Protocols and procedures will be adjusted to best meet changes in health and safety guidelines.
# TABLE OF CONTENTS

- Opening Letter ........................................................................................................ 1
- Mission and Vision .................................................................................................... 2
- School Calendar ........................................................................................................ 3
- Modified Schedule, Learning Options and Supports ............................................... 4
- Health and Safety of WE Ohana ............................................................................... 5 – 8
- Health and Safety of Students and Staff .................................................................. 8 – 12
- Communication and Cleaning Routines .................................................................... 13
- School Closure and Emergency Plans ...................................................................... 14
- School Programs Login Help .................................................................................. 15
- Library Protocols ..................................................................................................... 16
- Library Best Practices ............................................................................................... 17
- Important General School Information ..................................................................... 18
- School Shirt Information .......................................................................................... 19
- Positive Behavior Expectations ................................................................................ 20
- WE are Responsible, Respectful and Caring ............................................................. 21
- Non- Discrimination Statement ................................................................................. 22
Aloha Wheeler Families,

Thank you all for your patience, trust, and continued support as we strive to meet all of the health guidelines needed to make Wheeler Elementary (WE) the safest it can be to welcome back our students.

The policies and procedures detailed here have been developed to minimize the health risks and maintain a caring learning environment where our students can continue to grow academically, socially, and emotionally. Throughout the year, we will be continually reviewing our policies and procedures so it will reflect the most current health and safety guidance.

I’m look forward to having a very rewarding school year, where we all learn, work and grow together to best support our students and each other.

Respectfully,

Kendrick Kakazu, Principal
Wheeler Elementary (WE)

WE PROMISE TO LEAD AND WE WILL:

**Give Hope.** We cannot start from a place of fear; we must give hope to students and to each other. By giving hope to students and helping them achieve their goals they in turn give us hope as the future of our world.

**Act with Kindness.** This is a stressful time. We have all experienced a great deal of change and some level of loss. We must show empathy for each other. Kindness creates a sense of community and serves as a bridge between hope and togetherness.

**Work toward Togetherness.** The task that lays in front of us is large and looming. There is no way we can do everything that needs to be done unless we do it together. Understanding and recognizing the importance of our relationships with each other and the impact of our actions on others will help us to strengthen our community to get through this together.

*(Hawaii Board of Education, 2020)*

**IMPORTANT NOTE:** All of the information in this document is subject to change at any time. Because guidance from the HIDOE and HIDOH changes frequently, we may need to make adjustments after this document is printed. Another important point for consideration is that many of the practices that are being described here have not been tried yet. These are new routines and procedures that once we try them, may not work as smoothly as we hope. Again, we ask for everyone’s patience and understanding as we figure out what works and what does not work in our “new normal.”
With open hearts, minds and a love for learning –

We believe in:

- Nurturing the Whole Child
- Providing a Safe Learning Environment
- Fostering Positive Relationships
- Empowering Lifelong Learners

Our mission is to meet the academic, social and emotional needs of all students and we will:

- be positive role models who inspire and engage our students
- empower our students to work together, be reflective, and persevere
- create a culture that respects and values all the members of our school

A caring community where we learn, work and grow together.
# A/B Schedule

- **Official State Holidays: 2020 - 2021**
  - Aug. 21, 2020: Statehood Day
  - Sept. 7, 2020: Labor Day
  - Nov. 3, 2020: Election Day
  - Nov. 11, 2020: Veteran’s Day
  - Nov. 26, 2020: Thanksgiving Day
  - Nov. 27, 2020: School Holiday
  - Dec. 25, 2020: Christmas Day
  - Jan. 1, 2021: New Year’s Day
  - Jan. 18, 2021: Dr. Martin Luther King Jr. Day
  - Feb. 15, 2021: President’s Day
  - March 26, 2021: Prince Kuhio Day
  - April 2, 2021: Good Friday

- **Quarter 1:** July 29 - Oct. 2 (42 Days)
  - July 29 - Aug. 3: Teachers Only
  - August 4: Student’s First Day
  - August 21: Statehood Day

