

PARENT - STUDENT HANDBOOK
School Year: 2018 - 2019



Wahiawa Elementary School

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VISION

We believe that Wahiawa Elementary School is a place where everyone can learn. We view everyone as lifelong learners working to be responsible, informed and productive members of the community.

MISSION

We, at Wahiawa Elementary School, commit to set the foundation of knowledge and skills for students to become respectful, responsible and contributing citizens who can make intelligent, educated decisions.

SCHOOL MOTTO

“Wahiawa Elementary School - Where Everyone Succeeds”

SCHOOL COLORS

Blue and White

SCHOOL SONG

(Composed by former teacher, the late Mrs. Frances Imamura)

*Through the plains of Leilehua
We will sing this song to you
The pride of all Hawaii
Ever loyal, ever true.
Oh Wahiawa, Wahiawa
We remember youthful days.
In the spirit of aloha
We sing this song of praise.*

PARTNERSHIP COMMITMENT

Wahiawa Elementary School is committed to working in partnership with our students' families because we believe that, in doing so, we are able to best serve our students' interests. To ensure consultation with parents, Wahiawa Elementary School will:

- Conduct parent meetings throughout the year. Parents will be given opportunities to meet their child's teacher at a Meet & Greet Session and during Fall Parent/Teacher Conferences.
- Coordinate parent involvement activities as defined by the Wahiawa Elementary School Academic and Financial Plan.
- Create opportunities for parental input through regularly scheduled PTA and School Community Council meetings.
- Provide opportunities for parental input through questionnaires and surveys.
- Provide parents with timely program information through school bulletins, newsletters, website and social media.
- Upon request we will provide assistance to parents to work with their child at home.
- Provide information to parents in a language and form they can understand.
- Comply with the Wahiawa Elementary School Parent-Student-Teacher Compact.
- Provide parents with progress reports on their children through:
 - Standards Based Report Cards
 - Parent/Teacher Conferences
- Permit parent visitations to school and school activities as arranged through the school.

REGISTRATION & STUDENT RECORDS

REGISTRATION

Students transferring to Wahiawa Elementary School from another Hawaii public school must present to our office a Certificate of Release (Form 211) that is issued by the releasing school. Students transferring from a private school in Hawaii or an out-of-state school should present a release card, report card or any other evidence of proficiency that would facilitate registration. The following information is required to register a child in a Hawaii public school for the first time:

1. A birth certificate, hospital certificate, baptismal certificate or passport.
2. A tuberculin (Mantoux) test using the tuberculin Purified Protein Derivative Solution (PPD) within one year of your child's entry date in school. The TB test must be performed in the United States or in a U.S. government medical facility. Students will only be allowed to enter school after receiving a negative tuberculosis test reading. The multiple puncture type skin test or Tine test will no longer be accepted.
3. A physical examination (Form 14) and complete series of required immunizations within one year of school entry date. (If completed Form 14 is not available, a doctor's statement which includes the date and time of a scheduled physical exam is sufficient proof for school entry. With this documentation your child can be granted temporary admission to school).
4. Address verification (ie: utility bill such as electric, gas, cable or water; or deed to property or rental agreement).

Please note that to be eligible for kindergarten, students must have had their 5th birthday by July 31, 2017. Only students who have completed the registration requirements (as listed above) will be allowed to physically attend class.

TRANSFERRING TO ANOTHER SCHOOL OR OUT-OF-STATE

If you wish to transfer your child to another school, you will need to fill out a Request for Permanent Release From in the office five (5) days before your child's last day of attendance. This will enable the office staff to obtain the necessary information in order to process your child's release. A Certificate of Release (Form 211) will be prepared for your pick up on the last day of your child's attendance. The Certificate of Release must be taken to your child's new school as soon as possible in order to register. School records will be forwarded to the new school upon notification of enrollment to our office by that school.

GEOGRAPHIC EXCEPTION

Students who attend Wahiawa Elementary School must reside within the Wahiawa Elementary School District. Geographic Exceptions (GE) may be given to students who do not reside with the School District and will be in effect until a student's terminal year at that school ends.

