

Welcome to Wai'anae Elementary

Mission:

The Wai'anae Elementary School community will empower all students to learn to their potential and acquire the knowledge, skills and attitudes to achieve the Standards.

Vision:

The vision of Wai'anae Elementary School is that of a caring, safe, positive educational community that encompasses change and encourages the successful development of every student's potential and self-worth.

This handbook insert serves as a source of information for students and parents.



I. Introduction

Welcome to Wai'anae Elementary School. We have some basic information that will help make your learning experiences here meaningful and enriching.

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We are a Standards-Based Educational Center. For the past 2 years we have transitioned to the National Common Core Standards from the Hawaii Content and Performance Standards.

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We encourage you to call us at 697-7082 should you need more information and assistance.

II. Policies

Health Requirements for Entrance

The Hawaii School Attendance Law requires all students meet certain health requirements before they attend any public school in the state. These requirements are:

A physical examination, tuberculosis clearance (current within 1 year), immunizations (diphtheria, tetanus, pertussis, polio, measles, rubella, and mumps).

A completed form 14 can be obtained from your physician and will be kept on file at the school.

A child will be excluded from school if the health requirements are not completed in a timely manner. The School Health Aide will review information and remind parents.

Visitors

Parents and visitors are required to report to the office whenever coming on campus while school is in session. They are required to sign-in at the office and obtain a visitor's pass. To minimize classroom disruptions, please do not enter any classroom during school hours without prior arrangements with the teacher or administration.

Homework (D.O.E/ Regulation 4700)

1. Homework is considered within the needs of individual students and serves to help reinforce daily lessons.
2. Objectives of homework:
 - ❖ to develop responsibility and independent study skills
 - ❖ to reinforce and apply what was learned in class
 - ❖ to promote a positive attitude toward continual learning
3. How parents can help:
 - ❖ establish a routine for regular homework time and a place for study
 - ❖ have child work on his/her own assignments and let him/her know that you are available for help
 - ❖ keep books and papers together so that homework time is productive
 - ❖ assist in checking bookbags and back packs for materials, notes, flyers, and other information.
4. Types of homework:
 - ❖ Collecting resource materials
 - ❖ Extension of classwork
 - ❖ Reinforcement and/or practice
 - ❖ Independent reading and writing
 - ❖ Discussion with family members
 - ❖ Observation and listening
 - ❖ Unfinished classwork
5. Homework guidelines:

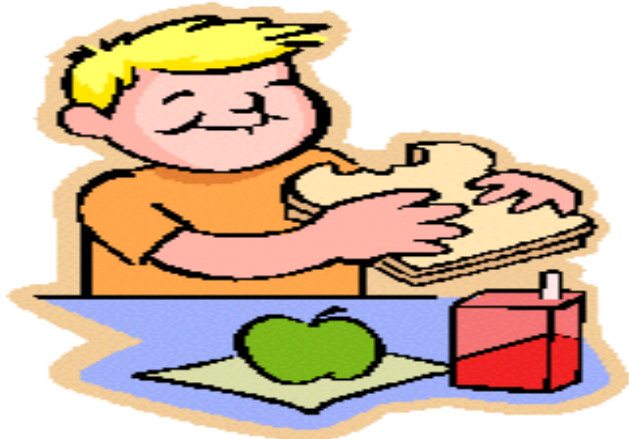
Homework will be assigned according to age, individual needs, and interests of students.

Routine assignments will be given from Monday through Friday. Students are also encouraged to have time to do recreational reading from books and other materials.

The following activities are also encouraged as they help the learning process: visits to the public library, museums, cultural events, exhibits or displays, independent reading, discussions of current events, helping with games, cooking, shopping, and chores.

6. When students are absent for more than two days, parents are encouraged to request homework by calling the school office. The assignments may be picked up from the classroom or the office by siblings or by parents by the end of the school day.

7. Each teacher will inform parents regarding requirements for homework or assignments from the class. The requirements will include projects that are due, grades for completed projects, incomplete work, late work, and make-up work.



School Meals

Wai'anae Elementary participates in the U.S. Department of Education's Free and Reduced Meal Program. Parents are encouraged to complete the applications in a timely manner to qualify for reduced prices. Lunch money may be prepaid at the beginning of each month. Wai'anae Elementary does not provide lunch loans.

