

Waiau Parent Bulletin

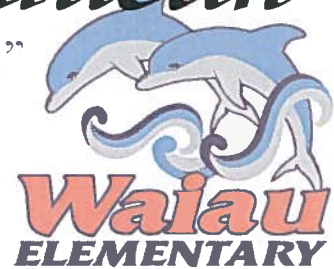
“Kūlia i ka Nu‘u- Strive for the highest”

98-450 Ho‘okanikē St. Pearl City, HI 96782

Phone- (808) 307-5200 Fax- (808) 453-6541

www.waiauelementary.org

August 2018



Principal's Message

Dear Waiau Families and Friends,

Welcome back to a new and exciting school year. I hope you had a great summer. As a reminder, all of our teachers will be collecting the Waiau Summer Learning Packets that your children received at the end of last school year. We know students learn best when concepts are practiced regularly and frequently. Thank you for supporting your children and Waiau as we push each and every student to reach their full academic potential.

As your children come back to school and get onto campus they will notice that our courtyard is beautiful and green. It took a year to finish but it was worth the wait. Also, our air conditioning project for D building is complete. Every classroom in D building is now equipped with two split ac systems. Thank you for supporting our Waiau PTA in all of the fundraisers as \$20,000 was donated to our school to help pay for the air conditioning. Our next step is to get F building air conditioned so please continue to support our PTA in our fundraisers and other events. The PTA, and your support of it, makes a big difference in our school.

The start of the school year is always a busy and hectic time. This is very evident in our parking lot. Let's be patient and understanding and follow all of our parking lot rules and procedures as they were created to keep all of us, students, families and staff, safe.

I am so excited to start this new school year and cannot wait to see all of the learning and growth our students will experience. This year our teachers will be implementing things that will help our students to become more INDEPENDENT and more CONFIDENT in who they are. As a school we will be helping students to be RESPONSIBLE for their own learning and growth and hold our students ACCOUNTABLE for their RESPONSIBILITIES. We know that personal responsibility and accountability leads to independence and confidence.

RESPONSIBILITY
ACCOUNTABILITY
INDEPENDENCE
CONFIDENCE

As a school, we will be reflecting on these words and how it will look in our curriculum and instruction with our students. I encourage and challenge you to reflect on what responsibility and accountability looks like at home because that leads to your children becoming independent and confident in themselves.

Sincerely,

A handwritten signature in black ink, appearing to read "Troy Takazono".

Troy Takazono



Student Handbook. Please keep for reference.

Waiiau's Mission: To interact, collaborate, reflect and celebrate as learners.

Waiiau School Core Values:

We are united in our commitment to CARE about:

- ourselves and others,
- learning,
- our school,
- and the world around us

Please help us maintain a safe campus where students can be nurtured to strive for their fullest potential and more! The information shared in this first parent bulletin serves as a school handbook. More information can be found in the Waiiau School folder and our website, <http://www.waiauelementary.org> Please refer to these documents throughout the school year.

SCHOOL HOURS

First Bell (Warning Bell) 7:45 am
Second Bell (School Day Begins) . . 7:50 am
Instruction: Monday - Friday . . 7:50 am - 2:00 pm
Wednesday 7:50 am - 1:15 pm
Instructional Days Office Hours. . . 7 am - 4 pm



Waiiau needs your help- Fill out a Form!

Please go to: ezmealapp.com

Fill out a free and reduced lunch form which will determine if Waiiau Elementary School will get additional Federal aid through title I money.

We have included a letter which gives step by step instructions on how to apply. We need everyone to apply, even if you do not think you qualify! Going online is much quicker and you will find out if you qualify in 10 days rather than several weeks with the paper application. Thank you!

Attendance Guidelines

Students are expected to be in school on time daily. All family trips should be scheduled during non-instructional times. Please complete the Expected Absence Form and call to schedule an appointment with Principal Takazono before going on any trip. The following are Department of Education and Waiiau Elementary School attendance guidelines:

Absences

All students must provide a written note from a parent explaining the reason for any absence.

Notes should be given to the classroom teacher.