Students seeking a GE may obtain an application from any Hawaii public school. Approval of a GE request will be determined by the Principal and considered in accordance with the prioritization set by the Board of Education and granted on a space available basis only. GE requests must be made by March 1 for the upcoming school year.

CHANGE OF ADDRESS/TELEPHONE NUMBER

Parents should immediately notify the school of any change of address/telephone number. This information is vital should an emergency occur and the parent/legal guardian must be contacted.

ATTENDANCE POLICY

SCHOOL HOURS

The official school day for students is as follows:

Monday, Tuesday, Thursday and Friday:	7:50 am - 2:05 pm
Wednesday:	7:50 am - 12:30 pm

Please stress to your child the importance of attending school regularly and on time. Students should not be on campus earlier than 7:30 am. Children are not allowed to play unsupervised on the school grounds before 7:30 am or after school ends at 2:05 pm since there is no staff supervision available. For students who arrive prior to 7:45 am, breakfast is available for purchase in the cafeteria.

TARDINESS

Students who do not report to their classroom by the 7:55 am tardy bell should report to the office for a tardy slip. Parents should remind their children to report directly to the cafeteria or their classroom when they arrive at school in order to avoid being tardy. A student is considered "present" for the day unless they arrive after 11:00 am.

ABSENCES

If your child is absent or will be absent, please inform the school by one of the following methods:

1. Send a note to your child's teacher through a relative (e.g. brother or sister) with the reason for the child's absence; or
2. Call the school office between 7:30 - 8:30 am (622-6393) to report your child's absence. Please provide your child's name, homeroom, reason for absence and day(s) of absence.

EXCUSED & UNEXCUSED ABSENCES

Whenever a student is absent, a note from the parent/guardian indicating the reason for the absence must be sent to school. Wahiawa Elementary School will only excuse absences when the child's parents/guardians provide the school with a written note within two (2) days of the student returning to school that documents the following:

1. Medical Reasons
 - Illness or Severe Injury. Please note that when students are out for five (5) consecutive days due to illness/injury, a doctor's note must be provided to the school documenting that the student was sick and unable to attend school.
 - Medical appointments that could not be scheduled on the weekends or after school.
2. Death in the immediate family
3. Deployment for military family members
4. Special cases as approved by the principal

Students should ***NOT*** be kept home to babysit siblings, entertain guests/visitors, participate in family vacations/trips, conduct personal business or for transportation or inclement weather (unless recommended by the Civil Defense that schools will be closed). Absences for these reasons are documented as "unexcused".

CHRONIC ABSENTEEISM

State law requires students who are five (5) years of age and not yet eighteen (18) on January 1 of any school year to attend either a public or private school unless properly excused from school (Section 302A-1132, HRS). Enforcement of Hawaii's compulsory education law is the

responsibility of the Department of Education (DOE). Wahiawa Elementary School maintains records of both excused and unexcused absences for each student to assist in enforcing the law. The DOE considers a student who misses 15 days of the school year chronically absent. Wahiawa Elementary School will provide notifications at each of the following levels:

- **Level 1: 3 Absences and/or 5 Tardies (excused or unexcused)**

Attendance Notice #1 will be sent home by student's homeroom teacher and a phone call will be made by school personnel. **Schools are required by the Department of Education to inform parents/guardians once a student has accumulated at least five (5) absences regardless of the cause.**

- **Level 2: Continued Absences/Tardies**

6+ Absences or 10% Absentee Rate (excused or unexcused)

10+ Tardies

Attendance Notice #2a (absences) or #2b (tardies) will be sent home by student's school counselor. One or more of the the following interventions may occur: school counseling for student, phone conference, meeting with parent/guardian, development of Attendance Action Plan or parent workshop. School Liaison Officer may be notified for students who are military dependents.

- **Level 3: Continued Absences/Tardies**

9+ Absences or 10% Absentee Rate (excused or unexcused)

15+ Tardies

Attendance Notice #3 will be sent home by student's school counselor. One or more of the the following interventions may occur: meeting with parent/guardian and administrator, phone conference, home visit, school counseling for student, development of Attendance Action Plan, parent workshop and/or School Social Worker involvement.