- **Oct. 5-9:** Fall Break

- **Quarter 2:** Oct. 12 - Dec. 18 (46 Days)
  - Oct. 12, 2020: PD Day (No Students)
  - Nov. 3, 2020: Election Day
  - Nov. 11, 2020: Veteran’s Day
  - Nov. 26, 2020: Thanksgiving Day
  - Nov. 27, 2020: School Holiday

- **Dec. 21 - Jan. 3:** Winter Break

- **Quarter 3:** Jan. 5 - March 12 (46 Days)
  - Jan. 4, 2021: Teachers’ Workday
  - Jan. 5, 2021: PD Day (No Students)
  - Jan. 18, 2021: Dr. Martin Luther King Jr. Day
  - Feb. 8, 2021: Teacher Institute Day
  - Feb. 15, 2021: President’s Day

- **March 15 - 19:** Spring Break

- **Quarter 4:** March 22 - May 28 (48 Days)
  - March 26, 2021: Kuhio Day
  - April 2, 2021: Good Friday
  - May 28, 2021: Last Day for Students
  - May 31, 2021: Memorial Day
  - June 1, 2021: Last Day for teachers

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**WE Parent Handbook 2020 - 2021**

- **Days:**
  - A Days: 90
  - B Days: 90
MODIFIED SCHEDULE, LEARNING OPTIONS AND SUPPORTS

SCHEDULE
● August 4 through August 14: **8:30am - 11:30am**
  ○ (grab and go lunch to be eaten off campus)
● Starting August 17: **Monday through Friday 8:30am - 1:15pm**

BLENDDED ROTATIONS
● Students have been grouped into Group A and Group B.
● Group A consists of students with last names starting with A-K.
● Group B consists of students with the last names starting with L - Z.
● Students will receive face to face instruction every other day for School Based Learning (SBL). For students not on campus, they will be participating in Home Based Learning (HBL).
  ○ SBL will be in small group, face to face, instruction on their assigned group day.
  ○ HBL will consist of digital and printed assignments and virtual meetings.
    ■ Virtual meetings will be scheduled by homeroom teachers, counselors, and other designated school personnel.
● Students who receive special education services and have English Language Learner status will have the option to attend daily.

100% DISTANCE LEARNING
● Families that do not want to send their children to school may opt to have 100% distance learning.
● This option will rely on families to support their children at home and students will need a reliable computer and internet access.
● Wheeler Elementary will provide oversight of student progress in the program and provide opportunities for virtual check ins and extra support.
● Students’ Report Card grades will be based on progress and completion of the online curriculum.
● The program that Wheeler Elementary will use is called Acellus Academy.
● Most special education services will not be deliverable if parents select this option. Care coordinators will contact families that have chosen this option.
● Parents will be asked to make a commitment to this program for a semester at a time.
HEALTH AND SAFETY OF WE OHANA

STAGGERED DROP OFF
Campus will remain closed until 7:40 am.

- Students who catch the school bus will be dropped off no earlier than 7:40 am.
- All other students should be dropped off curbside between 7:50 am and 8:20 am.
- Students who eat school breakfast will pick up breakfast and go to their classrooms. Breakfast line will close at 8:20 am.

STAGGERED PICK UP

- Students who catch the school bus will be released first.
- Curbside pick up will begin at 1:20 pm after the buses have been cleared from the front of the school.
- Use the parking lot if you intend to park and wait for your child(ren).

DESIGNATED PICK UP AREAS

- Parents will be given dashboard signs with student name, grade, and teacher. Parents should place these signs on their dashboard when using curbside pick up.
- Grades K, 3, and 4 pick up area will be in front of A building.
- Grades 1, 2, and 5 will be in front of G Building.
- Preschool parents will be given specific instructions from their teacher. A drop-off area will be designated in the back of campus, near their classrooms.
- Families with siblings should pick up everyone at the youngest child’s designated pick up area.
- Inform your homeroom teacher if your child is walking, riding a bike, going to an afternoon program or if you’ve made different pick up plans.