Inform the classroom teacher in writing prior to a known absence (trip, appointment, etc.). Use the Expected Absence Form whenever possible (available on school website). Call the school office before 8:30am on the first day of an absence and provide a note to your child's teacher upon returning to school. All unreported absences will be unexcused and will generate an automated call. Homework may be requested prior to 8:30am daily and will be ready for pick up at the end of the school day.

Tardies

Students not in class by the 7:50am bell are tardy. Late students must report to the office for a tardy slip before going to class.

Release Off-Campus

Call the office ahead of time if a student must leave school due to medical, dental or legal appointments. With advanced notification the student will be at the office for pick up. If pick up is during recess or lunch time, the office will need advanced notice so the student can be located prior. Parents must sign-out at the office and pick up an off-campus student pass, student will be brought to the office. Any student missing half the school day will be marked absent for the day.

Attendance Concerns

Absences of 5 or more consecutive days require an original doctor's note. Parents will be called by their student's teacher after 5 absences. 10 total absences or tardies, the counselor or VP will call and may also result in a social worker being notified about the issue. The Hawaii DOE defines chronic absenteeism as missing 15 or more school days. Please be aware G.E. approval may be reconsidered for students with attendance concerns.

EMERGENCY INFORMATION

Please complete & return the attached Emergency Health Card to your child's teacher tomorrow. Notify the office immediately of any changes. It is important that we have current contact numbers so that we are able to reach you during the school day.



ILLNESS AND INJURY

If your child becomes ill or injured at school, you will be notified. Since schools are not equipped to provide medical care for sick or injured children, parents must come for the child when necessary. If the injury is serious and/or we are unable to contact the parent or any of the people listed on the emergency card, 911 will be called.

Automated Notification System

The SchoolConnects system calls parents whenever a child is marked absent (unexcused) from class. If you receive an automated call, contact the school office to let us know the reason for the absence. Report all absences to the office before 8:30 am to avoid a call. Automated calls are used to deliver other messages including notification of low or zero meal account balances, school emergencies and school closures.

This system also has a text message feature. In order to subscribe, your cell phone number must be in your student's contacts. Subscribe by texting the word JOIN to the number 56360. You will receive a confirmation message thanking you for joining. This message reads: Thanks for joining school txt alerts. 15msgs/mth. Msg/Data rates may apply. Reply STOP to cancel. You may unsubscribe at anytime by texting the word STOP. If you try to subscribe but are not able to, please contact the school to update your cell phone information. At the end of every month, SchoolConnects will message you cancellation information. You do not need to do anything if you wish to remain enrolled. Once your child transfers out of Waiiau Elementary, your phone number will be removed from our system and you will no longer receive messages from Waiiau Elementary.

Student Conduct (Chapter 19)

Every student has the right to an education in a safe, environment conducive to learning. It is therefore equally important to demonstrate respect for each other and follow all school, DOE and state rules/laws. Help us demonstrate our Waiiau Core Values and support our students to learn the value of CARING.

Communicate with your child about the importance of focusing on learning and proper behavior. Model your caring for learning by daily going over your child's planner, communication folder and homework. Check that your child is appropriately dressed for the school day and make sure that he/she is not bringing any toys or other contraband items to school.

Refer to the Waiiau Folder, Waiiau website, Chapter 19 booklet, and classroom rules for specific information regarding class, school, and DOE rules and policies regarding student behavior and discipline.

Telephone Use

The office telephones are available for student use on an emergency basis only. Your assistance in keeping our school phones and phone lines open for school business is greatly appreciated.

If you need to contact your child during school due to an emergency, call the school office and we will get a message to your child.

DIRECTORY INFORMATION

Chapter 34 of the DOE's Rules provides rights to withhold the release of directory information to persons or organizations outside of the DOE. Directory information includes: the student's name, date, and place of birth, address, dates of attendance, class level, major field of study, participation in officially recognized activities and sports, awards received, and most recent educational agency or institution attended. Parents have ten (10) working days after this notice is received to ask for and return a completed and signed non-disclosure form. Forms are available in the office.

Annual Notification of Privacy Rights

Know your privacy rights as they apply to 1) student record information; 2) directory information; 3) surveys and other information collection; and 4) military recruitment information. For more information on your privacy rights, the laws that protect them, and how to exercise your rights, contact your school administrator or visit <http://ferpa.k12.hi.us>.



