

**WAHIAWA
MIDDLE SCHOOL**

**275 Rose Street
Wahiawa, Hawaii 96786
Ph: (808) 622-6500
FAX: (808) 622-6506**

**Fully Accredited by the
Western Association of Schools and Colleges**

**School Colors: Green and White
School Mascot: Lancers**

STUDENT INFORMATION

Welcome to Wahiawa Middle School. The information in this student handbook is your guide to the school. It is your responsibility to understand and to abide by the rules, policies, and procedures.

VISION:

A School that is...

**Safe and Nurturing
Organized and Well-Disciplined
Providing a well-balanced basic education**

Students who are ...

**Willing to Collaborate
Motivated to Learn
Successful in Reaching Goals**

Mission:

To be a middle level school where all students reach high standards, regardless of any circumstances or conditions of life

GOALS:

- 1) Improving student achievement through standards-based education**
- 2) Providing comprehensive support for all students and**
- 3) Continuously improving performance and quality**

General Learner Outcomes:

Wahiawa Middle School Students will be able to:

- Be responsible for their own learning**
- Work well with others**
- Engage in complex thinking and problem solving**
- Recognize quality performance and produce quality products**
- Communicate effectively**
- Use a variety of technologies effectively and ethically**

SCHOOL SERVICES

Counseling Services

Counselors are available to assist students with their personal, educational, and social concerns. Students can see counselors on a walk-in basis during recess and lunch or by filling out a Counseling Request Form. Forms are available from teachers, the front office, and in the counseling center.

Library Services

Our library offers numerous resources in print, including fiction & non-fiction, biographies, magazines, and Hawaiian books. Students may also use reference materials, such as encyclopedias, almanacs, dictionaries, and thesaurus in the library. Our library catalog, EBSCO online databases, and Encyclopedia Britannica online are also available on our library website.

**To access our library website go to: destiny.k12.hi.us
& choose Wahiawa Middle School**

Library Hours: M, T, Th, & F: 7:30—2:45; W: 7:30—1:25

Borrowing: Students **must** have their IDs to borrow any materials. They may borrow up to 3 items at one time.

Books—2 weeks; CDs/DVDs/Magazines — 2 days

Overdue books & fines: All students are responsible for returning or replacing borrowed books. Students who lose their library books are required to pay for them. Monthly overdue reports are printed for each homeroom. Students may also receive overdue/unpaid fines notices with progress reports or report cards.

Computer Use: Students **must** have their IDs to use the computers. They must also sign & follow the school's Acceptable Use Policy (AUP). The library's computers may be used for AR Testing, internet searching, and word processing. The computers are not for email, blogging, harassment, or inappropriate searching. Students who do not follow the AUP will lose computer privileges.

Library Club: Students, who are interested in helping our library, including working at the circulation desk and book fairs, may join the Library Club. See the librarian for an application.

Health Services

All students must have an Emergency Card on file in school office. It is extremely important to have current information on file. No medications are to be kept by the student at any time. All medications should be dispensed by the school health aide. Prior arrangements must be made with your doctor and the Health Room.

While School is in session, a Health Aide is available to students. A parent or guardian may be called to pick up students who are ill or injured.

PROMOTION AND RETENTION POLICY

The Board of Education recognizes that young adolescence is a critical period in the development and education of students. If middle level students are to be adequately prepared for the academic rigor of high school and beyond, they must continue to achieve in the core content areas. Therefore, all students in grades six, seven, and eight shall be required to take language arts, mathematics, science and social studies.

Students must receive a passing grade and receive an academic unit for each of these core content courses in order to be promoted to the next grade level. Successful completion shall be based on academic performance and successful student progress toward identified benchmarks specified in the Hawaii Content and Performance Standards.

SCHOOL POLICIES AND PROCEDURES

Emergencies

In case of any accident or emergency, students are to contact the nearest adult. If there is no adult in the area, report immediately to the office.

Attendance

All students must attend school regularly and are expected to arrive at school, as well as to individual classes on time and prepared to learn.

Tardies

If you arrive late to school, but before the end of homeroom, report directly to homeroom. You will be marked tardy. When you are tardy after homeroom, report directly to the office for a tardy/admit slip. Students without a tardy/admit slip should not be allowed to enter class. If you are tardy more than three times, you will be referred to the Vice Principal for disciplinary action.

