

Waimalu Elementary School

Parent Handbook

School Year 2014-2015

98-825 Moanalua Road

Aiea, Hawaii 96701

Phone: 483-7210

<http://waimalu.k12.hi.us>

“Where Everyone Soars”

Who We Are

Waimalu Elementary School is located in Aiea, Oahu and is part of the South Central Oahu Complex Area. Established in 1961, Waimalu Elementary presently enrolls approximately 500 students. Waimalu Elementary, “Where Everyone Soars” prepares children to excel in all areas of their lives and at the same time empower them to adapt themselves in unpredictable situations.

Waimalu’s focus to provide a safe and nurturing environment for students to learn and grow based on the development of the total child and the provision of a rigorous standards based curriculum that addresses the Common Core State Standards (CCSS). Every grade level has a signature project where students demonstrate their learning by collaborating with peers in a performance or creating a product that addresses a real life inquiry. In addition to a standards-based core curriculum, Waimalu focuses on the whole child by providing the following supplemental programs: Gifted/Talented, Physical Education, Hawaiian Studies, Multi-Media, Technology and Guidance.

Waimalu fosters parent and community partnerships to focus our resources, efforts, and energy to develop our children into successful students and future community leaders. Parents and community are encouraged to participate in various school activities and to take part in our “School Community Council” (SCC) and Parent Teacher Organization (PTO). The SCC’s main function is to provide input into the school’s academic planning while the PTO’s main function is to raise funds to support student-learning activities.

Administrative Support

Principal:	Keith Hui	483-7210
Counselor (3-6):	Deanne Fu	483-7210 (x227)
Counselor (preK-2):	Jeanne Yamane	483-7210 (x228)
Student Service Coordinator:	Anne Fong	483-7210 (x231)
SASA:	Roxane Martinez	483-7210 (x222)
Office Assistant (Ms.Purple):	Lydia Lorenzo	483-7210 (x223)
Office Assistant (Kaui):	Raegina Cabanban	483-7210 (x221)
Health Aide:	Jade Tui (TA)	483-7210 (x230)
PCNC Coordinator:	Connie Akamine	483-7210 (x279)
A+ Coordinator:	Teresita Pasion	488-8126
Morning Care Coordinator:	Jodie Matsuda	216-1308
STEM Coach:	Tony Pablo	483-7210 (x261)
Technician:	Terrance Katakura	483-7210 (x267)

Our Motto
“Waimalu – Where Everyone Soars”

Our Vision
An exemplary school, ensuring success in people, partnership and performance.

Our Mission
To develop character, attitude and skills to excel in our global society.

Our Core Beliefs

- We believe all students can learn and can strive for excellence
- We believe all students need to be engaged in relevant learning experiences that accommodate all and provide opportunities for success
- We believe all students need to be critical thinkers and problem solvers
- We believe all students can be technologically literate
- We believe everyone at Waimalu will demonstrate respect, responsibility, cooperation, and other positive character traits

Parent Involvement Policy

The administrators, teachers, staff and parents of Waimalu Elementary School recognize that a child’s education is a shared responsibility by the school and the family. To help students be academically successful and achieve the goals of the Department of Education (DOE) and Common Core State Standards (CCSS), schools and parents must work together as partners.

Recognizing the diversity in culture, language, backgrounds, and needs of our school, Waimalu in its commitment to achieving educational success for all students, will establish programs and practices that enhance parent involvement and reflect the needs of all students and their families.

The following components are critical to the successful involvement of parents in Waimalu’s programs and activities:

- *Communication between home and school is regular, two-way and meaningful.
- *Responsible parenting is promoted and supported.
- *Parents play an integral role in assisting student learning.
- *Parents are welcome in the school and their support and assistance are sought.
- *Parents are partners in the decisions that affect children and families.
- *Community resources are made available to strengthen school programs, family practices, and student learning.

School/Family Compact

Parents and the school staff will jointly develop our School-Family compact. Review and approval will be made by the School Community Council. The focus will be on everyone supporting the students’ achievement and growth according to the CCSS. This compact will be reviewed and signed by the school’s administration, teachers, students and parent/guardians once each school year.

Opportunities for Participation

Various workshops will be held throughout the year to share information and/or hold discussions to collaborate with parents and community members. Information is shared through flyers and parent bulletins. We invite all parents and guardians to participate. Please be on the lookout for information throughout the year.