WAIIAU PARKING LOT



Please be cautious and courteous at all times and consider the safety of your child, yourself, and others. The parking lot is a part of the school campus and all school rules apply including the no smoking policy. Mahalo for your kōkua!

1. Park in designated "VISITOR" stalls only.
 - No parking in STAFF stalls 7:15 am to 3 pm
 - No double parking allowed.
2. The entire curb fronting the school office and cafeteria is for quick drop-off /pick-up only.
 - Drivers should not exit the car.
 - Children should exit and enter cars quickly to the right of the car at the curb.
 - Pull forward towards the park when waiting.
 - Do not block bus shelter area.
3. NO PARKING by red curbs and coned areas.
4. Cars in handicapped stalls must display a PLACARD or have a special license plate.
5. Children should not walk through the parking lot traffic alone.

General safety guidelines

For student safety, students eating school breakfast may arrive no earlier than 7:15 am.

All others may begin arriving at 7:30 am.

Please enroll your child in our Early Morning Care program if you need to drop off your child before 7:15 am.

Students should walk directly to the cafeteria or classroom when they arrive and sit and wait outside if the doors are not open. Running or playing on campus before and after school is not allowed.

All students should be off campus within 20 minutes of the end of the school day or a school sponsored activity. A+ students should report promptly to the cafe when dismissed from class. Do not allow your child(ren) to wait at the City & County Waiiau Neighborhood Park unsupervised.

Please make sure students understand afterschool pick-up/walking instructions. Students should not be using the office phones on a daily basis.



To ensure the safety of those crossing in the crosswalks, the following will be enforced. **RIGHT TURNS ONLY FROM PARKING LOT EXIT:**

7:00-8:30 am

1:00-3:00 pm

Remind all children and adults walking to and from school to cross at the crosswalk.

Our crossing guard, Mrs. Yoza, Mr. Fong, Mrs. O and the JPOs monitor student safety to and from campus. Please help us by following all traffic rules, setting a good example, and teaching your children to obey the crossing guards and JPOs.

Bicycles and Prohibited Wheels

Bikes should be walked when arriving on campus and locked at the bike rack at the top of campus. Please remember Hawai'i laws requiring bike licenses and safety gear including helmets for students.

Skateboards, wave boards, scooters, heelys, and other wheeled items are dangerous and prohibited at all times in school. Please do not bring or ride any of these contraband items to school.



Cell Phones & Electronics

Cell phones and electronic devices are contraband for students. We understand that cell phones are important for emergencies and convenience, but they are a distraction to student learning. Cell phones must be OFF and in a bag at all times while on campus. Cell phones that are used, ring/buzz, or are visible without permission will be confiscated. Parents may pick-up the phone from the teacher or administrator. The school is not responsible for any electronic device that is lost, damaged or stolen.

On special occasions, a student may use his/her own cell phone to make a call after school. The child must first ask his/her teacher or an office staff member for permission. Staff may question your child and will direct him/her to a designated area to make the call. All calls must be completed and the phone must be put back in a bag before leaving.



The school lunch program is subsidized by the Federal and State governments. Meals meet the dietary requirements of growing children. We encourage all children to buy a school lunch.

- LUNCH with milk..... \$ 2.50
- MILK only..... \$.60
- Reduced lunch \$ 40
- SECOND LUNCH \$ 5.50

All students will go through the lunch line and select at least three items that they wish to eat. This allows students to be in control over their meals and helps avoid allergic reactions and waste.

A complete lunch offered includes:

1. Meat/Meat Alternative
2. Fruit/Vegetable
3. Vegetable/Fruit
4. Grains and Bread
5. Milk
- (6.) and possibly a dessert item

Students are encouraged to eat a balanced meal but the choices made are up to the child. Consider reviewing the menu together so your child knows what choices to make. If you know your child will not eat at least 3 items on any given day, consider bringing a healthy home lunch instead. Children are not allowed to bring snacks or drinks into the cafeteria unless it is a part of a complete home lunch. Department of Health rules prohibit sharing of food from a student's plate. Caffeinated and carbonated drinks are not allowed. **NO PEANUT PRODUCTS.**

OPTIONAL BREAKFAST PROGRAM

Breakfast is offered to students and staff only: 7:15-7:40am. No entry to the cafeteria is allowed once the doors are closed. Eating breakfast is NOT an excused reason for being tardy to class. Breakfast items must all be consumed in the cafeteria. Parents may not purchase breakfast for other family members. The cafeteria is open only to students eating breakfast. Students should not loiter in the cafe.

