

WAIMEA
MIDDLE
SCHOOL



2019-2020
STUDENT
PLANNER

“A Place of Infinite Possibilities”

Student Planner

2019 - 2020

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www.WaimeaMiddleSchool.org

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THIS STUDENT PLANNER BELONGS TO:

Name _____

Grade _____

Homeroom Teacher _____

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OUR MISSION, VISION & CORE VALUES

Vision:

“A Place of Infinite Possibilities”

Mission:

Waimea Middle School empowers all students with the skills, values, and cultural understanding to successfully navigate high school and beyond.

IKAIR: Our Core Values & School-Wide Learning Results:

With our focus on educating the whole child, Waimea Middle School seeks to ensure that our students become competent learners who embody our core values of:

I **IKI - Knowledge – To see, feel, know, experience, understand**

- Recognize and produce quality work
- Demonstrate developmental competency in academics
- Communicate effectively
- Understand and appreciate culture

K **KAIZEN - Everyday trying to be better than the day before**

- Demonstrate continued academic growth
- Use complex thinking and problem-solving skills
- Develop personal strengths and interests

A **ACCOUNTABILITY - Taking responsibility for your actions**

- Set priorities and establish achievable goals for one’s own learning
- Plan and manage time and resources to achieve goals
- Monitor progress and evaluate learning experiences
- Utilize technology effectively and ethically

I **INTEGRITY - Doing the right thing no matter who is watching**

- Understand and follow rules and codes of conduct
- Demonstrate responsible and ethical behavior
- Develop habits that are individually and environmentally responsible

R **RESPECT - Treating others the way you want to be treated**

- Respect similarities and differences in others
- Respond to cultural differences with understanding, knowledge and consideration
- Serve others and the community

Pa’ahana:

As a school, we also incorporate "The Principles of Pa'ahana" -- hard industrious work -- as guidelines that connect culture to curriculum and tie tradition to technology. These principles build character, instill important values, and provide skill-building tools that apply to school, home and community.

Waimea Middle School's Philosophy & Beliefs about Teaching and Learning:

- Student success is a responsibility shared by all stakeholders: students, families, teachers and staff, administrators and the community.
- All students are unique and deserve a rigorous, creative and nurturing school environment that encourages them to realize their individual goals and aspirations as they move through the formative middle school years.
- Students benefit from learning opportunities that are culturally relevant and encourage appreciation and respect for diversity.
- It is the school's shared responsibility to develop students' critical thinking skills necessary for success in the 21st century.
- Quality curriculum and instruction, as well as ongoing assessment, are critical elements for student success.

2019-20 School Year Themes:

"Student Voice"

Our goal is to help every student achieve his or her academic potential. Student Voice is essential to fully engage every child in his/her personal academic growth. In the first few weeks of school and at our Open House/Title I Annual Meeting, grade level teachers will share an overview of the skills and content they will cover as well as plans for **huaka'i** (curriculum-related field trips) and **ho'ike** (demonstrations and celebrations of hard work and learning by students planned for family engagement nights). These learning experiences will emphasize a sense of place, sense of self and sense of purpose, and incorporate student choices and interests to make school more relevant and meaningful.

Engaged Families

The school will actively work to involve families in their child's learning and growth. The **Student/Family/Staff Compact** and the **Parent And Family Involvement Policy** (see Pages 5-7) detail family expectations and commitments to supporting their child's learning and well-being.

WMS strives to keep families informed and will host numerous events throughout the year to support this, and families are urged to participate as often as possible. Calls, emails, texts (a new option – please "opt in" for this), flyers, letters and face-to-face meetings will support communications. If for some reason you are not receiving emails or calls, or flyers in the Wednesday Envelope, please call the school office: 887-6090 Ext. 222.

WMS also welcomes families helping on campus – there are many ways to contribute and support student learning. Please call or stop by the office and let us know of your interest and availability.

Also, families are urged to please call the office or stop in at any time if they have questions, suggestions or concerns.

100% Daily On Time Attendance

Throughout the school year, we will have quarterly awards for both families and students to encourage and recognize attendance because attendance daily on time is the very best way to support student learning and progress.

NOTIFICATION OF PRIVACY RIGHTS

Waimea Middle PCCS, in accordance with federal law, is required to notify parents of their rights under the Family Educational Rights and Privacy Act (FERPA). These rights are generally broken up into four (4) sections. Please visit <http://ferpa.k12.hi.us> for a complete description and explanation of these rights.

Waimea Middle Public Conversion Charter School

PARENT & FAMILY INVOLVEMENT POLICY – SY 2019-20

Waimea Middle Public Conversion Charter School (WMPCCS) recognizes that a child’s education is a responsibility shared by the school and the family and that families play an integral role in assisting student learning. Therefore, we welcome and encourage family involvement. We pledge to promote meaningful two-way communication, to establish programs and practices that reflect the needs of our students and their families, to provide for family participation in decisions that affect their children, and to build supportive partnerships between the home, school and community to improve student learning and achievement. We actively seek family representation on our Local Advisory Panel (LAP) and welcome our families on our school campus.

Family Engagement Activities & Events

The following is a list of opportunities/activities that we have put into place for the 2019-20 school year. We will inform you of additional activities as they are scheduled. We encourage you to participate in as many as you can so we can actively partner to ensure student success.