Parents will not be able to walk their children to class in the mornings or pick them up from class in the afternoons.
HEALTH AND SAFETY OF WE OHANA

ATTENDANCE
● Please call the school office at 305-9500 by 8:45am each time your child is absent for on-campus days.
● Attendance for “Home Based Learning” days will be determined by a combination of virtual check-ins, digital assignment log in, and/or completed assignments.
  ○ Students at home will be considered present unless a parent indicates otherwise.
● Students participating in Acellus Academy, the 100% virtual curriculum, will be monitored for completion of learning units. Participation in virtual meetings will be optional.
  ○ These student will be always considered present.

EARLY DISMISSAL
● Students who need to be released early from school should provide a written note and parent should call into the office.
● Students will socially distanced near the front office for parents to pick them up.
● Parents will be required to sign students out.

CAMPUS VISITORS
● There will be no visitors allowed onto campus.
● Gatherings for any group not conducted by Wheeler Elementary personnel will not be allowed.
● Only Wheeler Elementary A+ provider (Kama’aina Kids) will be allowed the use of facilities.
● Campus is open to people who are conducting official school business.
● Parents should go to the school office for assistance.
● All social distancing guidelines and the wearing of masks should be followed.
● Only one family will be helped at a time in the office.
HEALTH AND SAFETY OF WE OHANA

HOME HEALTH SCREENING
- Students and staff must **NOT** come to school if they have any symptoms or signs of illness: sick, coughing, sore throat, runny nose, stomach ache, diarrhea, vomiting or fever (temperature of 100.4 or higher).
- Students should be fever free, without the use of medication, for at least 24 hours before returning to school.

SCHOOL HEALTH SCREENING
Students will be screened daily for the following symptoms:
- Feverish or unusually warm (has flushed cheeks)
- Coughing/sneezing
- Sore throat
- Shortness of breath/difficulty breathing
- Headache/stomachache/nausea
- Muscle pain/unusual fatigue
- New loss of taste or smell

Students exhibiting at least two of these symptoms will be screened further at the health room or other designated area. Temperatures will be taken during this second screening. If symptoms are confirmed during the second screening or if the student has a fever, parent will be contacted and student will be sent home.
- While waiting for their parent to pick them up, the student will be waiting in a separated area.
- Students should not return to school until symptom-free for at least 24 hours without the use of medication.

Rules regarding sick policies for students and employees will be enhanced and strictly enforced to minimize the number of sick people on campus. Educational programming will continue from home for mildly ill, asymptomatic, and quarantined students.

updated: 7/28/2020
CONTACT TRACING, QUARANTINE AND SCHOOL CLOSURE
If a student or employee has a COVID-19 infection, the school will support the
Department of Health’s (DOH) efforts for contact tracing. The school will
communicate and follow all DOH directives. Wheeler Elementary will notify the
school community of the incident while protecting the confidentiality of all
students and families.

If families are directed to quarantine or have been directed by any other outside
agency to take medical precautions regarding COVID19, please inform the school
about the situation.

If there is a school wide closure, Wheeler will implement its contingency plan for
distance learning until the Department of Health clears classes for a safe return.

HEALTH AND SAFETY OF STUDENTS AND STAFF

COHORTS
Any time the same group of students meet with the same staff throughout the
day it will be considered a cohort. Crossing cohorts will be limited to students and
faculty so that specialized services and physical and health services can be
delivered.
  ● Individual teachers will rotate to provide instruction in PE and Fitness.
  ● Students that receive specialized services will move between cohorts to
    receive their services as normal.

PHYSICAL DISTANCING AND USE OF MASKS
  ● In the classroom:
    ○ Desks will be at least 6 feet apart in all directions.
    ○ All students will be facing the same direction.
    ○ No group seating is allowed.
    ○ Teacher may require the use of a mask, unless a medical exemption is
      in place.
    ○ Students will be provided with individual desk shields.
  ● In the bathroom and hallways:
    ○ Because 6 feet distancing is not possible, students will be told to wear
      masks in these areas.
HEALTH AND SAFETY OF STUDENTS AND STAFF

PHYSICAL DISTANCING AND USE OF MASKS (Cont.)

● In the hallways:
  ○ There should not be a need to use the wait area, however, if a situation arises, seating has been marked to provide for 6 feet distancing.
  ○ Students will all face the same direction.
  ○ Masks should be worn.