Waimalu Elementary School Attendance Policy

School Attendance Policy

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

Hawaii State Compulsory School Attendance Law

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

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

Policy on Absences

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

The school will only excuse absences when a telephone call is made by the student's parent/guardian to the school office and when the reason for the absence is for one of the following reasons:

1. Illness, injury, quarantine (chicken pox, measles, etc.), verifiable by a doctor's note. **A doctor's note which states the dates of absences is required for five (5) or more consecutive absences in order to be considered excused.**
2. A doctor's note should be submitted to the school within three (3) days of the child's return to school.
3. Doctor/Dental appointment verifiable by a doctor's note
4. Death in immediate family (i.e., parent, grandparent, sibling)
5. Court attendance
6. Authorized school activities which may include but are not limited to:
 - a. On campus activities, such as appointments with a counselor or administrator, treatment in the health room, assigned detention or in-school suspension
 - b. Off campus activities, such as student council related activities and field trips

The telephone call to the school office regarding the student's absence should be done prior to 9:00 a.m. and should include the following information:

1. Caller's name
2. Student's first and last legal name (name listed in school's records)
3. Grade level
4. Date(s) of absence
5. Reason for absence
6. Phone number(s) where parent/guardian can be contacted

Unexcused absences include but are not limited to the following activities which might occur during school day:

1. Babysitting siblings or other children
2. Caring for the elderly or family member
3. Entertaining visitors/guests
4. Kept at home to clean for home inspections
5. Family vacations (on/off island), trips
6. Parent request without explanation
7. Personal business
8. Youth Camp
9. Sports competition events
10. Weather condition

NOTE: Parents must notify the school in writing as soon as plans for any extended absences due to family vacations, youth camps, and/or sports competition events have been made by the parents. Teachers are not required to provide advance work and/or make-up work for unexcused absences.

Requesting Homework for Absences:

If a child is absent from school for two (2) or more consecutive days, the parent/guardian may request for homework by calling the school office.

A 24-hour notice is needed for teachers when a homework request is made. You may pick up the homework at the front office after 2:30 pm of the day following your request. You may call the front office to confirm that there are assignments for your child before coming to the school.

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

Policy on Tardiness

Students who arrive at school after the official start time are tardy to school and must:

1. Report to the office upon their arrival to check in
2. If the tardy is due to a medical/dental appointment or a court appearance, student or parent should provide a verified doctor/dentist or court note

The school will only **excuse tardiness** when a **written documentation** is submitted and when the tardiness is for one of the following reasons:

1. Medical/dental appointment with note
2. Student detained by teacher/school official with note from person who detained the student
3. Delayed school bus
4. Court attendance

Unexcused tardiness include:

1. Overslept/late start
2. Car trouble
3. Missed the bus
4. Babysitting
5. Personal business

Policy on Early Releases

Waimalu School highly discourages the early release of students prior to the end of the school day. The school will

only excuse students for early dismissal for the following reasons:

1. Medical/dental appointment for the student being released
2. Court attendance
3. Funeral for an immediate family member

Other reasons may be submitted to the Principal for consideration.

Unexcused early releases include but are not limited to:

1. Appointment for other family member
2. Personal business
3. No transportation

Consequences

Excessive absences/tardiness/early releases will affect a student's academic performance and are subject to the following consequences:

1. School will notify parent/guardian by mail or telephone if a student has acquired five (5) or more days of unauthorized absences and/or ten (10) cumulative (excused and/or unexcused) days of absences during the school year.
2. Five (5) unexcused tardiness per quarter will result in a school level consequence such as recess detention
3. Five (5) days of unexcused early releases will result in a school level consequence such as recess detention
4. Written notification to parent
5. Parent conference to develop Attendance Improvement Plan

A petition may be submitted to Family Court

Other Matters Relating to Attendance

1. Approved Activities by School/DOE

When students participate in approved activities that take them out of classes during school hours, they must consult with their teachers to make up work missed.

2. Leaving School Grounds

Students are not permitted to leave the school grounds during the school day without a Temporary Student Pass and an adult to accompany him/her. Classroom teachers cannot authorize the release of students to go off campus during school hours. A student will only be allowed to leave school with an authorized adult who is listed in the emergency card and has a current picture ID. The following procedures will be used:

- a. Due to illness: Students will report to the health room. The school health aide will provide appropriate care and make arrangements with parents should a child need to be sent home.