DATE/TIME	EVENT	PURPOSE/DESCRIPTION
July 29, 2019	Family Gear Up	A time to pick up student schedules, purchase school shirts, register for special programs, etc.
August 28, 2019	Family Open House/Title I Annual Meeting	A time to meet the school staff, to understand the forms of academic assessment used to measure student progress, the proficiency levels students are expected to meet, and a description of the curriculum used at the school
September 6, 2019	Family Fun Run and Silent Auction	An event to raise funds for various school programs
October 30, 2019	Family STEAM Ho’ike	Parents will receive helpful learning tips to assist their children to succeed in school and will participate in STEAM activities
November 25, 26 and 27, 2019	Family-Teacher-Student Conferences (No school)	Students, in cooperation with their teachers, will share current progress and will collaborate with their parents to set learning goals.
December 4, 2019	“We Are Community!” Resource Fair	A sharing of health, wellness and educational supports for the entire school community.
March 5, 2020	Family Humanities Ho’ike	A time to showcase student learning and to celebrate progress
March 11, 2020	Transition Night for Incoming 6 th Grade Families	A time to ensure a successful transition for our incoming sixth grade students and their families
April 8, 2020	“We Are Community!” Resource Fair	A sharing of health, wellness and educational supports for the entire school community
April 16, 2020	7 th Grade Family Ho’ike	A time to showcase learning and to celebrate progress
May 15, 2020	May Day Ho’ike	A community celebration of the school’s culture
May 28, 2020	8 th Grade Exit	The culminating eighth grade ceremony to celebrate the accomplishments of our outgoing class

Communication and Engagement Strategies

STUDENT PLANNER AND WEDNESDAY ENVELOPE

Each student is provided with a Student Planner. The planner is used daily to record assignments, completion of homework, student positives and behavior concerns, if any. Notices of school events and other information are sent home in the Wednesday Envelope. Parents are encouraged to review the planner regularly to check on student organization habits and academic progress and to check the Wednesday Envelope weekly for important news.

REPORT CARDS & INFINITE CAMPUS

Quarterly report cards are sent home with students. In addition, mid-quarter progress reports are distributed. Parents are provided with information on how to access the Infinite Campus grading reports to keep informed of their child's progress. Assessment reports are sent home throughout the year as well.

'OHANA NEWS

A newsletter is published to keep families informed of various initiatives that are occurring at school and to recognize positive work. The 'Ohana News is posted on the school's website and is emailed to families. Parents may ask for printed copies as well.

OTHER MEANS OF COMMUNICATION

The staff is available to communicate with parents through various methods: notes home, phone calls, email, etc. Parents may request a conference with individual teachers or with the grade level team. The principal and student support personnel are available as well. Parents are encouraged to provide input and to assist in making decisions regarding their child's education.

The office staff calls parents of absent students if a note has not been received. An automated system which includes calls/texts/emails is utilized to inform parents of school activities and to provide safety and security updates.

LOCAL ADVISORY PANEL (LAP)

The Local Advisory Panel (LAP) meets monthly and consists of representatives from the families, the community, and the staff, including the certificated and classified staff and the administration. Representatives from our Local School Board, the Ho'okako'o Corporation, also attend. In addition to their regular activities, the LAP serves as a time to solicit input on how the school can continually refine instruction to improve student achievement and school performance. The LAP assists in the development and the review of the Title I Schoolwide Plan and provides assistance and support in planning and implementing effective family engagement activities. All meetings are open to the public and all families are encouraged to attend.

ANNUAL EVALUATION OF POLICY

WMPCCS will conduct an annual evaluation of our parent and family involvement policy. Before the end of the school year, parents will be consulted to secure planning input for the following school year in order to design strategies for more effective parent involvement. Such consultation will be provided through parent discussions, through the Local Advisory Panel, and through parent surveys. Parents and families will play an integral role in our attempts to continually refine our program of instruction in order to "empower all students with the skills, values and cultural understanding to successfully navigate high school and beyond." (WMPCCS Mission Statement)

WAIMEA MIDDLE SCHOOL'S STUDENT/FAMILY/STAFF COMPACT

A printed copy of the following Student/Family/Staff Compact is given to all students at the start of the new school year to share with their family. That paper copy is to be signed and returned to the student's Advisory teacher to indicate that the family has reviewed the Compact with their child and that they support the Compact and will make every effort to meet the expectations. Our staff members are committed to their responsibilities as well. The signed agreement will be kept on file by the school to be used as needed throughout the school year.

STUDENT/FAMILY/STAFF COMPACT

As a Student, I pledge to demonstrate WMS IKAIR values by:

- Attending school regularly and on time.
- Obeying school rules and demonstrating IKAIR values, (i.e., respecting the rights of others, complying with dress code, following healthy eating habits, using the internet with a school focus, etc.).
- Doing my best in class.
- Coming prepared with necessary supplies and completed assignments.
- Setting personal goals and monitoring my progress towards these goals.
- Believing that I can learn and do my best each day.

