parent and teacher.
4. Monitor to see that your child does his/her homework.
5. Establish a high priority to have students do school work.

### **STUDENT RESPONSIBILITY**

1. Write down all homework assignments.
2. Listen carefully to instructions.
3. Ask questions about assignments that you do not understand.
4. Set aside a regular time and place to do your homework.
5. Take home all necessary books and materials to complete assignments.
6. Inform and ask teachers for re-teaching whenever the lesson cannot be completed because of a lack of understanding.
7. Complete assignments neatly and legibly.
8. Turn in homework on time.

## **WAIĀKEA ELEMENTARY SCHOOL LIBRARY**

There Is Something For Everyone at Our Library

### **LIBRARY MISSION STATEMENT**

The mission of WES Library program is to encourage all members of the WES community in their desire to learn and to develop skills to use resources appropriately, to apply information critically and to effectively solve problems.

### **LIBRARY GOALS**

1. To help students develop their abilities to find and use information.
2. To meet the information needs of students, teachers, and support staff.
3. To encourage reading for purpose and pleasure.

### **STANDARDS FOR THE 21ST CENTURY LEARNER**

Learners use skills, resources, and tools to:

1. Inquire, think critically, and gain knowledge.
2. Draw conclusions, make informed decisions, apply knowledge to new situations, and create new knowledge.
3. Share knowledge and participate ethically and productively as members of our democratic society.
4. Pursue personal and aesthetic growth.

### **GENERAL LIBRARY INFORMATION**

#### **☐ Library Hours**

Monday, Tuesday, Thursday, Friday: 7:20 am - 2:15 pm

Wednesday: 7:20am - 12:45 pm

Students in Grades 2-5 may come in to use the library independently and borrow before school, during morning recess and after school.

#### **☐ Library Rules**

- Be Responsible
  - Take care of books and materials
  - Return materials on time
- Be Respectful
  - Use indoor voices
  - Respect others right to study and learn
- Be Safe

#### **☐ Borrowing Policy**

- Loan Periods
  - Kindergarten: 1 book for up to 2 weeks (to be kept in class library)
  - Grade 1: 1 book for up to 2 weeks
  - Grades 2, 3, 4, 5: 2 books for up to 2 weeks
  - GT Students: 5 books for up to 2 weeks

## □ **Billing**

- Replacement costs are charged for lost/damaged materials. By law students are responsible for payment of losses and damages and consequences for not following through. "A student who is found to be responsible for the loss, destruction, break-age 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 the loss of privileges to participate in athletics and co-curricular activities until restitution is made." Financial obligations remain with the student even if the student transfers to another public school within the state.
- Books: Replacement cost of the book
- Damaged barcodes: \$2.00
- Overdue reminders will be sent out every 2 weeks.
- Official bills will be sent home when books are outstanding more than one month.
- Refunds will only be given on charges more than \$10.00, within a year of the due date, and upon request.

### MEAL TRACKER MEAL POLICIES

1. Cash and Checks will be allowed as a pre-payment. A \$25 fee will be assessed for all returned checks.
2. Recommended minimum weekly pre-payment amounts will be \$12.50 for full paying students and \$2 for reduced paying students.
3. We will be accepting deposits into your child's account, daily from 7:15-8:00 a.m. in the cafeteria.
4. Payments will be accepted after 8:00 a.m. in the office, however, a receipt will not be issued until the following day. If there are any discrepancies, you will be immediately notified.
5. Payment reminders will be sent home daily, when the money level is \$7 or below.
6. **Breakfast will not be served to paying students who have no money in their account. Lunch will not be served, if there is a negative balance of \$7.50, which equals three lunches.**
7. Students will not be allowed to purchase breakfast or lunch for others.
8. Guests must purchase a meal ticket at the office and go to a cashier to redeem the ticket for a meal. Breakfast guests must purchase a breakfast ticket from the cashier in the cafeteria. If an adult(s) would like to purchase breakfast on a regular basis, WES can set-up an account for the adult(s). Adults/Parents are not allowed to eat food from a child/student's plate.
9. Money remaining at the end-of-the school year will be saved for the next school year. Refunds will be given to students who are transferring to another school. Account balances for outgoing 5<sup>th</sup> graders enrolled at Waiākea Intermediate School will be transferred or refund upon request.
10. You may check your child's account online through EZSchoolPay.com. Please pick up the informational flyer from the office.