- b. Due to Various Appointments: Students will report to the office with a written request stating the time the child will be released and reason. A temporary student pass will be issued to the student and he/she has to be signed out at the office when he/she is released to leave campus accompanied by an adult.
- c. Messages for Students: To minimize class interruptions and distractions, parents are asked **not to go directly to their child's classroom**. Instead all visitors to the campus, including parents, **must** report to the school offices. Messages or articles will be taken to the classroom by school personnel or, if necessary, the child will be called to the school office.

Contraband Policy

Waimalu Elementary is a learning environment where the health and safety of all students are paramount. Any possessions that are deemed as illegal, dangerous, or a distraction to learning are considered contraband and will be dealt with according to school disciplinary procedures and the Hawaii Administrative Rules, Chapter 19. The following are examples of items classified as contraband (actual contraband is not limited to the list below):

Illicit Drugs

Drug Paraphernalia

Alcohol

Tobacco Products and Paraphernalia (including "e-cigarette products", etc.)

Lighters/Matches

Weapons

Knives

Firearms (including Air-soft/paintball guns, Pellet/BB guns, etc.)

Fireworks/Explosives

Mobile Phones/Electronic Devices (iPods, iPads, video game devices, etc.)

Toys and recreational items

Trading Cards

Chewing gum

Cell Phone Policy

Students may only use cellular phones after school in front of the office, at the upper parking lot area, or once students are off campus, including when students reach the bridge leading to Hekaha Street next to the residential area.

Special Programs

Hawaiian Studies



Students in Grades K-6 are provided with instructions utilizing a kumu (teacher) working cooperatively with the classrooms teachers. The goal of the program is to help our children develop knowledge, understanding, and appreciation of the Hawaiian culture, including its values, concepts, practices, history, and language.

Special Education



Students identified with disabilities may be evaluated to determine their eligibility for special education services. Eligible students will receive specialized instruction through an individualized education plan (IEP).

Gifted/Talented



Identified students in grade 4-6 are provided supplementary services following various themes. Students are expected to investigate various issues and concepts as well as keep up with assignments in their regular class.

Technology/Computers



Computers and other related technologies are becoming part of the regular classroom where teachers and students utilize access to the Internet and worldwide web as resources to support the classroom curriculum. Classrooms now have computer terminals on a network and with Internet access. Starting in SY 2014-2015 each student in grades K-2 & 6 will have a technology device for them to use in class to support the classroom curriculum. In years to come, other grades levels will be receiving devices for individual student use.

Multi-Media



The multi-media center serves as a resource/media center for staff and students. The latest technology is utilized for on-line catalogues, CD-ROM and laser-disc technologies, and database access. Three computer terminals are available to access the Internet and other worldwide information networks.

Physical Education



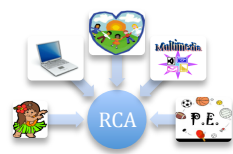
Students in Grades K-2 learn and develop their motor skills through various activities. Students in grade 3-6 learn and develop various skills of team sports as well as the basic rules of the team sports. The goal of the program is to help our students be active.

Guidance/Habits of Minds



Students in grades K-6 are provided instruction on how to use and understand the Habits of Minds to become a well-rounded student. Habits of Minds are designed to help students think and problem solve when they do not know answer in any subject area as well as the real world.

RCA



A program designed to provided teachers with time to plan and discuss curriculum, while students receive instruction in PE, computer, multimedia, guidance/habits of minds and Hawaiian studies. RCA takes place 4 times a quarter.

PBL



Every grade level has a signature project. Each project integrates multiple subject areas with a end project ranging from gardening, drama production, video production, and STEM.

Extra Curricular Activities

Waimalu Elementary has a wide range of extra curricular activities beyond the school day and throughout the year that enhances student interests, academics, and individual talents. These activities are listed below:

Robotics Club



Open to students in grades 4-6. In this club students learn design, engineering, and computer programing of robots that are used to compete in various competitions.

Dimension University Gaming Club



A unique internet gaming site used to help students in the areas of Language Arts and Math. These interactive games are designed to help students get a better understanding of concepts and skills that are covered in their daily classroom. In the interactive games students must complete task to move on and receive special rewards. In SY 14-15 these interactive games will be used in all classrooms in grades 3-6.