As a Parent/Guardian, I pledge to demonstrate WMS IKAIR values by:

- Ensuring that my child attends school regularly and on time.
- Providing a quiet time and place at home for reading and studying to foster learning.
- Supporting my child's learning by attending school functions and conferences and volunteering to participate in school activities.
- Communicating with my child's teachers and asking for help when needed.
- Talking with my child every day about his/her school activities.
- Believing that my child will be successful with my guidance and support and communicating this belief to my child.
- Staying informed about school activities by promptly reading and responding to school communications.
- Reviewing the planner and all its policies and checking it at least once a week.

As a School, we pledge to demonstrate WMS IKAIR values by:

- Providing high quality curriculum and instruction based on the Common Core State Standards and the Next Generation Science Standards.
- Ensuring an academic environment that is conducive to learning and which incorporates student voice and choice whenever possible.
- Respecting and valuing the unique characteristics and qualities of every student.
- Assisting and supporting students in their efforts to learn.
- Promoting effective and continuous two-way communication with families via telephone calls, emails, etc. to and from home.
- Supporting family engagement in school functions.
- Demonstrating professionalism and being a positive role model for our students.
- Performing professional duties as required.
- Maintaining high expectations for our students and providing accurate and timely assessments of students' academic progress via mid-quarter progress reports and quarterly report cards as well as Family-Teacher-Student Conferences in November and other meetings throughout the year.
- Honoring cultural differences with understanding and aloha.

ACADEMICS

ATTENDANCE POLICY

Good attendance is critical to student success. Also, it's the law that every parent/guardian is responsible for every child under their care and supervision to receive adequate education and attend school. Waimea Middle School expects 95% attendance, which is a goal used by the state to foster academic progress. We recognize children may occasionally not be able to attend school because of illness and we do not want children who are sick or injured to attend. We also recognize family emergencies. However, we urge families to please avoid scheduling appointments, trips or activities that impact regular on-time attendance for the full school day.

Families must report absences daily with a phone call and a written note when the student returns to school. School Messenger calls go out at 9 am for students that are absent to keep families informed.

Please note: Three (3) days of absences within a 30 day period is considered "chronic" absenteeism. After five (5) days of absences, a letter may be sent to the parent/guardians. After ten (10) days of absences, a court petition may be filed.

TARDIES TO SCHOOL

Parents/Guardians are expected to bring their child(ren) to school before the starting bell. Students who arrive to school after the tardy bell must report to the office for a pass.

EARLY RELEASE OF STUDENTS DURING THE SCHOOL DAY

- Only authorized individuals may request the early release of a student. Authorized individuals are parents, legal guardians and individuals authorized by the parents or legal guardians.
- Families requesting early release for their student should have the child bring a note signed by the parent/legal guardian stating the date and time for the early release. The student should bring the note to the office before school or during recess, ***not during class time***. An early release note will be given to students to give to their teacher when it is time to be released from class – to minimize disruption of classes.
- If someone other than the parent/legal guardian will be picking up the student, this should be stated in the note.
- Individuals are ***not*** to go to the classroom to get the student.
- Please DO NOT call to have your child sent to the office before arriving to pick him/her up. Please allow enough time for you to arrive at the school and for office staff to call your child out of class. We want your student to miss minimal class time.
- Upon return from an appointment, a note from the attending physician/dentist, etc., will be required.

POLICY FOR MAKE UP ASSIGNMENTS DUE TO ABSENCES

It is the ***responsibility of the student*** to confer with each teacher to determine missed assignments. Upon return to school, students will be provided one calendar day per day of absence to ***submit*** missed assignments. Failure to obtain work in a timely fashion may result in no credit being granted for the assignment and thus negatively impact the student's grade. Teachers are not expected to provide homework for ill students, or students on vacation but are encouraged to discuss extenuating circumstances as needed.

Students may log in to their school email account to check in with teachers as well as log on to Google Classroom for assignments.

HOMEWORK PHILOSOPHY

Homework is an essential part of the educational process. It is an extension of the formal classroom instruction and serves to reinforce and strengthen student learning.

Homework is expected to be completed by the due date, but must be completed even if after the deadline. The extent to which homework contributes to a student's final grade will vary from class to class and will be addressed in each teacher's grading policy. If you feel your child has too much or too little homework and you have questions, please contact your child's teacher to learn more about your child's performance and classroom expectations.

GRADING SCALE

For assignments and class grades, Waimea Middle School bases letter grades on the following scale:

A = 90 – 100% B = 80 – 89% C = 70 – 79% D = 60 – 69% F = 50 – 59%

PROMOTION GUIDELINES

Students must show satisfactory progress each year for identified grade level standards for the core content areas of **English Language Arts (ELA), Mathematics, Science, Social Studies.**

Earning a total of 15 units and passing four core classes in each grade is required to be promoted to ninth grade. Three of the units may be earned in extended core classes, electives and intervention classes.

Students who fail to meet these credit requirements are at risk of retention. They may be eligible to complete credit recovery correspondence courses to gain promotion rights.

To receive credit for a year course, a student must successfully complete the course with a grade of 60% or better for the year. For averaging purposes, WMPCCS will use a percentage system.