● In the cafeteria:
  ○ Students will be eating in their classrooms.
  ○ If the cafeteria does need to be used, students will be seated on one side of the table, 6 feet apart and all facing the same direction.

● During Physical Activities including Recess:
  ○ Students will be exercising and playing. Games played should follow proper social distancing guidelines.
  ○ Use of masks during physical exercise will be optional.

● In the office:
  ○ Adults should follow all state and local health and safety guidelines.
  ○ Masks should be worn at all times.
  ○ Office will be helping one family at a time. Please form a line outside. The walkways have been marked for social distancing.

There will be a designated space for conducting in-person parent and guardian meetings so they do not have to take place in the classroom. Teachers will have the option to participate in any meeting through teleconferencing.

WE will have backup disposable and cloth face coverings for staff and students who need them.

*Wearing of masks is appropriate only if the child can safely and reliably wear, remove and handle the masks following CDC guidance throughout the day. Masks should not be worn by children while they are sleeping.

CLASSROOM VENTILATION

● Windows and doors will be open, weather permitting
● Fans and air conditioning will remain on, when appropriate.
HAND HYGIENE

- Handwashing is one of the best ways to protect our Wheeler ‘Ohana from getting sick. Students will wash their hands upon entering the classroom, after recess and before meals. Soap and water and/or hand sanitizer, with at least 60% alcohol, will be available in all classrooms.
- Students are expected to wash their hands after using the restroom.

Students will be taught to follow these Five Steps to Washing Your Hands

1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. Scrub your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
4. Rinse your hands well under clean, running water.
5. Dry your hands using a paper towel or air dry them.

Students will be taught these ways to use Hand Sanitizer

1. Apply the gel product to the palm of one hand (read the label to learn the correct amount).
2. Rub your hands together.
3. Rub the gel over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds.

Restroom, sinks, and sanitizing stations will be regularly maintained with adequate supplies (i.e. soap and paper towels)

HYDRATION AND WATER FOUNTAIN

Staying hydrated is very important in keeping a strong and healthy immune system. Students should bring personal water bottles that can be refilled throughout the day.

- Wheeler Elementary is equipped with touch-less water filling stations. Students will be allowed to refill their personal water bottles at these stations.
- Students will not be allowed to use the “water fountain” functions on these filling stations.
- Filling stations will be cleaned and disinfected throughout the day.
HEALTH AND SAFETY OF STUDENTS AND STAFF

MEALS: BREAKFAST AND LUNCH
- School meals will be served individually plated and covered
- Meals will be eaten in the classrooms or at designated locations that have proper social distancing if necessary.
- While eating student will eat meals in their own seats.
  - There will be a physical distance of 6 feet between students/staff during meals/ snacks
  - There will be no sharing of food items for any reason, including celebrations (birthdays, class parties, etc.).
- Eating in classrooms will only be allowed during specifically scheduled times, (morning block and lunch).

PEANUT-BASED PRODUCTS
HIDOE schools have been directed to discontinue ordering and using peanut-based products on school campuses until further notice. Parents should not send peanut-based products to be consumed by students other than their own.

SHARED USE OF PERSONAL AND CLASSROOM ITEMS
WE will discourage the sharing of items. Students will have personal supplies and equipment to the greatest extent possible.
- WE will discourage the sharing of items that are difficult to clean or disinfect.
- Each child’s belongings will be kept separate from others and in individually labeled containers or cubbies.
- WE will ensure adequate supplies to minimize sharing of high touch materials to the extent possible (e.g., assigning each student their own art supplies/ equipment) or limit use of supplies and equipment by one group of children at a time and clean and disinfect between use.
- Teachers will avoid sharing electronic devices, toys, books, and other games or learning aids in the classroom.
HEALTH AND SAFETY OF STUDENTS AND STAFF

LARGE GATHERINGS
All events and meetings that involve large groups have been cancelled. These events and meetings will be either rescheduled to a later date or held virtually.

FIELD TRIPS
All off campus field trips will be postponed, instead we will pursue all virtual activities and events.

SIGNAGE and MARKINGS
Signage, such as markers on the floor and signs on the wall, have been posted in highly visible locations to promote everyday protective measures to prevent spreading germs illness and to ensure expectation are clearly communicated and daily reminders are provided.