- BREAKFAST.....\$ 1.10
- Reduced breakfast.....\$.30
- SECOND BREAKFAST..... \$ 2.40

Bounced Check Fee

The Department of Education and Waiiau Elementary will collect a \$25.00 service charge for any dishonored check.

Meal Accounts

All students must have credit in a meal account prior to taking a school lunch or breakfast. No money is accepted in the cafeteria line.

Payments should be made by the first of the month to maintain a balance. Notifications of low and zero balance will be made through the automated phone system.

In 2018 Waiiau Elementary joined all Hawaii State Department of Education (HIDOE) schools in implementing the new meal payment and monitoring system called EZschoolpay.

This new system provides a number of features:

- Make online payments
- Create auto-payments
- Check account balances
- Set up low balance alerts
- Mobile app for iPhones, Android, Windows

This program is designed to allow for better accounting of meals and payments and for greater convenience for parents/guardians to track balances and make payments. You are able to create an online account at:

ezschoolpay.com to make a payment; however, a small service fee for EACH transaction applies.

Cash or check payments (payable to "DOE") may still be deposited in the drop box at the school office by 9:30am for credit the same day. All payments must be in an envelope (available in the office) labeled with the following information:

Legal/English Name of Child: _____
 Date of Deposit: _____
 Gr./Rm. No. _____
 Amount Enclosed: _____
 Cash/Check No. ____

Receipts will be sent home with your child the next school day.

If your child does not have any funds in his/her meal account, please send your child with a home lunch OR he/she will be asked to call a parent for a deposit for a meal that day.

****PEANUT FREE SCHOOL**

For the health and safety of those with allergies, Waiiau has adopted a "Peanut Free" policy. Please help us create a "peanut free" environment.

Check ingredients in pre-packaged products and do not send any food item to school containing peanuts or peanut products. Mahalo for your cooperation as we strive to care for all of our children.



CARE FOR SCHOOL MATERIALS

All literature materials are shared. Textbooks and other resources are costly and we invest a large amount to ensure adequate materials for our students. Let's teach our children to treat books and all other school property with care. All textbooks should be covered. Any damage should be reported immediately to the classroom teacher or to the librarian so that necessary repairs can be made.

Waiau complies with DOE rules and state law on collecting replacement costs for lost or damaged items. We will charge a student the original cost of any school materials that have been lost or damaged.

Lost Book Refund Policy

A refund may be requested if the lost book is found and is returned in good condition. Original receipt is required. Refunds will be made only for books lost and returned within the current school year.

Parent-Community Network

Ms. Geri Villegas, our PCNC, builds relationships with our Waiau families through the coordination of volunteers and family projects. She serves as a liaison for both our PTA and School Community Council groups as well. Please stop by to share your ideas or volunteer. Volunteer procedures:

- Make prior arrangements with the PCNC or classroom teacher.
- Sign in at the office before going to the room.
- Wear the visitor tag while on campus.

We look forward to meeting you.

A parent volunteer sign-up sheet and PTA membership forms will be sent home shortly.

Student Service

DOE states students shall assist in the office, Library, Cafeteria and Classroom during the school year. 4-6 grade students learn courtesy, neatness, service and responsibility through assisting the school. These are important character traits which fulfill the GLOs and Waiau Elementary School's core values. If your child is unable to participate due to a physical reason, please submit a signed note from your physician stating the reason.

Dress Code

Children should wear clothing, footwear, hairstyles and jewelry/accessories appropriate for being active and sitting on the ground in school. Short shorts/skirts, crop tops, halters, tube-tops, spaghetti straps, and cut up shirts and pants are NOT acceptable. Underwear should not be visible.