Intramural Basketball



Open to students in grade 6 only. Students develop the basic skills, knowledge, and strategies of the game. Then using what they learned in friendly competition against various elementary schools in the Aiea Complex.

Intramural Volleyball



Open to students in grade 6 only. Students develop the basic skills, knowledge, and strategies of the game. Then using what they learned in friendly competition against various elementary schools in the Aiea Complex.

Performing Arts Club



Open to students in grades K-6. Students choose between modern dance (hip hop dance), hula, or ukulele. They show case their talents at school functions/assemblies or at community events.

ELL Tutoring



A computer based after school program for those ELL students that qualify to get the extra help to become proficient in the English language.

Junior Police Officers (JPO)



The JPOs are sponsored jointly by the Honolulu Police Department and the Department of Education. JPOs in the grade 5 and 6 serve on two platoons and man school crossing before and after school. Each platoon goes on duty every other week.

Student Council



Student Council members are provided leadership opportunities to plan and run school wide student activities, and to assist in other school wide events. Student Council positions may include the following student roles: President, Vice President, Treasurer, Secretary, SCC Student Representatives, Class Representatives. Most student council positions are chosen the previous school year via student voting, with voting open to grades 3-4-5. Student council members are expected to keep up with academic expectations, maintain good behavioral standing, and follow all GLOs.

Parent and Community Involvement

Parent Teacher Organization (PTO)



An active and supportive PTO sponsors our annual Fun Run, campus beautification, and many other school-wide and classroom programs. General membership meetings are held twice annually. Parent participation and volunteers greatly enhance the PTO's success. All parents are encouraged to support the PTO's fund raising efforts and volunteer to assist at various activities and events.

School Community Councils (SCC)



As part of Reinventing Education Act of 2004 passed by the Hawaii State Legislature, School Community Councils have been formed. These councils will replace what was formerly School Community-Base Management Councils (SCBM). Through School Community Councils, administrators will work directly with parents, students, teachers, school support personnel, and community representatives to develop the school's annual academic and financial plan.

Waimalu's School Community Council will consist of elected members that will serve as an advisory board for the school and help target all school improvement efforts on student achievement.

Other School Programs

Foundations for Families: Early Morning Care



Early morning care is provided in the school cafeteria from 6:00 a.m. to 7:30 a.m. on school days. For more information, please call Mrs. Jodie Matsuda, Program Director, at 216-1308 (mobile phone).

Food Services



A quality breakfast and lunch program that follows the government guidelines in providing each student a well-balanced and nutritious meal. Breakfast is served between 7:10 a.m.-7:40 a.m. each morning. Subsidized meal program for free or reduced meals will be distributed on the first day of school.

Bus Transportation



The state provides subsidized bus transportation to all students who live one or more miles from school. In addition, some special education students receive curb-to-curb services to and from school.

A+ After School Program Kama'aina Kids



The students meet daily from 2:10 p.m. to 5:30 p.m. except Wednesdays from 12:30 to 5:30 p.m. Parents must provide for their child(ren)'s snacks. Please let us know when your child will be absent from the program. The A+ phone number is 488-8126 (after 2:00 p.m.)

Guest Parking Lot Procedures

Parents who find it necessary to drop their children off in the morning or pick them up after school are asked to observe the following traffic rules:

Visitor Stalls: Our upper lot parking stalls are designated as visitor stalls. Please park in marked visitor stalls only when you have business on campus.

Loading Zones: The striped areas in the upper lot is for active loading and unloading only. No parking is allowed in this area. Peak traffic time occurs "before school" and "after school". This loading zone helps keep traffic moving.

Please note Please do not park in the lot at the adjacent shopping center. The shopping center parking is for the store patrons and your vehicle will be towed if you park there for school purposes.

(Lower parking lot access is for school staff, buses, and ADA designated stalls access only.)

Supervision of Students

Supervision of students is provided as early as 7:15am through 2:30pm. For your child(ren)'s safety, please do not send them to school before 7:15am or pick them up after 2:30pm.

Wednesday has a slightly different schedule. Supervision is provided from 7:15am to 12:30pm. Please do not send your children to school before 7:00am or pick them up after 12:30p.m.