- The 1st quarter percentage will be averaged with the 2nd quarter percentage in order to determine the 1st semester grade. The 3rd quarter percentage will be averaged with the 4th quarter percentage to determine the 2nd semester grade. The percentages of the first Semester and the second Semester will be averaged to determine the final year grade (for year courses).
- NOTE: Seventh Grade Social Studies is a two-semester course rather than a year course; students must pass both semesters with a 60% or better.

INFINITE CAMPUS

Online Grades

The WMS Infinite Campus Portal (<http://hawaii.infinitecampus.org/campus/portal/hawaii.jsp>) provides students, families, faculty and staff easy access to support student learning through an online information system to view current grades, assignments and attendance. It also provides families easy email access to their child's teachers if there are questions or concerns.

Grades are updated by teachers on the 5th and 20th of each month.

Please use the following instructions for access:

- Student Infinite Campus (IC) Portal instructions: <https://goo.gl/1iZP31> for PDF version of these instructions please scroll to the bottom of the page and download the PDF.
- Family Infinite Campus (IC) Portal instructions: <https://goo.gl/mFFRZU> for PDF version of these instructions please scroll to the bottom of the page and download the PDF.

WMS parent and student Infinite Campus help:

If you cannot access the parent or student WMS Infinite Campus Portal, please submit a help desk request:

Email: ichelp@wmpccs.org – please note in the email specific concerns or problems.

Questions? Please call the school office at (808) 887-6090 Ext. 222.

EXTRACURRICULAR ACTIVITIES

WMS offers a variety of extracurricular activities. These may include activities such as:

- Robotics
- May Day Court
- K(Arts)
- Leadership
- Homework Help+
- Athletics

Specific extracurricular activities/programs may have requirements to be able to participate. Grade level teachers and coaches send home 3-strike letters detailing criteria for coming activities and families are notified when a student does not meet the requirements. These may include:

- Maintaining a minimum GPA of 2.0
- Have no suspensions (either in-school or out-of-school) from the time the student signed the contract for the particular activity/program
- Maintain a 95% attendance rate from the time they sign the contract until the end of that activity/programs
- Attend school for the full day on the day of any event/performance
- Planner Warnings



Technology Responsible Use Guidelines

(for digital devices, network, and internet services owned and leased by the Hawaii State Department of Education for its students)

1) Introduction

The Hawaii State Department of Education (HIDOE) is committed to guiding students in their use of technology as a tool to support their achievement and encourages their use of HIDOE-owned or leased digital devices, network, and internet services for educational programs within the framework of its responsible use guidelines.

Parents and legal guardians (hereafter collectively referred to as "parent" or "parents"), with their child, should review the guidelines and sign the Technology Responsible Use Form ("TRUF"), which should be returned to the child's school by a date as specified by the school but not later than 30 days from date of distribution to the student. The signed forms constitute an understanding and an agreement to abide by all rules, regulations, and guidelines relating to the use of HIDOE-owned or leased digital devices, network, and internet services, which may be modified or expanded as needed by HIDOE. The most recent version of these guidelines is available at <http://bit.ly/FFRPAHL>.

2) Using technology is a responsibility and opportunity for our students

The use of HIDOE-owned or leased digital devices, network, and internet services is a privilege, not a right. The duty to educate students about responsible and appropriate use of the Internet and digital devices is shared by parents, teachers, and schools. It is the responsibility of students and parents to ensure that HIDOE-owned or leased digital devices, network, and internet services are used in accordance with these responsible use guidelines.

3) Monitoring for student safety

Devices and accounts accessing HIDOE Internet and Networks are the property of HIDOE. HIDOE monitors and reserves the right to monitor all such devices, networks, and internet activities by students. Students shall have no expectation of privacy in their use of HIDOE-owned digital devices, network, and internet services, including email and stored files. HIDOE at its discretion will alert appropriate law enforcement authorities of suspected illegal activity involving the use of the digital devices and network and internet services, and it is not required to obtain student or parent consent for such reporting. HIDOE reserves the right to review and remove any student's files and records used on HIDOE devices and accounts to maintain the integrity of the network, to repair a HIDOE digital device, investigate a violation of these guidelines, and to ensure that the digital device is being used responsibly.

4) Consequences of violations

When a student violates any part of these guidelines, all applicable laws and administrative rules shall apply, including but not limited to, Hawaii Administrative Rules (HAR), Title 8, Chapter 19, entitled "Student Misconduct, Discipline, School Searches and Seizures, Reporting Offenses, Police Interviews and Arrests, and Restitution for Vandalism." Those can be viewed here (<http://bit.ly/HARChapter19>) or you can obtain a copy at your school.

HIDOE shall determine the appropriate disciplinary action for any prohibited student conduct. HIDOE reserves the right without notice to freeze and delete an account that is engaging in activities that violate HIDOE's policy. HIDOE reserves the right to disconnect any device that is the source of spamming, malicious or suspicious activities without notice until the machine in violation is cleaned or fixed.

5) *Online Educational Services*

Students may be given assignments through online educational services, such as Google Apps for Education, Microsoft Office 365, and Blackboard. Access to these sites is monitored by HIDOE in order to provide a safe and secure learning environment for students. After obtaining parent consent, HIDOE may create student email addresses, login credentials (e.g., usernames and passwords), and/or online profiles to allow students to access certain sites/services; however, these addresses, credentials, and profiles will only be used for purpose of school assignments. A list of online educational services used by the school will be posted on the school's website or provided by the school upon request.