Anything promoting violence, inappropriate activities, language or substances are NOT allowed. Hats and sunglasses cannot be worn indoors.

Footwear is mandatory. Covered athletic type shoes are required on all field trips and for participation in P.E. Footwear that may cause accidents (wheels, high heels...) is NOT allowed. Students dressed inappropriately may be asked to change and disciplinary action may be taken.

School Spirit- Waiau Wednesday

Wear a Waiau School Shirt or the color RED every Wednesday to show your school spirit. Shirts will be on sale at our Parent Orientation Nights.

Mondays are college readiness days.

Help us promote college readiness by wearing a college shirt or Pearl City Purple- GO Chargers!!!

Adults/ Visitors on CAMPUS

We ask that parents not hang around the classrooms after the school day has started or come more than a few minutes early at the end of the day. Anyone hanging out outside of classroom doors can be a distraction to student learning. Once school has started and until all students have been released, teachers must also have their full attention on the students in the classroom.

In order to provide a safe campus, ALL visitors and volunteers must report to the office.

Parents dropping off items for a student should do so at the office. Items will be delivered or the student will be summoned when appropriate.

Unauthorized adults or non-Waiiau students on campus will be directed to the office or asked to leave campus. Please report all suspicious or suspected incidents of strangers on campus, graffiti, threats, etc. to the office immediately.

Waiau Staff Directory

Mr. Troy Takazono	Principal
Mr. Kim Koga	Vice Principal
Mrs. Lynne Cegler	Counselor
Mrs. Gaynor Kaupu	Student Support Coordinator (SSC)
Mrs. Claire Kurasaki	Technology Coordinator
Mrs. Maxine Yamamoto	Curriculum Coordinator
Kumu Aulia Austin	Curriculum Coordinator
Mr. Scott Fong	Physical Education Teacher
Kumu Lahela Igarta	Music Teacher
Kumu Kanoe Gowan	Kindergarten Teacher - HLIP (P8)
Mrs. Jennifer Nakatsuka	Kindergarten Teacher (102F)
Ms. Morisha Ogata	Kindergarten Teacher (101F)
Mrs. Linda Wang	Kindergarten Teacher (103F)
Mr. Freddie Dy	Kindergarten & Third Grade Special Education Teacher (P3)
Kumu 'Iwalani Foster	First Grade Teacher- HLIP (P9)
Mrs. Kwai Daugherty	First Grade Teacher (P5)
Mrs. Kimberly Min	First Grade Teacher (104F)
Mrs. Karen Ng	First Grade Teacher (D103A)
Ms. Jolie Nitta	1st & 2nd Grade Special Education Teacher (D103B)
Kumu Ku'uwainani Eaton	Second Grade Teacher- HLIP (P7)
Mrs. Donna Hayashi	Second Grade Teacher (D102A)
Mrs. JoAnn Hirata	Second Grade Teacher (P4)
Mrs. Michele Umemoto	Second Grade Teacher (D102B)
Kumu Ke'alahi Foster	Third Grade Teacher- HLIP (D203A)
Mrs. LoriAnn Iwata	Third Grade Teacher (P11)
Mrs. Tiffanie Woods	Third Grade Teacher (D201A)
Mrs. Melissa Bradley	Third Grade Teacher (D201B)
Kumu U'ilani Reynolds	Fourth Grade Teacher - HLIP (D203B)
Kumu Kirstie Kane Akana	Fourth Grade Teacher (D202A)
Mrs. Garland Bualuay	Fourth Grade Teacher (D202B)
Mr. Justin Walczyk	Fourth Grade Special Education Teacher (D202A)
Kumu Mahealani Barbieto	Fifth Grade Teacher- HLIP (P6)
Mrs. Lisa Dell	Fifth Grade Teacher (204F)
Mrs. Queena Yuen-Ohta	Fifth Grade Teacher (D104A)
Mrs. Wendy Lau	5th Grade Special Education Teacher (104B)
Kumu Kanoelani Rosenberg	Sixth Grade Teacher- HLIP (D204B)
Mr. Ralph Ohta	Sixth Grade Teacher (202F)
Mrs. Julia Yamashiro	Sixth Grade Teacher (201F)
Ms. Johanna Macedon	Pre-School Special Education Teacher (P1)
Ms. Kanoe Hezekia	Special Education FSC Teacher (P2)
Kumu Leimomi Cleghorn	HLIP Special Education Educational Assistant
Mrs. Adriane Donald	Special Education Educational Assistant
Mrs. Valerie Ontiveros	Special Education Educational Assistant
Mrs. Daneen Sandry	Special Education Educational Assistant
Mrs. Yolanda Shim	Special Education Educational Assistant
Ms. Nani Wanket	Special Education Educational Assistant
Mr. David Nakamura	School Based Behavioral Health (SBBH)
Mrs. Shari Ito	Primary School Adjustment Program (PSAP)
Mrs. Jancen Kuhn	Speech Therapist
Mrs. Edelle Palisbo	Library PTT
Mrs. Donna Furuike	Library PTT Aide