If your schedule requires supervision of your children outside of the designated times above, please consult with our morning care and afterschool care programs.

Parents may be given a courtesy call should there be incidents where a child is left unattended. Repeat occurrences may result in child being sent to the before school care and after school program, and families will be responsible for any fees incurred, and/or child(ren) may be dismissed from campus.

Start of School:

Waimalu Elementary's School day officially starts at 7:55am. Warning bell rings at 7:50am. We ask all parents to kindly leave the classroom by 7:50am so teachers may get the class situated and start the day on time.

After School Pickup: Designated Waiting Areas

If parents and/or family members arrive before school gets out, you are welcomed to wait in the breezeway at the end of both D and E buildings or in the front of the office. Please do not stand in front of your child's class, as it may be a distraction to the students and interrupt last minute instructions being provided by the teachers.

Emergency Information Cards

The school annually updates all emergency information on the school Emergency Information Cards. It is important that the information be accurate since in medical emergencies, time and accuracy are essential. Please take a moment to complete a card for each child in the family attending our school. If you have any questions, please contact our Health Aide at 483-7210.

Change of Address and/or Telephone Numbers

The school office must have current information concerning where parents or guardians can be reached. If your address, home or work telephone numbers, place of employment should change, the school should be informed promptly.

Health Services

If your child becomes ill or is injured in school, first aide care will be provided. If the Health Aide determines that a student is unable to remain in school (with a 100 degree or higher temperature, vomiting, diarrhea etc...) parents will be contacted and they will be responsible for taking their child (ren) home. If you are unable to come in person, please inform the school as to who will come so that the safety of your child is constantly assured. Children cannot walk home unaccompanied. It is important to list alternate contacts on the Emergency Card in the event that parent/guardian cannot be reached.

Medication: No medication will be administered by the authorized DOE personnel (School Health Aide) without the completion of form SH36 and prior review by an authorized Department of Health Public Health Nurse (PHN). **SH36 Authorized forms are available in Health Room. **DO NOT send medication to school in your child/s bag!**

Headlice: Ukus or head lice is a year around problem in Hawaii for ALL residents in an area of a prevailing warm/and or moist climate. They infect ALL people regardless of social station or standards of hygiene. If active infestation is suspected head checks are done by Health Aide. When head lice or nits are found, parents are contacted and the student is excluded from school. Homeroom classes and siblings are screened promptly upon positive case of Head Lice/Nits. A recheck is done prior to child/ren returning to school. **An adult must accompany your child/ren to the health room.**

School Breakfast & Lunch Computerized Meal System

The school meal program is designed to provide children with nourishing meals at a minimum cost. We try to make mealtime a wholesome and social experience where desirable food habits can be emphasized.

The cost of lunch and breakfast is as follows:

Breakfast

Regular student breakfast.....	\$1.00
Reduced Price Student breakfast.....	\$0.30
Second student breakfast.....	\$2.20
Adult breakfast.....	\$2.20

Lunch

Regular student lunch.....	\$2.25
Reduced price student lunch.....	\$0.40
Second student entrée.....	\$1.85
Second student lunch.....	\$5.00
Adult lunch.....	\$5.00

Breakfast and lunch payments should be paid in the school office. We encourage you to pay \$44.00 per month for regular price lunches. If your child also has breakfast, you'll need to add an additional \$19.00 per month. Both breakfast and lunch costs are deducted from the student's meal account. All payments are credited to your child (ren's) account. Checks should be made payable to "DOE-State of Hawaii".

Enrollment of New Pupils

The following information will be needed for children enrolling in the public schools of Hawaii for the first time:

1. A birth certificate or equivalent (hospital certificate, baptismal certificate or passport).
2. A tuberculin test which has been done within 12 months before school entrance. A student will NOT be allowed to enroll in school unless this requirement has been met.
3. Proof of residency (document that shows your address such as rental agreement, or utility bill)

Lost and Found

Parents are advised to label clothing and school supplies belonging to their children. This will facilitate locating the rightful owners when items are turned in. Lost and found items are kept in the office. All unclaimed items will be donated to a local charitable organization at the end of the school year.

Service Learning Participation

It is the policy of the Department of Education that student assistance is provided in such areas as the cafeteria, office, and library. Besides being great help children learn essential lessons in courtesy, responsibility and neatness. Any child unable to assist in any of these services because of a physical reason is excused. The student must, however, bring to school a signed statement from a physician stating those duties from which the child is to be excused from performing in school.