6) *Guidelines for general use and care of HIDOE-owned or leased digital devices*

- A) Students will only use digital devices provided by HIDOE for school-related activities.
- B) Students may only use electronic devices in the classroom authorized by the teacher.
- C) An assigned HIDOE digital device may be used only by the assigned student. The assigned student shall not allow others to use the device.
- D) The HIDOE/State and manufacturer's identification tags will not be tampered with or removed. No other stickers, ink, or any decorative items may be added to a student's assigned equipment (such as, but not limited to, the device, batteries, cords, and chargers).
- E) Students will maintain the privacy and security of their usernames and passwords for the digital device and installed software and applications. Never share your username and password(s) with anyone (even best friends) other than your parents or guardian.
 - i) In the event the student has forgotten their username or password, contact the teacher for assistance.
 - ii) If the student's username or password has been locked or inadvertently shared with others, contact the teacher for assistance. The teacher may need to seek technical support.
- F) HIDOE assumes no responsibility for any unauthorized charges made by students on HIDOE devices, internet services, and/or network included but not limited to credit card charges, long distance phone charges, equipment and line costs, or for any illegal use such as copyright violations.
- G) Reporting damaged/lost devices, viruses, and other issues
 - i) Students and their parents are personally responsible for the proper care, use, and handling of the assigned device and for knowing where it is at all times. Students are responsible for promptly taking damaged, broken, or non-working devices to the designated school personnel for repair. The parents of a student who is found responsible for the loss, destruction, breakage, or damage of school equipment (such as, but not limited to, the device, batteries, cords, and chargers) will be required to pay for the replacement equipment per HAR, Title 8, Chapter 57, entitled "Restitution for Damaged and Lost Books, Equipment, Supplies, and Outstanding Financial Obligations." View Chapter 57 here (<http://bit.ly/HAR8Chapter57>) or ask for a copy at your school. Replacement or repair cost depends on the severity of the damage.
 - ii) If a student's device is lost or stolen, the student and/or parent are responsible for obtaining a police report within 24 hours of discovery of the loss/theft, immediately providing the school with documentation of the report, and cooperating fully with any subsequent investigation.
 - iii) Students are requested to report any weaknesses/compromises in HIDOE's computer security, and any incidents of possible misuse or violation of this agreement to the proper authorities (teachers, principals, or vice principals).
 - iv) Students and parents shall address all concerns regarding the use of the technology to the supervising teacher(s) and/or the school administrative staff.

7) Guidelines for appropriate and ethical use of HIDOE Internet and Network Services

- A) Students will use HIDOE's internet and network services for educational purposes only. HIDOE may bar access by students to certain material which is not deemed educational. Students are forbidden from circumventing security measures on school or remote computers and the HIDOE network.
- B) Use of the HIDOE network system in a manner that encumbers system and network resources to the point that usage causes interference with others' services is prohibited.
- C) Students shall always cooperate with requests from teachers and other school administrators for information about the students' computing activities.
- D) Protection of student personal information
 - i) Personal user accounts will not be used for instructional or educational purposes. Students will use a separate account(s) for school/educational purposes and maintain the privacy and security of their usernames and passwords for all internet, network, social media, and online/cloud services (such as, but not limited to, Google Apps for Education and Edmodo).
 - ii) HIDOE-assigned user accounts inactive for three or more months (i.e. no logins or file uploads) will be deleted as they pose a security risk and tie up valuable system resources.
 - iii) Students will not reveal his/her full name, home address or telephone number, or the personal information of others on the internet without permission from a supervising teacher. Students are not to meet people they have contacted through the internet without parent permission.
 - iv) Students are responsible for their account(s). Students should make appropriate use of the system and network-provided protection features and take precautions against others obtaining access to their computer resources. Individual password security is the responsibility of each user.
 - v) Students shall not use another user's account or password without proper authorization from their supervising teacher, other HIDOE administrator, or the system administrator.
 - vi) HIDOE makes no warranties of any kind, whether expressed or implied, regarding the use of HIDOE-owned or leased digital devices, Network, Internet, or the accuracy, correctness, completeness, or reliability of any information, files, or software. HIDOE will not be responsible for damages for any of the foregoing, including loss of data, non-deliveries, or service interruptions, whether caused by its negligence, user errors or omissions, or other defects. Use of any information obtained via the internet is at the user's own risk.
 - vii) If a student believes that their user account and password has been compromised they should immediately contact their teacher or school administrator.

8) Unauthorized Uses of the Internet or HIDOE Digital Device

- A) Obscenity and harassment
 - i) Students will not use the Internet for illegal, unethical, or obscene purposes. Students are to inform their supervising teacher if they access information or messages that are inappropriate or make them uncomfortable in any way. Use of the HIDOE network to post, send, or retrieve pornographic material, inappropriate text or graphic files, or files that could damage the network (i.e., files containing malware, worms, viruses) are prohibited.
 - ii) Students will not harass other users by sending unsolicited, commercial, annoying, obscene, libelous, offensive or threatening messages (such as, but not limited to, email, social network postings, and direct messages), or use any form of electronic media to harass another person or group (i.e., cyberbullying). Students are to report any conduct they feel can be defined as harassment to a teacher or school administrator immediately.
 - iii) Sending or receiving unlawful information via electronic communications, using electronic communications illegal in ways that violate local, state, federal or international laws or statutes are prohibited.