- **Level 4: Continued Absences/Tardies (excused or unexcused)**

15+ Absences

20+ Tardies

Attendance Notice #4 will be sent home by student's school counselor. **Petition for Educational Neglect or Truancy** will be filed with Family Court or one or more of the following interventions may occur: home visit, school counseling for student, development of Attendance Action Plan, parent workshop and/or School Social Worker involvement.

RELEASE OF STUDENTS DURING SCHOOL HOURS

Regular attendance in class is important for academic progress. All appointments, including doctor and/or dental, should be scheduled for after school or on the weekends. Leaving school even half an hour early may result in the loss of the day's summary, confusion in homework assignments, or missing important instructions. However, if appointments must be made during school hours, please notify the office by phone or written note in the morning the release is being requested. Arriving at the office to pick up your child without notice may result in a delay in retrieving your child. The office will issue a student pass to your child's teacher who will release the child at the designated time if prior written notice is provided to the office. Teachers will not early release students to parents without a student pass. Parents must provide picture identification to the office staff and sign the Early Release Log. Students will not be released to anyone other than the parent/legal guardian or someone authorized on the emergency card. No students will be excused on his/her word alone or be permitted to leave the school unattended.

HOMEWORK REQUESTS

If your child is absent from school and you would like to request assignments/homework, please call the office by 10:00 am. Homework may be picked up after school from the office until 4:00 pm. Any request made after 10:00 am will be available for pick up the next morning.

PROCEDURES FOR EMERGENCY CLOSING OF SCHOOL

The following policies and procedures have been developed in case of any emergency closing of school.

Before School:

- a) Turn on your TV or radio. School closings will be announced through the news media.
- b) If possible, the school will call parents via the automated messaging system.

During School:

- a) We will make every effort to inform parents of early dismissal via the automated school messaging system.
- b) Students will be kept under safe supervision until they are picked up or are able to be sent home.
- c) When immediate action is necessary, and there is no time or means to contact parents, students will be moved to a safe area.

At the beginning of the school year or at the time of registration an Emergency Closing of School questionnaire will be sent home for you to complete. Please make sure the information on the form is accurate and current, as this will be our instruction on what to do with your child and indicate to whom we may release your child in the event of an emergency school closure.

ACADEMIC STANDARDS

HAWAII COMMON CORE STANDARDS

Hawaii Common Core State Standards (CCSS) set consistent, high-quality academic standards that define the knowledge and skills all students should master at the end of each school year in order to be on track for success the following school year and upon graduation, in college and/or a career. The Common Core was developed from the best education standards throughout the U.S. and top performing nations around the world. The standards create clear expectations for what children should know and be able to do in key areas: reading, writing, speaking and listening, language and mathematics.

HAWAII CONTENT AND PERFORMANCE STANDARDS (HCPS)

Hawaii Content and Performance Standards (HCPS) define the content and skills all students should know as they complete each grade level in the content areas of Social Studies, Science, Health, Physical Education, Fine Arts and Technology. Wahiawa Elementary School believes students learn best when instruction integrates all content areas covered by both CCSS and HCPS. You may find your child reading and writing about subjects covered by varied content areas during their language arts and math blocks. Instruction in these areas is further reinforced through the use of technology and art in the classroom.

SUPPORT SERVICES

STUDENT PLANNERS

All students will receive one student planner free of charge. Students who lose their planner may purchase a replacement at cost. The planner is used to support students' organization and time management skills as well as to provide additional communication between school and home. Students will write their homework in these planners. Please review and sign your child's planner on a daily basis.

COMPREHENSIVE STUDENT SUPPORT SYSTEM (CSSS)

Wahiawa Elementary School strives to align services to meet the needs of all students. Optimal learning for all students is achieved through a Comprehensive Student Support System (CSSS). CSSS is a collaborative effort involving the Department of Education, family and community that provides resources and assistance so that each child will meet the education standards for his/her grade level. Wahiawa's CSSS will:

1. Ensure effective standards-based instruction for *all* students.
2. Provide appropriate student support through an array of services.
3. Involve families and community stakeholders as partners in the educational process.
4. Use ongoing student assessments in decision-making.
5. Track student needs, progress and growth in the database.

The array of services we provide includes differentiated classroom practices that address diverse student learning styles and needs, prevention and early intervention services, transition supports, community outreach and support, parent involvement, specialized assistance and crisis emergency support as needed.