Students who are allergic to milk must provide a doctor's certificate each year in order to be excused from drinking milk. Federal regulations require the school to serve a balanced meal. No exceptions can be made.

Lunch may be purchased in the office (lunch clerk) Monday through Friday, 7:00-7:45 a.m. only. **Cash only.**

School Supplies

Each grade level requests several items that are essential for the school year. The supply lists are issued prior to the new school year. School supply lists are also sent to the following retail stores; Kmart, Walmart, Target and Longs Drugs. Donated supplies may be available but will vary from year to year.

Books and Equipment

Students are expected to care for books and equipment. Lost or damaged items must be paid for.

Allowable Items on Campus

Students need to bring required books, pencils, classroom supplies to work adequately, enough money for lunch and bus fare. Money for field trips, fundraisers, and other school-sponsored activities should be enclosed in an envelope and turned in to the teacher or office.

III. Programs within the School

Title I

The school qualifies as a recipient of Federal funds, which support educational programs. Funds are based on the number of low-income families in the district. We are a Schoolwide Title I school because more than 35% of our students come from low-income families. We utilize the funds to support teachers, and materials in reading and math programs. We are committed to help students meet high standards to improve their learning.

ELL

Students whose first language is not English are also supported with Federal Funds. These students receive support from instructors to assist the students in their current classrooms.

Special Education

Under Federal and State guidelines, for a free and appropriate education, students who are eligible for Special Education services receive instruction and support in their homeroom classes or in specific instructional groups. Parents are encouraged to work closely with the administration, teachers, counselors, the Student Services Coordinator, and other staff to ensure that specific needs are met.

IV. School Organizations

SCC

Wai'anāe is an SCC school and has been since 2003. School-Community Council meets once per quarter to discuss school issues, programs, and plans. The Council is composed of six segments: Students, Parents, Teachers, Community, Classified Staff and Administration.

PCNC

The PCNC facilitator (Parent Community Networking Center) works with volunteers on campus, Adult Education, parent and community groups who support students in the classroom. The volunteers assist classrooms and teachers with tutoring, health and pediculosis (uku) screening, asthma, nutrition, childcare and other workshops.

Student Council

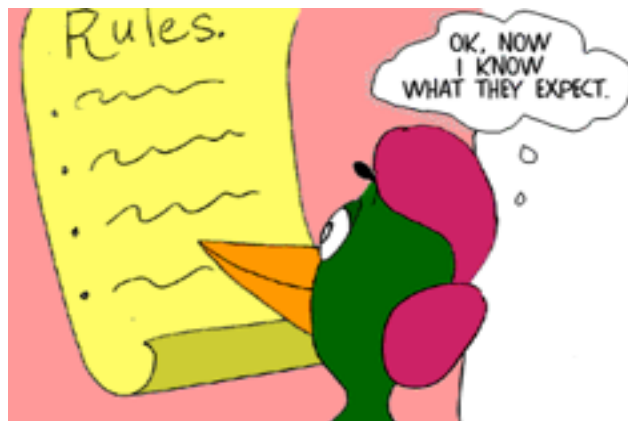
Wai'anāe supports the development of students in student government activities. The officers and advisers receive training to help students plan and carry out programs and activities that promote student involvement in safety, beautification, interaction, morale. Officers are elected each year from the 4th, 5th, and 6th grades. Representatives from each class attend meetings and report back to their homerooms. Five students are selected to attend the SCC meetings.

JPO

The Junior Police Officers are coached by advisers and a Police Officer. Students who are ten years old or older may apply to serve as JPOs and assist with campus safety, creating a welcoming campus. All JPO's are expected to adhere to all school and classroom expectations.

Clubs / Extra Curricular Activities

There are a few after school programs for students. Currently, we offer a robotics club, gardening, and media. PALS enrichment is also available to all students in grades 4-6. Registration is required for all activities.



V. Procedures

Attendance / Absences / Tardies

Students are expected to be in school every day. Students arriving after the 7:50 a.m. bell rings are marked tardy. If a student arrives after 7:50 a.m., all students must report to the office to obtain a tardy pass. It is important for students to report to school on time daily. Students who are absent are requested to bring an excuse note from a physician. Regular attendance is very critical to success in school.