Progress Reports

Teachers will report the progress of students to parents/guardians at the end of each quarter of the school year. The grading philosophy is one of evaluating each child on his/her own abilities and progress rather than comparing the child with his/her peers.

Parent Bulletin

A "Parent Bulletin" is sent home each month through the youngest child in school. Please give it your careful attention as this is an important means of communicating general school information with parents. Parent Bulletins are also available on our school website at <http://waimalu.k12.hi.us>

Parent/Teacher/Student/Conferences

Parent/teacher/student conferences are scheduled at the end of the first quarter of school to discuss the progress of students and any other concerns that need to be addressed. School ends earlier during this time. Parents may arrange in advance individual conferences for their children at any time.

School Dress Code and Uniform Policy

All students attending Waimalu Elementary School are required to wear a school uniform consisting of a uniform t-shirt. Waimalu school community believes that school uniforms have a positive effect on the atmosphere for learning. School uniforms will also help address aspects of our students' appearance, appropriateness, safety, and identity. We are all examples for our students whether we realize it or not. We expect ALL parents, visitors and staff to dress appropriately when attending school functions and field trips.

Uniform T-Shirt Policy

Students are required to wear the school uniform daily except on Wednesday.

- *Waimalu uniforms will be worn as designed.

- * The form and design of these shirts shall not be changed or altered in any way.

Wash Wednesday

- *All students are required to wear the school uniform on Monday, Tuesday, Thursday, and Friday. On Wednesday, however, students may wear appropriate clothing which conforms to the school code.

Dress Code Policy

- * All clothing and accessories must be free of messages relating to drugs, gangs, sex or profanity.

- * All gang related fashion is prohibited.

- * Bandannas, head coverings, sunglasses/shades, waist chains, oversized belts or belt buckles are prohibited.

- * Hems of shorts and skirts must not be shorter than the top of the middle finger when the student is standing with arms down.

- * Appropriately sized pants must be secure at the waist with no undergarments showing.

- * Underwear showing to include bra straps, white ribbed undershirt, oversized (tank top) worn on the outside are not allowed.

- * With the exception of jackets, raincoats and sweaters being used for protection against rainy and cold weather, no other clothing should be covering the school uniform.

- * All tank tops must have a 2 inch wide strap.

Uniform Waiver

A Uniform Waiver can be obtained in the school office if parents choose to be exempt from the mandatory uniform policy due to health/medical reason. Parents must appear in person to request an administrative exemption.









The Uniform Waiver is good only for the current school year and must be renewed yearly.

The Uniform Waiver exempts a student from the wearing of the Waimalu Uniform shirt, but does **not** exempt students from adhering to the school Dress Code Policy.

Student Behavioral Expectations:

Each student at Waimalu is expected to follow the three “take cares”; take care of our self, take care of each other and take care of the school. Every morning students recite the Waimalu Pledge to remind themselves what is the expected behavior on campus. Parents please review the attached behavior matrix with your child, sign it and return to your child’s teacher.

Waimalu Elementary School Behavior Matrix

	Take Care of Yourself 	Take Care of Each Other 	Take Care of Our School 
Classroom 	<ul style="list-style-type: none"> - sit properly - walk - follow directions - do your best 	<ul style="list-style-type: none"> - use quiet voices - take turns - listen to other's ideas - keep personal spaces 	<ul style="list-style-type: none"> - push in chair - put trash in trash cans - take care of equipment - put things back
Playground 	<ul style="list-style-type: none"> - play safely - stay in assigned areas - follow rules 	<ul style="list-style-type: none"> - help each other - share equipment - take turns - keep all body parts to yourself 	<ul style="list-style-type: none"> - put trash in trash cans - use equipment properly - promptly report any broken, misused or vandalized equipment
Cafeteria 	<ul style="list-style-type: none"> - wait your turn - wash your hands - use the restroom quietly 	<ul style="list-style-type: none"> - respect restroom privacy - listen to adult supervisors - keep all body parts and objects to yourself 	<ul style="list-style-type: none"> - keep your table and floor area clean - throw away trash in proper bins
Restroom 	<ul style="list-style-type: none"> - wait your turn - wash your hands - use the restroom quietly 	<ul style="list-style-type: none"> - respect restroom privacy - enter and exit quietly - keep all body parts to yourself 	<ul style="list-style-type: none"> - keep it clean - flush toilet after use - conserve water and paper supplies - put trash in trash cans - promptly report any broken misused or vandalized equipment
Walkways 	<ul style="list-style-type: none"> - walk safely - walk on the right side of the hall - stay on walkways 	<ul style="list-style-type: none"> - listen to JPOs and adults - keep hands and feet to yourself - be polite and respectful - use quiet voices 	<ul style="list-style-type: none"> - pick up litter and throw away in trash cans