EVALUATION SERVICES

The Department of Education has an ongoing Operation Search campaign to identify children suspected of having learning disabilities. Children ages 3-20 are eligible for special education services and may be referred for testing. If you suspect your child may have a disability that adversely affects his/her learning, please inform your child's teacher or the Student Services Coordinator (SSC).

HEALTH AND MEDICAL SERVICES

HEALTH AIDE

The Health Aide is on duty from 7:30 am until the end of the school day to render first aid care for school related injuries and to arrange for parents to pick up sick/injured children from school if necessary. Students may not walk home unaccompanied if they are sick or hurt. If your child is sick, please do not send him/her to school. Certain communicable diseases need medical clearance before re-entry to school. Significant medical conditions or problems should be indicated on the Emergency Card. If special conditions or physical restrictions are required in school, a medical statement must be submitted yearly.

MEDICATION ADMINISTERED IN SCHOOL

No medication will be stored in school with the exception of those medications given regularly and Epi-Pen, Glucagon and emergency inhalers. Medications for daily, routine and/or life threatening conditions may be administered during the school day if a physician documents reasons why it must be given during the school day. Antibiotics, analgesics and over-the-counter medications will not be administered during the school day. No “as needed” or pro re nata (PRN) medications will be administered during the school day. However, Epi-Pen, Glucagon and inhalers, defined as emergency rescue medication, may be administered on an emergency basis. When Epi-Pen or Glucagon is administered, the student’s parent/guardian and 911 will be notified. When emergency inhalers are administered, a student’s parent/guardian will be notified to pick up the student.

If your child is in need of receiving medication at school, please obtain the “Request for Administration of Medication in School” from the Health Aide. This form must be completed annually. Once submitted, a Public Health Nurse will contact you for review and will submit recommendations to the Principal. A new form must be submitted when there is a change in your child’s prescription, including dosage.

Please note that if the School Health Aide is not on duty and an administrator is not available, or if your child is at an off-campus activity, **NO MEDIATION WILL BE GIVEN FOR THAT DAY** unless prior arrangements have been made between the parent/guardian and school.

At the end of the school year parents are responsible for picking up any unused medication from the Health Aide.

HIV INFECTED STUDENTS IN SCHOOL

Students who are infected with HIV have a right to a free, appropriate education. HIV infected students do not pose a transmission risk to others in the school setting and therefore should not be excluded. To prevent the spread of HIV, or any disease, the school staff is trained in and practice universal precautions, which apply to all bloodborne pathogens, as mandated by Federal and State law. All information, both written and verbal, regarding an individual's HIV status will be treated with strict confidentiality. Parents/legal guardians have the right to decide whether school personnel should be made aware of a child's status.

'IKE PILIALOHA "BONDS OF KNOWLEDGE, FRIENDSHIP & LOVE"

Wahiawa Elementary School has partnered with Tripler Army Medical Center's School Behavioral Health Team and private health providers to provide an array of interdisciplinary school-based programs and services that support the social and emotional well-being of our students. Program services include:

- Behavioral health evaluation, testing and treatment for students;
- Individual, group and family therapy;
- Medication management as part of behavioral health treatment;
- Workshops to train students, parents and teachers;
- Training for students, families and school staff in skills to promote optimal functioning; and
- Prevention programs such as Anti-Bullying, Behavioral Health Promotion and Health Fairs.

FOOD SERVICES

SCHOOL MEAL PROGRAM

Breakfast is available in the cafeteria between 7:15 am - 7:45 am. Each grade level will be given a 30 minute lunch period. Lunch is staggered by grade levels beginning at 10:45 am to allow the cafeteria staff to better serve students. Students may purchase nutritious meals from the school cafeteria or bring a home lunch. All school breakfasts and lunches are served with milk.

If your child has severe or significant food allergies, please come to the office for forms to be completed. Substitutions will be considered as necessary.