### LUNCH PRICES

Breakfast		Lunch	
Student Price	\$1.10	Student Price	\$2.50
Reduced Student Price	\$0.30	Reduced Student Price	\$0.40
Student Price 2nd Meal	\$2.40	Student Price 2nd Entree	\$2.00
Adult Price	\$2.40	Student Price 2nd Meal	\$5.50
		Adult Price	\$5.5

### PAYMENT CHART

		Full Pay	Full Pay	Full Pay	Reduced	Reduced	Reduced
Quarter	Days	Breakfast Only	Lunch Only	Breakfast & Lunch	Breakfast Only	Lunch Only	Breakfast & Lunch
1	46	\$50.60	\$115.00	\$165.50	\$13.80	\$18.40	\$32.20
2	44	\$48.40	\$110.00	\$158.40	\$13.20	\$17.60	\$30.80
3	47	\$51.70	\$117.50	\$169.20	\$14.10	\$18.80	\$32.90
4	43	\$47.30	\$107.50	\$154.80	\$12.90	\$17.20	\$30.10
<b>All Year</b>	<b>180</b>	<b>\$198.00</b>	<b>\$450.00</b>	<b>\$648.00</b>	<b>\$54.00</b>	<b>\$72.00</b>	<b>\$126.00</b>

## TEACHER QUALIFICATIONS

As a parent/guardian of a Hawaii Department of Education student, you have the right to know the professional qualifications of the classroom teacher(s) and the educational assistant(s) who instruct your child. Federal law allows you to ask for certain information about your child's classroom teacher(s) and educational assistance(s) and requires us to give you this information in a timely manner upon request. You have the right to ask for the following information about each of your child's classroom teacher(s).

1. Whether the teacher has met licensing criteria and has earned the designation of Highly Qualified for the grade levels and subject areas in which he/she teaches. Core academic subjects include:
  - English/Language Arts
  - Mathematics
  - Science
  - Foreign Languages
  - Civics/Government
  - Economics
  - History
  - Geography
  - Art
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived
3. The teacher's college major, whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
4. Whether any teachers' aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like to receive any of this information, please contact our school office.

## **PREPARING FOR SCHOOL EMERGENCIES**

In the event of a natural or man-made emergency such as a hurricane, tsunami, bomb threat, or release of an unknown substance into the air that threatens the health and safety of our students and school personnel, our school has emergency response plans developed. Moreover, we are required to practice emergency drills on an annual basis to minimize exposure to dangers.

This information is to inform you that in the event of an emergency, your child will be cared for by our staff in accordance with school plans and guided by emergency response personnel such as police, fire, and emergency medical services.

At times like these, we ask for your cooperation by:

- Remaining where you are and not rushing to the school campus. This will help to keep roadways clear and allow emergency responders quick access while not exposing you to danger.
- Listening to the radio or watching the television for information and instructions.
- Picking up your child(ren) at the regular dismissal time , unless otherwise directed.
- Avoiding calls to the school to keep phone lines open for communications with emergency responders.

There may be instances when we will need to keep your child(ren) at the school or at the evacuation site for long periods of time to ensure their health and safety. Please wait for an "all clear" signal from appropriate authorities before going to the school or evacuation site.

Your attention and assistance is deeply appreciated.



# ALMA MATER

From the crescent shores of Hilo

To the slopes of Mauna Kea

Reigns a school supreme and mighty,

Nani Waiākea

With the spirit of aloha,

Our colors red and gold will tell

We're the Waiākea Royals,

Of Waiākea EI