Absences

If you are absent from school, within two days of your return, bring in a note signed by your parent/guardian stating the reason for the absence(s) and submit it to the office between 7:30 and 7:55 A.M. If you are absent for three or more days, a doctor's note is required. An absence is excusable only when you are ill, have a doctor's appointment, have a court appearance, or when prior permission is granted by the principal. Absences for personal or family business such as trips, babysitting, and visiting relatives will not be considered excused. Homework assignments may be requested through the office if you are absent for two or more days.

Excessive Absences and Truancies

For excessive unexcused absences and truancies, reports will be sent to parents. Conferences may be requested to evaluate the problem and to attempt a solution. Excessive unexcused absences and truancy cases will be referred to administration for disciplinary action which may include referral to the Honolulu Police Department and Department of Education's School Attendance Program.

Make-Up Assignments

If you are absent for two or more days, requests for homework assignments may be made through the office before 9:30 A.M. for pick-up the following day between 2:00 and 4:00 P.M.

Leaving Your Classroom

Students may not leave the classroom without a pass from their teacher. If you must leave during class, your teacher will write the time of departure on your pass. When you are ready to return to class, the teacher or staff member will write the time of release on the pass. You must return the pass to the teacher who issued it. If you are detained by a teacher or a staff member who causes you to be late for your next class, you must get a pass from that person explaining your tardiness or it will be considered unexcused.

Leaving During the School Day

Students are not permitted to leave the school grounds during the school day without an OFF CAMPUS PASS issued by the office. If you are ill, report to the Health Room. The Health Aide will make arrangements with your parents for you to leave. If you have other reasons for leaving, report to the main office before 8:00 A.M. with a written request from your parent or guardian to obtain an off-campus pass.

Cafeteria Duty

Students are expected to take part in food service and in clean-up work. This will be done on a scheduled rotational basis. Students are assigned duty by their homeroom teacher.

Dress Code

- a. Uniforms are required and all students are expected to purchase and wear them daily. Additionally...
- b. All clothing/accessories must be free of messages relating to drugs, gangs, sex, violence, or profanity.
- c. All tops shall not reveal any cleavage, midriff, or underwear and sleeveless tops must have straps 2 inches or wider and be tight-fitting under the arms.
- d. Hats, caps, visors, stocking caps, head gear of any kind and sunglasses are not allowed at school.
- e. Shorts, skirts and skorts shall reach the knuckles when the arm is extended at the student's side.
- f. Sagging, or oversized pants are not allowed. Pants must be secured at the waist with no undergarments showing.
- g. All gang-related dress or fashion is prohibited.

A Note on Uniforms

Uniform order forms are available at the school office during normal business hours (Monday-Friday, 7:00am to 4:00pm). Orders must be paid for in full by cash or check payable to NEW IMAGE GRAPHICS, INC. and submitted by

1:00pm on Wednesdays for delivery on Fridays. Orders received after 1:00pm on Wednesday will be delivered the following Friday.

e

Students are encouraged to wear their uniform shirts at the start of school; however, official enforcement of the uniform policy will begin two weeks after the first day of school. Parents who wish to opt out of this requirement must submit a written request to the Principal within ten (10) days of the start of school and schedule a meeting. No requests will be accepted after this 10-day period.

Progress Reports and Grades

To keep parents informed of their child's academic progress, at mid-term, progress reports are sent home by some teams of teachers via the student. If a student is in danger of failing, a deficiency notice will be mailed home. After the close of each quarter, grades are recorded on report cards which are given to the students to take home. Additional reports may be requested at any time through the child's counselor or teacher.

Program Changes

Program changes may be made only within strictly enforced guidelines and only with counselor and administrative approval.

Lost and Found

All articles that are found should be turned in to the main office. Students may claim lost articles in the office. To facilitate matters, a student should label all books, articles of clothing, writing materials, etc. We encourage students not to carry valuables to school. Be advised that **your personal belongings are your responsibility. Never leave any personal belongings unattended anywhere or at anytime.**

Visitors

Only parents or legal guardians are allowed to visit students. For safety reasons, all visitors must obtain a visitor's pass at front office. When any visitor has business with a student, the student will be called to the office. Prior arrangements must be made to visit a class in session.

Lunch Policy

The Public Schools in Hawaii take part in the National School Lunch Program. Based upon family income and the number of family members, students may qualify for free or reduced lunch. Applications are distributed in homeroom classes on the first day of class or may be obtained from the office. Eligibility will be verified by school officials.