JOINING YOUR CHILD FOR MEALS

Parents are welcome to join their child for breakfast and lunch in the cafeteria. No siblings are allowed at lunch. Before joining your child for lunch please check in at the office to purchase a lunch and obtain a Visitor's Pass. You will be directed to meet your child in the cafeteria. Breakfasts may be purchased directly at the office. Wahiawa Elementary School participates in the National School Lunch Program (NSLP) and the School Breakfast Program (SBP). As such, we are required to follow the U.S. Department of Agriculture's (USDA) rules. The USDA strictly prohibits students from sharing their meals with you.

FREE AND REDUCED PRICED MEALS

The USDA offers free and reduced price meal subsidies to show whose families meet income eligibility restrictions. Parent/guardians interested in participating in this program must complete an application annually. All students receive the application at the beginning of the school year. Additional application forms are available in the school office. Students who received either free or reduced price meals during the previous school year will automatically continue to receive free or reduced price meals for 30 days pending the submittal, review and approval of their current school application.

MEAL PRICES

The cost of school issued meals are as follows:

BREAKFAST

Regular Priced Breakfast	\$1.10
Reduced Price Breakfast	\$.30
Second Breakfast	\$2.40
Non-Student Price	\$2.40

LUNCH

Regular Priced Lunch	\$2.50
Reduced Price Lunch	\$.40
Second Lunch	\$5.50
Non-Student Price	\$5.50

Students may purchase additional milk or milk to compliment their home meals for \$0.60.

All prices are subject to change.

MEAL ACCOUNTS

Wahiawa Elementary School uses the eTriton meal tracking system. Student IDs are used to track student meal accounts. If lost, a replacement ID can be obtained from the front office for a fee.

Parents/guardians are responsible for depositing money into their child's meal account. Deposit envelopes are provided in the front office. Cash or checks are accepted. Checks should be made payable to: Wahiawa Elementary School or Department of Education. PLEASE MAKE CERTAIN YOUR CHILD'S FIRST AND LAST NAME ARE NOTED ON THE DEPOSIT ENVELOPE.

MEAL LOANS

Students wishing to eat breakfast or lunch who not have sufficient funds in their accounts will be given a loan. Parents will be notified of the student's outstanding loan balance via a "pink slip". All meal loans must be paid in cash by the next school day. If payment is not received, parents will receive a courtesy call reminding them of the payment amount due. In the event the account remains outstanding, a follow-up letter will be sent to the parents. Children with outstanding loan balances must be sent to school with a packed home lunch.

SNACKS

Students who plan to eat snacks during the school day or after school are encouraged to bring healthy snacks. Parents are asked to provide snacks that do not have high sugar content. Wahiawa Elementary School does not permit carbonated beverages in school. Students may bring fruit juice or water.

TRANSPORTATION, TRAFFIC SAFETY AND PARKING

TRANSPORTATION

Parents must submit a bus application to ride the bus to and from Helemano Military Reservation. Bus applications, a map of the bus stops, and pick up times for the students living at Helemano will be available in the school office. There is a fee to ride the bus to and from school.

TRAFFIC SAFETY

Please comply with posted speed limits, no parking zones and refrain from double parking. When crossing the street please use the crosswalk. There are many complaints from the community that parents/students do not comply with posted signs and/or use the crosswalk. For the safety of our parents, children and the community, **please ALWAYS use the designated crosswalks.**

PARKING

Due to the limited amount of on-campus parking, the parking lot located near the cafeteria is for faculty and staff only. Special Education buses, individuals with state issued handicapped placards and medically fragile students with school-issued parking permits are allowed in this lot to drop off and pick up special needs students. Cars that are parked on campus without proper authorization may be towed at the owner's expense. Parking is available on Glen Avenue (please observe parking zones and times permitted to park). The small parking lot located across the street is the property of Wahiawa Botanical Gardens and not under school authority. When parking in the upper paved lot, please observe posted visitor parking spaces and personnel instructions. Be mindful of students in the area. School buses drop off and pick up students in the upper lot so please use caution.

A+ AFTER SCHOOL PROGRAM

A+ services are provided on regular school days beginning from after school until 5:30 pm. The program does not operate when school is closed, including school vacation periods and holidays.

To be eligible for enrollment in the A+ program, both parents in the home (or if from a single-parent household, the parent living with the child) must be employed, attending school or in a job training program.

There is a monthly charge per child. For more information, call the A+ staff at 621-1624 or the Mililani YMCA main office at 625-1040.