- B) Copyright laws and plagiarism
 - i) Students will not plagiarize or download unauthorized copyrighted or licensed material. HIDOE is not responsible or liable for materials in violation of copyright laws. Users are responsible for the content of their postings and obtaining all necessary permissions or licenses for any material used.
 - ii) Students will not duplicate or distribute unauthorized copyrighted or licensed materials.
- C) Downloading, accessing, or copying materials for non-educational purposes
 - i) Students will not download or install any software, apps, movies, or games onto the digital devices, or change system configurations.
 - ii) Students shall not make copies of system configuration files for their own unauthorized personal use or to provide to other people/users.
- D) Commercial and political business
 - i) Students will not use the internet to access or disseminate "for profit" or commercial business material. No personal money-making activity may be conducted using HIDOE computing and networking resources.
 - ii) The HIDOE network and computing resources shall not be used for political lobbying or outside interests not related to HIDOE's business.
- E) Device and network security
 - i) Students shall not attempt to hack or otherwise breach security of any HIDOE-owned or leased digital devices, HIDOE servers, or any other user's account.
 - ii) Students shall not download, install or run security programs or utilities which reveal weaknesses in and/or bypass the security of a system. Students will not attempt to circumvent or uninstall monitoring software from HIDOE-owned or leased devices. For example, the students shall not run password cracking programs on any of HIDOE's computer systems or install rootkits which bypass system security.
- F) Use of the HIDOE network or a HIDOE digital device for any unlawful purpose is prohibited.

WELLNESS GUIDELINES

SHARED VALUES: It is the responsibility of Waimea Middle School to address the academic, physical, mental, emotional and social well-being of our entire learning community. We recognize that when wellness needs are met, we attain higher levels of achievement. We also believe that there is a link between nutrition education, the food consumed in our school, and physical, social, cultural and environmental education. We believe that wellness is affected by all of these. Whenever possible, we will provide nutritious, fresh, locally grown food that reflects Hawaii's cultural diversity.

OUTSIDE FOODS AND BEVERAGES: Families are encouraged to support student readiness to learn and their overall well-being by providing their children with a healthy breakfast and by ensuring that any foods brought onto campus meet or exceed current USDA Dietary Guidelines. This includes foods and beverages sent to school for birthdays and other celebrations. In addition, families are asked to help the school by encouraging their children to bring only healthy food and drink to school. Beverages containing sugar as a first ingredient and caffeine, guarana or taurine are not permitted. Please do not send your child to school with any type of energy drink.

ANNUAL FLU SHOTS: The State of Hawai'i Department of Health provides free flu vaccinations or a comparable nasal spray for all public school students. **WMS' Flue Vax Clinic will be Fri., Nov. 22, 2019.** Written family permission is required and forms with complete information will be sent home early in the school year. This is optional but may help protect students from illness and prevent or minimize absences. If you have questions, please call the school Health Aide, 887-6090 Ext. 226

NUTRITION GUIDELINES FOR ALL FOOD ON CAMPUS

- All reimbursable meals and snacks shall meet or exceed Federal nutrient standards as required by the USDA Child Nutrition Program regulations.
- All foods and beverages sold at school to students must meet or exceed current USDA Dietary Guidelines (including vending and ala carte items).
- Nutrition information for products offered in snack bars, ala carte, vending, etc. is readily available near the point of purchase.
- Food/beverage providers must promote positive nutritional logos and trademarks on school grounds.
- Meals feature fresh and minimally processed fruits and vegetables from local sources to the greatest extent possible.

The following items are not sold anywhere on school property:

- Foods of minimal nutritional value (FMNV) as defined by USDA regulations;
- All food and beverage items listing sugar, in any form, as the first ingredient, such as candy.
- Foods containing trans fats.

All snack and beverage items sold or served anywhere on school property, including items sold in Ala carte lines and fundraisers, provided in classrooms, or served in the reimbursable After School Snack Program, must meet or exceed the following standards:

1. Based on manufacturer's nutritional data or nutrient facts labels:
 - No more than eight (8) grams of total fat per serving, with the exception of nuts and seeds.
 - No more than two (2) grams of saturated fat per serving.
2. All beverages do not exceed twelve (12) ounces, with the following exceptions:
 - Water
 - Milk containing one percent or less fat.
3. Products containing 2% milk fat or more do not exceed eight ounces.
4. Limit sugar

PEANUT FREE SCHOOL

Waimea Middle School is a PEANUT FREE SCHOOL. Students and/or staff may have severe allergic reactions to peanuts and/or peanut substances. Please refrain from having any type of peanut foods on campus.

STUDENT MEDICATION

Teachers shall not administer student medication. If a student is in need of daily medication, the Health Aide will notify parents of forms to be filled out by families/doctors to administer these medications in the health room.