Mrs. Kathy Kurata
Mrs. Cheryl Harimoto
Vacant Literacy
Kumu Pualei Jarrett
Ms. Sheryl Shohet
Mrs. Amanda Diaz
Mrs. Jennifer Kenui
Ms. Gerilyn Villegas
Mrs. Amy Dela Cruz
Mrs. Michelle Filppo
Mrs. Marla Tengan
Mrs. Tammy Nishimoto
Mrs. Azurdec Ingebretsen
Mr. Larry Duque
Ms. Janelle Akiona
Mrs. Ofelia Agdeppa
Mrs. Karen Yoza
Mr. Angelo Castro
Mrs. Valina Wilson
Mr. Chase Balderrama
Mrs. Patty Kahikina

Kindergarten Literacy PTT 103F
Literacy PTT P12
PTT P12
Hawaiian Studies/ HLI PTT P9/Library
Violin (PTT) Office/P12
Special Education Educational Para-Pro
Special Education Educational Para-Pro
Parent-Community Network (PCNC)
SASA
Office Assistant
Office Assistant
Health Aide
Meal Count Assistant
Adult Supervisor
Adult Supervisor
Adult Supervisor
Crossing Guard
Head Custodian
Full-time Custodian
Full-time Custodian
Half-time Custodian



CALENDAR of EVENTS
AUGUST

- 6 Students 1st Day in School
 Kindergarten Assessment Group A: 8:30-10:30am
 Kindergarten Assessment Group B: 11:30-1:30pm
- 7 Kindergarten Assessment Group C: 8:30-10:30am
 Kindergarten Assessment Group D 11:30-1:30pm
- 8 Kindergarten Parent Orientation (No Children):
 8:30-9:30 am - Cafe; 9:30-10:30am - classrooms
- 9 K Student Orientation 1: 7:45 -12:00pm with lunch
- 10 K Student Orientation 2: 7:45 -12:00pm with lunch
- 13 K 1st Day for all students: 7:45-2:00pm
 Parent Orientation: Gr3-library: 6-7:30pm
- 14 Parent Orientation: Gr4-library,
 Gr5-104a/b: 6-7:30pm
- 15 Parent Orientation: Gr1-library: 6-7:30pm
 Gr2-102a/b: 6-7:30pm
- 16 Welcome back assembly
 Parent Orientation: Gr6-library
 HLIP- café
- 17 STATEHOOD DAY (School closed)
- 22 Fall Picture Taking

SEPTEMBER

- 3 LABOR DAY (School closed)
- 10 Pearl City Complex Planning & Collaboration Day-
 Teacher Training (No school for students)

Campus Construction Update

This past summer was a busy time for our school with many school improvement projects happening at the same time. The courtyard was finally completed. Headstart got a new playground installed; Building D's tiled walls for the second floor was replaced with railings. The Library's aging air conditioner was replaced. Also, the project teachers were the most excited about, the Building D classrooms got air conditioning installed! We will still have a roofing project happening afterschool hours, so we would like to caution parents and students to be mindful of their surroundings, and heed warnings and signs posted around the school. Thank you for your patience and understanding.

TELEPHONE CONTACTS

Main Office: 307-5200
FAX: 453-6541
A+: 307-5151