STUDENT CONDUCT

CHARACTER EDUCATION

Wahiawa Elementary School provides character education to ALL students by reinforcing the Six Pillars of Character in our curriculum and classroom management strategies. The Six Pillars of Character are trustworthiness, respect, responsibility, fairness, caring and citizenship. Students are aware that we expect them to be TRRFCC (acronym used for the Six Pillars - pronounced "TERRIFIC"). We hope that you will reinforce these pillars at home so that our students understand the importance of displaying positive character traits in all they do.

STUDENT DRESS CODE

School is a place for learning and students are expected to dress appropriately without distracting others. Wahiawa Elementary School has adopted a school uniform which consists of a school T-shirt. Uniform order forms are available in the front office. Students may choose the bottom of their choice provided it complies with the school dress code. Uniforms will be worn Monday through Thursday. Each Friday is "Aloha Friday" or "Free Dress Day" when students are able to wear their choice of clothing approved under the school's Standard Dress Code.

Wahiawa Elementary School Dress Code does not allow:

- a. Caps, hats or visors
- b. Glasses (unless prescribed for vision problems)
- c. Make-up (e.g. lipstick, mascara)
- d. D. False nails
- e. Any visible tattoos or markings
- f. Any clothing, jewelry, bandanas or accessories which depict violence, gangs, drugs, sex or profanity
- g. Bare feet
- h. Heels or clogs higher than 2 inches (for safety reasons)
- i. Long belts that extend more than 4 inches below the belt buckle
- j. The following fashions:
 - Exposed underwear (e.g. sagging pants)
 - Halter tops and tube tops unless worn over or under another shirt

- Backless or bare midriff apparel
- See-through (sheer) clothing (that reveals body parts)
- Shorts/skirts that are mid-thigh or higher

EXCEPTIONS TO THIS DRESS CODE MUST BE APPROVED BY THE PRINCIPAL
CONSEQUENCES FOR DRESS CODE VIOLATIONS

If a student is found to be in violation of the Dress Code, the student will be asked to correct the violation/infraction immediately.

If the infraction is not corrected:

- a. Parents may be called and asked to provide their child with appropriate school attire.
- b. If the parent is unable to provide replacement clothing within a reasonable period of time, the student will be asked to change into attire provided by the school.
- c. Parents are responsible for washing the loaner uniform and returning it to school within 5 business days or they may be charged the cost to replace the uniform loaned to the student.

Please note that students who continue to violate the Dress Code may be subject to disciplinary action.

DRUG AND TOBACCO FREE SCHOOL SYSTEM

The Department of Education is committed to providing students with a safe and secure learning environment that reinforces good personal health and safety practices. In accordance with Chapter 31, smoking and the use of other drugs or tobacco products shall be prohibited for students and adults. The only exception is for medications administered by the school Health Aide as approved by the Department of Health and Department of Education.

USE OF BICYCLES ON CAMPUS

Bicycles are to be locked at the bike racks located near the library. The school is not liable for lost/stolen bicycles. Students are not allowed to ride their bikes in the hallways or on the fields. Students should walk their bike from the sidewalk to the bike rack and vice versa upon arrival and departure from school.

We recommend that students riding bicycles to school wear safety helmets.

PROHIBITED ITEMS

Students are not allowed to bring items such as skateboards, rollerblades or wheeled shoes to school. Other prohibited items include, but are not limited to, iPods, radios, laser pointers, CD players, video games, trading cards, playing cards, Kendamas, fidget spinners and other toys and games. If seen, these items will be confiscated and parents will be asked to pick them up from the office. Students may bring cell phones to school provided they are only used before or after school. Cell phones should remain powered off and in student backpacks. The school is not liable for lost/stolen cell phones.

DISCIPLINE

Chapter 19 was adopted by the Board of Education and governs school discipline. Wahiawa Elementary School abides by these guidelines for disciplinary action. All parents are provided with a copy of Chapter 19 at the start of the school year.

STUDENT ACTIVITIES

FIELD TRIPS

There should be one teacher/chaperone for every ten (10) children when students attend off-campus field trips. Parents may be asked to help chaperone these trips by their child's teacher. If you are interested in chaperoning field trips, please let your child's teacher know. The number of field trips varies for each grade level.