MALA'AI: THE CULINARY GARDEN OF WAIMEA MIDDLE SCHOOL

Mala'ai's mission is to deepen WMS students' relationship with food, their culture, and their environment by creating and sustaining an organic garden and kitchen classroom that engages them in all aspects of growing, harvesting, preparing and sharing nourishing, healthy food. Ultimately we intend for all food served at the school to be wholesome, fresh, delicious and just.

Our community-initiated and supported Mala'ai school garden – now in its 15th year – grows more beautiful and meaningful each day to support student learning. Literally more than 5,000 students, teachers, staff, family members and community friends have helped create this hands-on partnership which integrates core curriculum – math, science, language arts and social studies – as well as cultural learning and healthy life skills into our student's academic schedule. All schoolwide behavior and discipline rules apply in the garden.

Garden Agreements:

I Will...

- Be Safe
- Be Kind And Respectful
- Have An Open Mind
- Use My Time Well

I will be my Best Self in the Garden.

To ensure that our students are safe, we ask that they come to the garden with adult supervision during the school day. This means that students who wish to be in the garden during recess or lunchtime need to check in with the garden teacher and join the activity that is happening in the garden at that time. If no adult is available, students should not be in the garden.

Having volunteers assist with classes in the garden, or to help with one of many ongoing garden projects, greatly enriches the experience of students. Our volunteers also tell us how much pleasure they get out of the interaction. If you would like to volunteer or contribute to this not-for-profit garden partnership, please contact the Garden's Executive Director Alethea Lai at (808)989-7861 or alethea@malaai.org.

STUDENT SERVICES

STUDENT DRESS CODE

All students must wear an approved school uniform shirt Monday-Thursday. On Fridays, students may wear any school approved shirt that includes the name Waimea Middle School printed on it. Students may not cut, alter or augment t-shirt uniforms.

Uniform t-shirts must be worn with pants, shorts, skirts or blue jeans. Jackets, sweaters and pullovers may be worn over the uniform t-shirt but the t-shirt is mandatory at all times. **Long sleeved shirts must be worn underneath a uniform t-shirt, and button up shirts must have a uniform shirt worn underneath and be visible.**

The following clothing items are considered inappropriate for school:

- Revealing pants, shorts, skirts or blue jeans are not allowed. See-through, “ripped” or loose fitting clothes that reveal underwear or torso or are not 2 inches below the finger tips when the student’s arm is extended, are not allowed.
- Lace-back or see through backed tops
- Pajamas
- Clothing and all personal items with graphics and/or text that promotes alcohol, drugs, tobacco products, sex, violence, bullying, vulgarity or gang-related apparel.
- Boys may not take off shirts to expose upper bodies.
- Caps, hoods and non-prescription dark/colored glasses must be removed in the gym, cafeteria, office and classroom and other instructional settings (as determined by teachers).
- Any other clothing that is considered disruptive to the learning environment by the school administration.

VIOLATION OF DRESS CODE

1st Offense Loaner will be provided by office

2nd Offense Student will call parent, loaner provided by office

3rd Offense Student will call parent to bring a school uniform and a planner warning will be given

*Repeated violations – Planner warning and addressed by administration individually

FREE DRESS DAYS

On special occasions, students may be given the opportunity to wear non-uniform shirts. These days may include picture taking days, May Day or 8th Grade Exit. No tank tops, sleeveless shirts or dresses are allowed if the seam reaches the shoulder only. (No spaghetti or narrow straps)

STUDENT ID CARDS

Each student is issued a photo ID card. Students are required to have their ID cards with them AT ALL TIMES. If lost, there is a replacement fee of \$5.

LOCKERS

Lockers are available for each student. Students must supply their own **combination locks** and are to provide their teachers with the combination. The school is not liable for missing objects in the lockers; therefore, storing valuable items (i.e. jewelry, money) is greatly discouraged. Students will not be allowed to access their lockers during class time unless there are extenuating circumstances and then only with a pass from a teacher or an administrator. Lockers are subject to opening and inspection by school officials.

For your safety, all cell phones are to be stored in a locked locker during the school day.

SCHOOL BUS POLICY

Eligibility: Only WMS students, faculty and staff may ride on WMS buses due to insurance requirements. Bus routes within the school's service area will be established and students who reside within this service area may qualify for regular bus service using regular bus stops. Students on geographic exceptions who do not live within the school's service area may be eligible to purchase transportation to and from school using existing routes.

Bus Service & Bus Pass Cards: For the 2019-2020 SY, there will be a \$25/month fee per family for those requesting bus transportation. Students will be issued a valid bus pass upon receipt of a bus application and payment of the initial \$25 fee. Students must have their bus pass with them to be scanned as they board the bus. A \$20 replacement bus pass fee will be charged and a new permanent pass will be issued. No Refunds will be given.

Student-Driver-Staff-Community Safety: Students must use seat belts at all times – no exceptions. Students also must abide by WMS Bus Rules. WMS buses have video cameras recording activity both inside and in the area surrounding the buses to ensure everyone's safety and appropriate behavior. Students may be assigned to sit in specific seats.

Concerns/Complaints: If you have a concern about your child's bus service, driver, other student's behavior, etc., please contact the Waimea Middle School office: 887-6090, Ext. 222.

Discipline: Students are expected to be on their best behavior on the bus in keeping with our school's IKAIR Core Values, our Student/Family/Staff Compact, bus rules itemized below, and the school's Chapter 19 disciplinary rules.