Our school uses an automated meal tracker program. All students are issued an ID card which serves as a debit card to pay for meals. Students who pay for their meals, either reduced or full price, must simply go to the office to deposit money into their account which is debited when meals are purchased. As balances are depleted, additional deposits are required. Cash or checks are not accepted in the lunch line. Balance information may be requested from the office. Students who receive free meals are ONLY entitled to one breakfast and one lunch per day. Additional meals may be purchased at full price. Students without their ID cards may obtain a meal but must go to the end of the meal line, as their purchase will be processed manually.

Bus Policy

School bus service is available to all students who reside over 1.5 miles from the school, who ride the bus on a daily basis, and who are attending their home school. Transportation is limited to and from the student's legal address and during the regular school year only. Those who wish to ride other than to and from their legal home address must submit a separate application (Form CS101). Riding a school bus is a privilege, not an inalienable right. To promote health and safety, a school bus pass is required for all students riding school buses. The Department utilizes a pre-paid bus pass system. Application forms and instructions are available at the office. Applications for bus passes must be submitted prior to the close of the school year to insure the pass is available for the first day of the next school year. Students must present their pass to the driver at each boarding. Registered students with no pass in the morning, may ride the bus to school, but must report directly to the office to obtain a pass for the ride home. Failure to do so may result in not being allowed on the bus home as a *no pass-no ride* policy is in effect. Students denied a ride home must report to the office for assistance.

School Bus Discipline

All school and bus rules and regulations apply to students while being transported. Failure to adhere to these rules will result in discipline by school administration in accordance with the existing policy. Bus drivers report incidents to school officials who follow up with an investigation and appropriate disciplinary action which includes:

Infraction	Required Consequence		
	1 st Offense	2 nd Offense	3 rd Offense
Class A and B Offenses	1-10 day bus suspension	Year expulsion	N/A
Class C Offenses	1-3 day bus suspension	5 day bus suspension	Year expulsion
All Other Offenses	Warning, parent contacted, etc.		

Student Identification Cards

All students attending our school are required to obtain and to maintain possession of their student ID card which are distributed free of charge to all students at the beginning of the school year. These cards are required for meal service, library service, and student activities. All students must have their cards with them everyday at school. Do not alter your card in anyway (i.e. no stickers, folding, and writing). Lost, stolen, and defaced cards can be replaced at a cost of \$5.00. Please report missing and unusable cards to the office immediately.

DEPARTMENT OF EDUCATION RULES OF CONDUCT

Under the Hawaii State Department of Education’s Chapter 19, which has the force and effect of law, unacceptable behavior is classified into four categories. Class A and Class B offenses are prohibited by law. Class C offenses are prohibited by the Department of Education rules and regulations. Class D offenses are prohibited by individual school rules and may differ from school to school. The following are the types of misconduct and the disciplinary actions that may be taken for each type of offense at Wahiawa Middle School. Disciplinary action may also include students being “banned” from attending special school activities (dances, assemblies, banquets, etc.).

CLASS A OFFENSES: Unlawful Conduct

- A. Assault;
- B. Burglary
- C. Dangerous weapons or instruments, possession or use of;
- D. Drug paraphernalia possession, use or sale of;
- E. Extortion;
- F. Fighting;
- G. Firearms possession or use of;
- H. Illicit drugs, possession, use, or sale of;
- I. Homicide;
- J. Property damage;
- K. Robbery;
- L. Sexual Offenses; or
- M. Terroristic threatening including “look-alike” guns

CLASS B OFFENSES: Unlawful Conduct

- A. Bullying;
- B. Cyberbullying;
- C. Disorderly conduct;
- D. False alarm; rendering thereof;
- E. Forgery;
- F. Gambling;
- G. Harassment;
- H. Hazing;
- I. Inappropriate use of Internet;
- J. Theft; or
- K. Trespassing

DISCIPLINARY ACTION WHICH MAY BE TAKEN FOR CLASS A & B OFFENSES:

Detention, 1-10 days suspension, 11 or more days suspension, disciplinary transfer, or dismissal.

CLASS C OFFENSES: Department Prohibited Conduct

- A. Abusive language;
- B. Class cutting;
- C. Insubordination;
- D. Laser Pens
- E. Leaving campus without consent;
- F. Smoking, use of tobacco substances; or
- G. Truancy

DISCIPLINARY ACTION WHICH MAY BE TAKEN FOR CLASS C OFFENSES:
Reprimand and warning, parent conferences, detention, 1-10 days suspension, 11 or more days suspension, disciplinary transfer, or dismissal.