JUNIOR POLICE OFFICERS (JPO)

JPOs from grades 4 and 5 assist students to arrive and depart from our campus safely. They are recommended by their teachers, screened and selected by the JPO Advisors. Parents and students should follow all JPO instructions.

STUDENT COUNCIL

Students in grades 3, 4 and 5 have the opportunity to participate in Student Council based on recommendations from their homeroom teacher. The Student Council develops and supports special projects to enhance and improve WES.

STUDENT OFFICE AND LUNCH MONITORS

Third through fifth grade students are selected by their teachers to serve as office and lunch monitors. These activities help students develop responsibility while allowing them to contribute directly to the school community.

AFTER SCHOOL ENRICHMENT CLASSES

Wahiawa Elementary School provides after school enrichment classes that are instructed by school staff and volunteers. We encourage all students to participate in these extra-curricular activities that expose students to various areas of interest. Past classes have included robotics, foreign languages, cultural classes, arts and crafts, drawing and painting, dance and yoga. Information about these classes and applications for enrollment are distributed throughout the year.

SPORTS

Students are invited to participate in after school sport activities including track, cross country, volleyball and basketball. Students may be suspended or removed from teams for failing to complete school assignments, maintain grades or for violating school rules.

PARENT INVOLVEMENT

PARENT COMMUNITY NETWORKING CENTER (PCNC)

The Parent Community Networking Center (PCNC) strives to increase parent and family participation at school by providing information to parents and by establishing volunteer opportunities that allow our families to assist their children. Informational events may include parenting workshops on educational topics, as well as, parenting skills. The PCNC also provides training for all parent volunteers. If you are interested in volunteering, please contact the PCNC

at school. Please note that all parent volunteers must obtain a Visitor's Pass from the office before reporting to their assigned duty area.

PARENT-TEACHER ASSOCIATION (PTA)

Our school is supported by an active Parent-Teacher Association. Membership is open to parents, Guardians, faculty and staff members. Parents and guardians are encouraged to attend PTA meetings. Upcoming meetings will be announced in parent bulletins and on the school's digital outlets.

SCHOOL COMMUNITY COUNCIL

The School Community Council (SCC) serves to support school improvement efforts and the academic achievements of all students through increased community involvement in the school. The council meets monthly and meetings are open to all parents. Parents are encouraged to attend to share their input on school related matters including the Academic and Financial Plan and upcoming events. Members are elected to the Council by their peers.

VISITING CAMPUS

The school strives to maintain a safe and secure campus for all of our students. Trespassing is prohibited during both school and non-school hours. Security cameras are in use at all times on campus. Trespassers are subject to arrest and/or removal. If you notice an unauthorized person on campus at anytime, please report it to school staff immediately.

Wahiawa Elementary School welcomes parents to participate in classroom activities. However, in order to minimize class distractions, prevent the interruption of instruction and to better ensure student safety, all classroom visits must be coordinated with the teacher no less than 48 hours in advance. **All visitors must report to the office to sign in and obtain a Visitor's Pass.**

The following procedures must be followed by any visitor and volunteer:

- Please report to the office for a Visitor's Pass and check in with the school clerk. The purpose and proposed location of your visit, as well as the time you arrive and leave campus are recorded on the Visitor's Log.

- Volunteers are not permitted to walk around campus or visit other classrooms unless specifically scheduled.

At the end of the school day, parents are allowed to wait on the benches outside their child's classroom five minutes before the bell rings.

SCHOOL FACILITIES AND SCHOOL PROPERTY

ASBESTOS

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA). That law requires all schools, kindergarten through twelfth grade, to be inspected to identify any asbestos-containing building material. The law further requires the development of a Management Plan, based upon the findings of the inspection, which outlines our intent of controlling the potentials for exposure to asbestos fibers in our school.

In the past, asbestos was used extensively in building materials because of its insulating fire retarding capabilities. Virtually any building built before the late 1970s contained at least some asbestos in pipe insulation and structural fireproofing. We, too, have buildings that contain asbestos materials. The primary concern arises when these material begin to deteriorate or become damaged.