TRANSPORTATION SERVICES
Students will be allowed to sit no more than two persons per bench seat. All riders must wear a face mask on the bus.

HIDOE will issue an emergency supply of face masks to each bus driver. Students who refuse to remain seated in their assigned seat and/or refuse to wear a face mask on the bus will be referred to the school administrator for possible disciplinary action.

The HIDOE is working with the school bus service providers to implement intensified cleaning procedures between scheduled bus trips.
HEALTH AND SAFETY OF STUDENTS AND STAFF

COMMUNICATION
The changes we are making to the opening of school will inevitably create many questions for parents and students. Wheeler Elementary School plans on using multiple modes of communication to reach parents and answer any questions they may have.

Schoolwide Modes of Communication:
- Letters and general information sent home with students
- Automated communication tool- School Messenger which uses phone, email, and text to send messages to families
- School Website: www.wheeler.k12.hi.us
- Social Media: Twitter @wheeler_elem and Transition Center/Parent Community Network Center’s Facebook (@WheelerElementaryTransitionCenter)

Possible Modes of Communication for Classroom Teachers:
- Email
- Classroom bulletins or newsletters
- Classroom communication tools such as SeeSaw, ClassDojo or Remind
- Phone calls

CLEANING ROUTINES
- Classrooms high touch areas in classrooms such as door knobs, light switches, counters, desks, chairs, and railings will be disinfected daily.
- Disinfectant spray bottles and paper towels will be provided in every classroom and high touch surfaces such as light switches, door handles, and student desks and chairs will be wiped down daily.
- High touch point areas in student bathrooms (locks in individual stalls, toilet handle, water faucets, soap dispensers, etc.) will be wiped down at least once daily.
SCHOOL CLOSURE - EMERGENCY PLANS:
Wheeler Elementary would implement distance learning only if our school is required to close down completely as directed by the Hawaii Department of Education or Department of Health. Wheeler Elementary distance learning design will include the following:

- The principal or designee will work with the DOE communications office to create a message to be sent to families using the School Messenger system. Messages will be sent via email, phone, and/or text. Once this initial communication is made, information will also be posted on our school website www.wheeler.k12.hi.us, Twitter account @wheeler_elem and through our Transition Center/Parent Community Network Center’s Facebook page (@WheelerElementaryTransitionCenter)/
- Teachers will provide specific information to parents in their respective classrooms the following workday which will include a distance learning home activity plan.
- Students will receive small group instruction via virtual meeting platforms on a rotational basis, Monday through Friday, between the hours of 8:30 am and 1:15 pm.
- Students will continue to login and work within the school provided digital platforms such as - iReady, IXL, and Acellus.
- Pick up of student materials necessary for continued learning will be coordinated within 72 hours. This may include the distribution of digital devices.
- For our most vulnerable students, teachers will work closely with parents to provide the level of academic and social-emotional supports necessary, to the greatest extent possible.
SCHOOL PROGRAMS LOGIN HELP

iReady:
From a **computer** access Clever our Single Sign In Portal:

1. Go to our Clever Portal: https://clever.com/in/hawaii
2. Log in using the info below:
   - **Student username hint**: Student 10 Digit ID #
   - **Student password hint**: Student 8 Digit Birthday (ie 08012012)

*From the Clever portal click on the iReady icon

From an **iOS device (there is no Android app)**
1. Download through the App Store → Clever app and iReady for Students app
2. Open the Clever App
3. When opening the Clever app, users will see the Badge Camera. (we will not be using the badges at home)
4. Select the “Login with username/password” option at the bottom of the screen, this will open a new Clever tab in the Safari Browser
5. Locate the school name “Wheeler El” to sign in to our school’s Clever portal
6. Enter **Student login**: 10 digit student ID#  **Password**: 8 digit student birthday
7. Click on the iReady icon → this will automatically launch the iReady App signed in to your child’s account.

*Please Note: do not open the iReady App, always use the Clever app to launch the iReady app which will be signed in to your child's account.