CLASS D OFFENSES: School Prohibited Conduct

- A. Possession of or use of contraband. Contraband is defined as items not necessary for educational purposes and/or not required by teachers. For example: any personal electronic communication/entertainment device, cell phones, MP3 players, radios, recorders, CD players, pagers, shaving cream, lighters, matches, squirt guns, electronic games, “cool” or “slam” books, heely shoes, skateboards, scooters, and graffiti paraphernalia. Other items may be designated from time to time as the need arises. Cell phones remain contraband during school hours and will be confiscated if seen. Although students are discouraged from bring cell phones to school, they are allowed to use cell phone during after-school hours only. Students and parents are responsible for any loss or damage to their phones.
- B. Unexcused absences, tardies, and truancy
- C. Disobeying the Rules of Conduct which are outlined in this section
- D. Removing food or drinks from the cafeteria
- E. Using balls (basketballs, footballs, etc.) in hallways or classrooms
- F. Buying or selling any items and borrowing or loaning money
- G. Inappropriate physical contact
- H. Gum

DISCIPLINARY ACTION WHICH MAY BE TAKEN FOR CLASS D OFFENSES:
Reprimand and warning, parent conferences

WAHIAWA MIDDLE SCHOOL DISCIPLINE PLAN**Campus-wide Behavior Expectations**

1. Walk on the right side of all hallways.
2. Keep your hands to yourself.
3. Treat others kindly.
4. Use appropriate language.
5. Learn and address all staff members by appropriate title and last name.
6. Keep campus area neat and clean

Classroom Behavior Expectations and Consequences

1. Be on time.

Definition	Consequences
Be in the classroom when the tardy bell rings.	Per Quarter: <ul style="list-style-type: none"> • 1st and 2nd tardy- warning and counsel by teacher/ • 3rd tardy- referral to Vice Principal • Referral to V.P. for each subsequent tardy.

2. Follow all directions.

Definition	Consequences
Students are expected to listen and comply with all adults' requests.	<ul style="list-style-type: none"> • Warning and counsel by teacher to problem solve the situation. • Call home. • Referral to counselor. • Referral to Vice Principal for disciplinary action. <p>* For serious insubordination or defiance, student will be sent directly to V.P.</p>

2. Be respectful.

Definition	Consequences
<ul style="list-style-type: none"> • Use appropriate language (no swearing). • Not put-downs. • Be considerate of people and school property. • Treat others the way you want to be treated. 	<ul style="list-style-type: none"> • Warning and counsel by teacher to problem solve the situation. • Call home. • Referral to counselor. • Referral to Vice Principal for disciplinary action. <p>* For serious insubordination or defiance, student will be sent directly to V.P.</p>

ADDITIONAL BEHAVIORAL GUIDELINES

Respect for Self

1. Students are expected to value their own safety by using good sense and by refusing to participate in activities that may be dangerous to participants, spectators or bystanders (as prescribed by the administration) at school and at all school-related functions.
2. Students are expected to value their own safety by avoiding areas designated as off-limits (see map).
3. Students are expected to show respect for themselves by wearing appropriate clothing to school. Uniforms are required and all students are expected to purchase and wear them daily.

Respect for Others

1. Students are expected to speak to one another in ways that show respect. Students must refrain from teasing, swearing, using profane or abusive language and bullying.
2. Students are expected to respect the safety of others by walking carefully in areas often used by other students such as hallways, stairways and grassy areas between buildings.
3. Students are expected to behave in a respectful manner in the cafeteria and must dispose of their own rubbish.
4. Students are expected to respect the privacy of others by keeping clear of areas directly inside and outside bathroom doors.
5. Students are expected to park their bicycles in designated areas, to ride them only before and after school and to ride in areas which are not used by pedestrians.
6. Students are expected to conduct themselves in an orderly fashion at school assemblies, showing respect to everyone onstage and to the audience. Unnecessary conversation or other distracting noises are disrespectful and have no place at assemblies.
7. Students are expected to show respect for teachers and staff by observing all rules and directives given to them without reservation.

Respect for Property

1. Students are expected to respect all school property. They are to take care of all books assigned to them by keeping books free of any marks or damage, and by not leaving them unattended. Students must pay for lost and/or damaged books or other school property prior to participating in athletics and co-curricular activities.
2. Students are expected to respect the campus by properly disposing of litter and by avoiding damage to all buildings, equipment, and supplies.