The inspection of ours scholl is complete and some asbestos-containing materials were identified in our buildings. The materials are distributed in various locations and include floor tiles, pipe insulation and mechanical areas not readily accessible to building occupants or students.

Our Management Plan has been filed with the Governor's office. It outlines, in detail, the methods we use to maintain the materials in a safe manner. A schedule for the phased removal of the friable hazardous areas which contain asbestos was developed and implemented by the Department. A copy of each school's Management Plan is on file at the Central Oahu Department of Education office and at our school office.

SCHOOL PROPERTY

It is unlawful to remove school property without prior approval. Damaging and defacing school property is also prohibited and punishable under Chapter 19. Parents/guardians or students who remove, damage or deface school property are liable for restitution.

LOST AND/OR DAMAGED BOOKS AND EQUIPMENT

Students are responsible for all library and classroom books assigned to them. According to Hawaii Revised Statute 298-5, students will be charged for damages, as well as for the loss of library and school books, equipment and/or supplies. Failure to make restitution may result in the loss of school privileges such as book fair, Fun Day or graduation participation.

TELEPHONE USE

The school telephones are for official school business only. Students will be allowed to use the phone only during emergencies. Plans for the day should be discussed with your child in the morning rather than calling the office to relay a message to your child. Emergency telephone messages will be delivered up through 1:45 pm except on Wednesdays when the message deadline is 12:00 pm.

LOST AND FOUND

If your child loses any of his/her belongings, please inquire at the classroom or office as soon as possible. All accumulated lost and found articles that are unclaimed at the end of the school year are donated to a charitable organizations. *Parents are advised to label all items belonging to their children.*

SERVICE CHARGE FOR RETURNED CHECKS

The Department of Education shall assess and collect a service charge of \$25.00 for any returned checks in accordance with Chapter 40-35.5, Hawaii Revised Statutes. Thereafter, payments for any school related activities/programs must be paid in cash.

EQUAL EDUCATIONAL OPPORTUNITY

The Hawaii State Department of Education (DOE) issues AN informational brochure as a matter of commitment to and compliance with Federal and State anti-discrimination laws, and DOE Policy, to inform parents/guardians and students that discrimination because of a student's race, color, national origin (including persons with limited English proficiency), disability, sex, age, and/or religion in an educational program, service, or activity conducted by the department is prohibited, pursuant to Board of Education (BOE) Policy #305-10, Anti-Harassment, Anti-Bullying, and Anti-Discrimination Against Student(s) by Employees.

In addition to the above, the policy strictly prohibits any form of harassment and/or bullying because of gender identity and expression, socio-economic status, physical appearance and characteristic, and sexual orientation. A student who believes that he/she is or was harassed, bullied, and/or discriminated against based on the above classes is encouraged to immediately inform his or her teacher or administrator, or contact the DOE's Civil Rights Compliance Office (CRCO) staff. Documentation, including witness names and contact information, as well as other relevant information should be provided with the complaint.

Further, discrimination based on sex specifically includes discrimination based on a student's gender identity and expression. The DOE will adhere to the DOE guidance when addressing issues including, but not limited to, use of preferred names and pronouns, use of sex-segregated facilities, and dress code. The DOE recognizes the importance of validating students' gender identity and expression and understands that at times, school is one of the few safe and supportive spaces a student may have to openly express their gender identity. Students who desire such supports, or any student with privacy concerns, including requests for increased privacy for use of restrooms or locker rooms, should contact their school administrator. Students may also contact the CRCO at (808) 586-3322 regarding requests for supports and about any privacy concerns. Students may request a copy of the Guidance from their school administrator.

The Guidance may also be found on-line at:

<http://www.hawaiipublicschools.org/ConnectWithUs/Organization/OfficesAndBranches/Pages/CRCO.aspx>

To file a complaint, you may complete a complaint form that can be found on the DOE's website at <http://doe.k12.hi.us/>, contact your school's principal, or contact the DOE's CRCO at

(808)586-3322, or via relay. Complaints may be sent by facsimile to (808)586-3331, at CRCO@notes.k12.hi.us, or through the U.S. Mail to P.O. Box 2360, Honolulu, Hawaii 96804. The Department of Education is committed to providing equal opportunity in education to all of Hawaii's students.