Letters of absence are sent regularly. Too many absences may result in loss in achievement and possible referral of parents to Family Court. A letter outlining the specifics of our school procedure is sent home at the start of each school year.

Emergency Information

Please complete the emergency cards completely. This information is very critical especially when a child is ill or hurt.

Illness / Injuries

Our Health Aide works closely with parents and teachers to assist students who are ill or hurt. Students who are ill need to get well at home before returning to school. Injuries are reported and parents are called, as much as possible. Medication will not be administered by teachers. It can only be administered by the Health Aide or Administrator with a doctor's prescription.

Money

Students should bring only enough money to pay for lunch or field trips. Money should be turned over to the teacher or office right away.

Unauthorized Items

Because they interfere with instruction, the following items are banned and are not to be brought to school: Laser pointers, clothing of an offensive nature (sexual, drugs, alcohol or tobacco, gangs, profanity), toys, marbles, jacks, CD players, mp3 players, cell phones, any electronic gaming system or tablet. Also not allowed are certain snacks: gum, and any product that may contain peanuts. **We are also a peanut-free campus.**

Lost & Found

Items that are lost and found should be turned in and/or claimed at the office. Unclaimed items will be donated to a charitable organization as they accumulate by the end of the school year.



Conferences / Meetings

A parent-teacher conference period is held annually at the start of the second quarter. For additional conferences parents may contact the teacher, school administration, or counselor(s) to request a conference or meeting. Teachers will make regular contact with parents through notes, newsletter, and/or phone calls.

Leaving Campus

Parents of students who need to leave campus during the school day (early release) must notify the office at least one hour prior to leaving school. Early release must be for important reasons, i.e., verifiable doctor's appointment, transportation problems or other family emergencies. Parents must pick up the student at the office and obtain a student pass before leaving. Parents are advised to schedule appointments and vacations during non-school days.

Transfers to another School

If you need to transfer to another school, please place your request at least two days in advance. A release will be made for the transfer and an adult needs to sign for the release. Cumulative records are sent after the child registers at the new school. All obligations must be settled prior to the release (library books, textbooks, outstanding accounts).

Phone Calls

Please limit your phone calls to emergencies or urgent messages. Phone calls will not be directly transferred to the classroom during instructional time.

Before School

There is no supervision for students before 7:00 a.m. Please do not send or drop off students at school prior to 7:00 a.m.

After School

It is requested that students go straight home after school unless they have a meeting or after-school classes. After school supervision ends at 2:30 p.m.

A+ After School Program

The A+ Program, which is in operation only during regular school days, provides children with a learning environment for completing homework, developing social skills and physical activities through games, music and crafts. A monthly fee is charged. Application forms are available in the office.



Traffic Pattern

Due to heavy traffic each day, we have set a one-way route around the school before and after school. Please observe the route to minimize traffic jams and promote safety. Also, after school hours, the bus line is reserved for the bus only. Please kokua and do not park in the bus line.



Playground

There are several rules and guidelines for safe play on campus, especially during recess. Adult supervisors reinforce the rules and limitations.

Off-Limit Areas

Off-limit areas include the area outside the perimeter of the school, outside the fence, the park playground, park restroom, and the parking lot. The front of the library is also off limits during recess.

VI. Behavior Support / Discipline

School is a place where students can learn and teachers can teach. An effective discipline policy ensures that students are self-directed, discipline is positive, consistent and fair, consequences are preventative not punitive, and that everyone shares in this responsibility. Disruptions are addressed cooperatively to administration, teachers, counselors, parents in accordance with Chapter 19 rules. (DOE)

Schoolwide expectations:

Administrators protect the school order, program, property, and personal welfare of all on the school campus.

Counselor(s) help students make satisfactory academic and social adjustments in school. The counselor(s) assist teachers in counseling and guidance to all students.

Teachers ensure that classroom rules guide student behavior and there is a positive learning environment for students.

Students follow school agreements and procedures. Guidelines for behavior follow three maxims: Ho'ihi (Respect), Kuleana (Responsibility), Malama Pono (Righteousness).

Students are encouraged to keep hands and feet to oneself, use polite and proper language, no swearing, no rude gestures, no put downs, no teasing, no rumors, to follow directions and listen with ears, eyes and heart.