**** Follow Dress Code and Contraband Items Policy**

Student Signature

Date

Parent Signature

Date

Preparing for School Emergencies

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

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

At times like these, we ask your cooperation by:

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

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

Waimalu Elementary Bell Schedule

(updated 01-17-14)

LOWER ELEMENTARY Grade K – 2 (M,T,TH,F)

7:55 – 8:00	Opening	5 min	<u>Lunch block 1 line up times</u>	
8:00 – 8:12	Home Room	12 min		
8:12 – 9:45	Instruction I	93 min	<u>(M,T,Th,F)</u>	
9:45 – 10:00	Recess	15 min	Gr PK/K	11:20am
10:00 – 11:30	Instruction II	90 min	Gr 1	11:25am
11:30 – 12:00	Lunch Block I	30 min	Gr 2	11:30am
12:00 – 12:05	Passing	5 min		
12:05 – 2:05	Instruction III	120 min		
2:05 - 2:10	Closing	5 min		
2:10	Dismissal			

WEDNESDAY

7:55 – 8:00	Opening	5 min	<u>Lunch block 1 line up times</u>	
8:00 – 8:12	Home Room	12 min		
8:12 – 9:45	Instruction I	93 min	Gr PK/K	10:50am
9:45 – 10:00	Recess	15 min	Gr 1	10:55am
10:00 – 11:00	Instruction II	60 min	Gr 2	11:00am
11:00 – 11:30	Lunch	30 min		
11:30 – 11:35	Passing	5 min		
11:35 – 12:25	Instruction III	50 min		
12:25 - 12:30	Closing	5 min		
12:30	Dismissal			

UPPER ELEMENTARY Grade 3 – 6 (M,T,TH,F)

7:55 – 8:00	Opening	5 min	<u>Lunch block 2 line up times</u>	
8:00 – 8:12	Home Room	12 min		
8:12 – 9:45	Instruction I	93 min	Gr 3	12:10pm
9:45 – 10:00	Recess	15 min	Gr 4	12:12pm
10:00 – 12:15	Instruction II	135 min	Gr 5	12:14pm
12:15 – 12:45	Lunch Block II	30 min	Gr 6	12:16pm
12:45 – 12:50	Passing	5 min		
12:50 – 2:05	Instruction III	75 min		
2:05 - 2:10	Closing	5 min		
2:10	Dismissal			

WEDNESDAY

7:55 – 8:00	Homeroom	5 min	<u>Lunch block 2 line up times</u>	
8:00 – 8:12	Home Room	12 min		
8:12 – 9:45	Instruction II	93 min	Gr 3	11:40am
9:45 – 10:00	Recess	15 min	Gr. 4	11:42am
10:00 – 11:45	Instruction II	105 min	Gr. 5	11:44am
11:45 – 12:15	Lunch	30 min	Gr. 6	11:46am
12:15 – 12:20	Passing	5 min		
12:20 – 12:25	Instruction III	5 min		
12:25 - 12:30	Closing	5 min		
12:30	Dismissal			

Nondiscrimination

No public school student shall be excluded from participation in, denied the benefits of, or be subjected to discrimination on account of race, color, national origin, sex, religion or handicapping condition under any program or activity of the Department of Education.

If you feel you have been discriminated against in one of the department's educational programs or activities, you are encouraged to bring the matter to the attention of the school principal for discussion and resolution. If the matter cannot be resolved at this level you are encouraged to make full use of the Department of Education's Civil Rights Complaint Procedure for Students and file a written complaint with your Complex area Superintendent. The complaint form is available at the superintendent's office. Upon receiving your discrimination complaint, the Complex area board will hear and decide on the merits of your complaint in a prompt and fair manner.