IXL:
Student login: 10digit student ID#
Password: math

ACELLUS:
Log-in information will be sent home with student at the start of the school year
**LIBRARY PROTOCOLS**

**STANDARD LIBRARY PROTOCOLS**

**Physical Distancing**
- We will create and maintain physical distance between students.
  - Designate separate entrance and exit, if possible.
  - Arrange furniture to create at least 6 feet of space between seats, including group tables.

**Hand Hygiene and Respiratory Etiquette**
- Everyone will wash hands at the nearest bathroom before coming into the library, or use hand sanitizer upon entry to the library.
- We will encourage staff and students to cover coughs and sneezes with a tissue. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds or with hand sanitizer.

**Face Coverings and Other Protective Equipment**
- Students and teachers will wear a face covering in the library.
- We will remind students and teachers not to touch their face covering.

**BOOK BORROWING**

We have increased the book lending limits for this year.

- Pre-K, K, 1 (2 books)
- Gr 2 - 3 (3 books)
- Gr 4 - 5 (4 books)

Sign up HERE: [https://bit.ly/Library_Notices](https://bit.ly/Library_Notices) to link your email to your child’s library account.

Get reminders when books are due, when a book is overdue, and when books placed on hold have arrived!

If a book is overdue or if there is an outstanding fine for damages or a loss, loan privileges for print materials will be suspended until the situation is resolved.

The loan limit for electronic resources (e-books, audiobooks, read alongs) on SORA remains at 5 items. Electronic items return automatically when they are due, but can be returned early if you choose to. You will never get an overdue notice from an electronic resource. Electronic resources can be renewed.
LIBRARY BEST PRACTICES

- We will limit nonessential touch on materials as much as feasible. Every touch offers the same risk level of viral contamination as a check-out.
- We will teach and implement the SELF CHECK-IN process to reduce contact with books being returned. After which, all books will be quarantined for 72 hours to eliminate any virus on paper.
- We will offer **“Book Concierge Service”** to provide a convenient and safe way for students to access library books and materials.
- Students and teachers will be able to place holds on books from their computers via our LS2 Catalog.
- There will be a Google Form on the Library Website for students to make browsing requests by topics (i.e. “dogs,” “pirates”). The Library Staff will pull books about those topics and have those books out for them to look at when they come to borrow, when we have face-to-face browsing.
- Browsing will NOT be from the shelves, but via the computer or by requests via Google Form or other paper request method.
- Library Staff will pull the book requests received from the LS2 and Google Form requests and use a pick up process such as scheduled appointments / a location for easy pick up.
- We will practice **“You touch it, you take it”** policy. If a student touches a book, they either take it (borrow it) or, if they don’t want it, they take it to a bin to be quarantined.

**Materials Return, Quarantine, and Disinfection**

- All returned materials will be placed on the quarantine shelf for a minimum of 72 hours.
- **Materials returned at 2:30 p.m. on Monday are available for circulation again after 2:30 p.m. Thursday.**
- Quarantine time begins when materials are extracted from book return bins or drops.
- Materials will be wiped with disinfectant or cleaner before being returned to the shelves for circulation.

Link for full size pdf poster here
IMPORTANT GENERAL SCHOOL INFORMATION

SCHOOL HOURS
School Hours Business Hours 8:00 am - 3:30 pm
Student School Hours (Mon - Fri) 8:30 am - 1:15 pm

SCHOOL ADDRESS
1 Wheeler AAF
Wahiawa, HI 96786

SCHOOL PHONE NUMBERS
OFFICE 305 - 9500
HEALTH AIDE 305 - 9513
FAX 622 - 6403

MEAL PRICES

<table>
<thead>
<tr>
<th></th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BREAKFAST</strong></td>
<td></td>
</tr>
<tr>
<td>Elementary student (PreK-8)</td>
<td>$1.10</td>
</tr>
<tr>
<td>Secondary student (9-12)</td>
<td>$1.10</td>
</tr>
<tr>
<td><strong>Reduced-price student</strong></td>
<td>$0.30</td>
</tr>
<tr>
<td>Second and subsequent student</td>
<td>$2.40</td>
</tr>
<tr>
<td>Adult</td>
<td>$2.40</td>
</tr>
<tr>
<td><strong>LUNCH</strong></td>
<td></td>
</tr>
<tr>
<td>Elementary student (PreK-8)</td>
<td>$2.50</td>
</tr>
<tr>
<td>Secondary student (9-12)</td>
<td>$2.75</td>
</tr>
<tr>
<td><strong>Reduced-price student</strong></td>
<td>$0.40</td>
</tr>
<tr>
<td>Second student entrée</td>
<td>$2.00</td>
</tr>
<tr>
<td>Second and subsequent student</td>
<td>$5.50</td>
</tr>
<tr>
<td>Adult</td>
<td>$5.50</td>
</tr>
</tbody>
</table>

BUS RATES
The flat rates for student bus passes are:
Quarterly round trip: $72
Quarterly one way: $36
One-way bus coupons are sold by sheets of 10 at $10 per sheet

WEBSITE
http://www.wheeler.k12.hi.us

TWITTER
@wheeler_elem
SCHOOL SHIRTS
All students are required to wear a school shirt when on campus with the exception of “special dress” days.

Below we have the new t-shirt design for school year 2020 - 21. Students are welcome to use this design or any of our “vintage” designs from the previous school years.

WHEELER ELEMENTARY
2020-2021 UNIFORM INFORMATION

THREE OPTIONS TO BUY UNIFORMS

1. Wheeler Elementary on-campus sale
Fri., July 31, 2020 from 3:30P-6:00P
*Subject to change

2. Shop online at
www.uniformsbytcc.com
($8.95 flat rate shipping applies)


3. Visit our store at Harbor Center
98-027 Hekaha St., #1
Aiea, Hawaii 96701
Phone: (808) 799-8191

Store Hours:
Monday–Friday 9:00A–4:00P
Saturday 10:00A–2:00P
Summer Hours:
(effective July 6 - August 15, 2020):
Monday–Saturday 9:00A–5:00P

Pay by cash and credit/debit cards only (no checks)

Logo T-Shirt
Fabric: 100% Cotton
Color: Grey, Black, Gold
Prices: (tax inclusive)
Sizes: XS-YL $9.00
S-XL $9.00

FRONT

BACK

Wheeler Elementary School’s Positive Behavior Expectations

<table>
<thead>
<tr>
<th>Classroom, Library, Computer Lab</th>
<th>Cafeteria</th>
<th>Walkway, Wait Area</th>
<th>Playground</th>
<th>Bathroom</th>
<th>Assembly</th>
<th>Field Trip</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>We are RESPONSIBLE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Be prepared</td>
<td>• Use good table manners</td>
<td>• Stay in assigned area</td>
<td>• Play safely</td>
<td>• Listen to the speaker</td>
<td>• Stay with your class</td>
<td></td>
</tr>
<tr>
<td>• Use indoor voices</td>
<td>• Use indoor voices</td>
<td>• Use quiet voices</td>
<td>• Stay in assigned area</td>
<td>• Carry chair safely</td>
<td>• Follow bus rules</td>
<td></td>
</tr>
<tr>
<td>• Raise hand before speaking</td>
<td>• Raise hand for permission</td>
<td>• Walk</td>
<td>• Freeze when the bell rings &amp; wait for the whistle</td>
<td>• Keeps hands, feet &amp; objects to self</td>
<td>• Respect visiting area’s rules &amp; customs</td>
<td></td>
</tr>
<tr>
<td>• Keeps hands, feet &amp; objects to self</td>
<td>• Keeps hands, feet &amp; objects to self</td>
<td>• Keeps hands, feet &amp; objects to self</td>
<td>• Flush the toilet &amp; wash hands</td>
<td>• Be attentive</td>
<td>• Be attentive</td>
<td></td>
</tr>
<tr>
<td>• Stay seated</td>
<td>• Stay seated</td>
<td>• Stay seated</td>
<td>• Use indoor voices</td>
<td>• Follow the quiet signal</td>
<td>• Follow rules &amp; directions</td>
<td></td>
</tr>
<tr>
<td>• Walk</td>
<td>• Walk</td>
<td>• Stay seated</td>
<td>• Walk</td>
<td>• Respect privacy</td>
<td>• Share equipment properly</td>
<td></td>
</tr>
</tbody>
</table>

| **We are RESPECTFUL**             |           |                    |            |          |          |            |
| • Wait patiently                   | • Wait patiently | • Wait patiently | • Take turns | • Be attentive | • Respect visiting area’s rules & customs |
| • Use equipment properly          | • Eat our own food | • Share walkway & wait area | • Use equipment properly | • Follow the quiet signal | • Be attentive |
| • Follow rules & directions       | • Follow rules & directions | • Follow rules & directions | • Follow rules & directions | • Participate appropriately | • Follow rules & directions |
| • Listen attentively              | • Listen attentively | • Follow the quiet signal | • Follow the quiet signal | • Respect privacy | • Respect visiting area’s rules & customs |
| • Follow the quiet signal         | • Follow the quiet signal | • Respect privacy | • Respect privacy | • Respect privacy | • Respect visiting area’s rules & customs |

| **We are CARING**                 |           |                    |            |          |          |            |
| • Say, “Please,” & “Thank you”    | • Say, “Please,” & “Thank you” | • Say, “Please,” & “Thank you” | • Share the equipment | • Keep our area clean | • Keep our area clean |
| • Keep our area clean             | • Keep our area clean | • Keep our area clean | • Wait our turn | • Help & encourage others | • Help & encourage others |
| • Help & encourage others        | • Help & encourage others | • Help & encourage others | • Keep our area clean | • Applaud | • Keep our area clean |
| • Give praise                     | • Give praise | • Give praise | • Keep our area clean | • Sing proudly | • Keep our area clean |

I am prepared to do my best and control myself.

I treat others the way I want to be treated.

I am polite and take pride in my school.
WHEELER ELEMENTARY

WE are Responsible
WE are Respectful
WE are Caring
WE are Warriors

“ONE TEAM, ONE MISSION”

WE Parent Handbook 2020 - 2021

updated: 7/28/2020
Annual Notice of Non-Discrimination and Anti-Harassment Statement

The Hawaii State Department of Education (HIDOE) does not discriminate on the basis of race, sex, age, color, national origin, religion, or disability. This requirement extends to all of HIDOE’s programs and activities, including employment and admissions as applicable.

For the HIDOE high schools that offer Career and Technical Education (CTE) Programs of Study in arts and communications, business, health services, industrial and engineering technology, natural resources, and public and human services, there are no admission criteria. HIDOE high schools will take steps to assure that the lack of English language skills will not be a barrier to admission and participation in CTE programs and will provide equal access to designated youth groups.

In addition, the HIDOE does not tolerate acts of harassment on the basis of race, sex, age, color, national origin, religion, or disability. Any student who believes that he or she has been subjected to harassment on the basis of race, sex, age, color, national origin, religion, or disability, is encouraged to report such harassment. Students and parents may report allegations of discrimination or harassment to the school’s administrator or to the HIDOE’s Civil Rights Compliance Office at the address listed below.

HIDOE is committed to conducting a prompt investigation. Support, including counseling and educational resources, will be available to students who are harassed, as well as to students found to have engaged in acts of harassment on the basis of race, sex, age, color, national origin, religion, or disability. Students found to have engaged in harassment may be disciplined, up to and including suspension or expulsion, if circumstances warrant. Students, parents, and HIDOE staff should work together to prevent harassment on the basis of race, sex, age, color, national origin, religion, or disability.

HIDOE will not tolerate retaliation for reporting discrimination and/or harassment on the basis of race, sex, age, color, national origin, religion, or disability, and will take steps to protect those who wish to report the harassment.

Please direct inquiries regarding HIDOE nondiscrimination policies to:

Section ADA/504 inquiries
Krysti Sukita, ADA/504 Specialist
Civil Rights Compliance Office
Hawaii State Department of Education
P.O. Box 2360
Honolulu, Hawaii 96804
(808) 586-3322 or relay
crco@notes.k12.hi.us

Title VI, Title IX, and other inquiries
Anne Marie Puglisi, Director
Civil Rights Compliance Office
Hawaii State Department of Education
P.O. Box 2360
Honolulu, Hawaii 96804
(808) 586-3322 or relay
crco@notes.k12.hi.us

Inquiries concerning discrimination and/or harassment may also be referred to the Office for Civil Rights, United States Department of Education.