Rules For All Students Riding WMS School Buses:

At the designated school bus stop and while boarding, students shall:

- 1) Not bring children who will not be passengers on the bus or animals to the bus stop;
- 2) Be on time at the designated school bus stop to help keep the bus on schedule;
- 3) Stay off the road while waiting for the bus and conduct themselves in a safe manner while waiting;
- 4) Not talk loudly at bus stops which may disturb nearby residents;
- 5) Not litter or deface public or private property at bus stops;
- 6) Not trespass on private property while waiting at bus stops;
- 7) Line up in an orderly, single file and wait until the bus comes to a complete stop before attempting to board;
- 8) Walk on the side of the road to get to the bus stop if there are no sidewalks;
- 9) Not bring articles on the bus that may cause injury to passengers or carry on articles which cannot be stored safely under the seat; and
- 10) Use the handrail and watch their step when boarding the bus.

While on the bus, students shall:

- 1) Obey and respect the driver;
- 2) Remain in the seat with seat belts fastened while the bus is in motion;
- 3) Keep hands and heads inside the bus at all times;
- 4) Not talk or laugh loudly, scream, engage in horseplay, or otherwise behave in a manner that may divert the driver's attention and result in an accident;
- 5) Treat bus equipment with respect. If damage occurs, the offender or the offender's parent/ guardian shall pay for repairs to damaged seats, windows and other equipment.
- 6) Not eat or drink any beverages on a regular trip to and from school unless necessary for medical reasons;
- 7) Not tamper with the bus or any of its equipment;
- 8) Keep books, packages, coats and all other objects out of the aisle;
- 9) Remain in the bus in case of a road emergency, unless directed to do otherwise by the bus driver;
- 10) Not throw anything out of the bus window; and
- 11) Not smoke, drink, gamble, fight or engage in any other behavior that may endanger health or safety.

When leaving the bus and crossing streets, students shall observe the following procedures:

- 1) Leave the bus only at regular bus stops unless proper authorization has been given in advance by the school principal or driver;
- 2) Use the handrail and watch their step when getting off the bus; and
- 3) When crossing the street at a bus stop, students shall walk 12 feet in front of the bus and look to see if the alternating red lamps on the top portion of the school bus are flashing. If the lamps are flashing, they shall look at the driver and wait for the driver to give the signal to cross. If the red lamps are not flashing, students shall not cross the street and shall notify the driver that the red warning lamps are not working and ask the driver for assistance in crossing the street.

EMERGENCY MESSAGES TO STUDENTS

Waimea Middle School has a helpful and friendly office staff but due to limited staff members and to minimize classroom disruptions, phone messages and personal items will not be delivered to students. If the office receives a phone call that is clarified as a true emergency, we will do our best to help with the situation. Students and families are responsible to plan accordingly and bring homework, uniforms and other items to school as needed. Students may use the office phone, if needed.

STUDENT BEHAVIOR

BEHAVIOR PHILOSOPHY

Positive behavior is an essential component of creating a positive learning environment. In support of this, WMS created a set of general policies with the following goals

1. Promote a safe and secure campus and learning environment
2. Promote positive and responsible choices following our IKAIR Core Values
3. Provide incentive programs for positive behaviors/choices
4. Minimize any disruptions during classes and learning time.

The WMS community does their best to redirect and counsel any students with unacceptable conduct. Parents/Guardians can check their child's Student Planner for Positive Behavior and Intervention Supports (PBIS) awards or concerns.

CAMPUS CASH

Throughout the 2019-20 school year, WMS teachers and staff will celebrate good attendance and positive behavior and responsible choices by awarding Campus Cash. Each Grade level will inform students about how to earn Campus Cash and also will coordinate redemption opportunities. In addition, WMS will try to host a School Store for school supplies and continue the Aloha Friday Snack Shop. Only Campus Cash may be used for these activities.

STUDENT ACTS REQUIRING DISCIPLINARY ACTIONS

Chapter 19, Student Misconduct and Discipline

8-19-5 Unlawful student conduct prohibited by State law. The following prohibited conduct applies to all students during school hours, on school premises, or during school supervised activities.

Severe Behavior Incidents: Any behavior which is a violation of Chapter 19 will result in a written referral as appropriate. Infractions are classified as Classes A-D, as listed on the following pages. Class A and B are considered serious discipline and school employees are subject to disciplinary action if they are not reported.

Class C and D offenses should be reported, and are typically handled at the school level through the referral process.

The provisions of this policy shall apply to all students enrolled in regular education at Ho'okako'o Corporation schools during the regular year, summer session, or intersessions, regardless of age.

CLASS A OFFENSES

Assault: Intentionally, knowingly, recklessly or negligently causing bodily injury to another person with or without a dangerous instrument.

Burglary: Entering or remaining without school authorization in a building that is either owned or operated by the DOE/HC with intent to commit an offense against a person or against school property, or other property located at the school..

Dangerous instruments; or substance: possession or use of: Any explosive device, instrument, material, or chemical, whether animate or inanimate, which in the manner it is used or is intended to be used is known to be capable of producing death or bodily injury.

Dangerous weapons: possession or use of: An instrument whose sole design and purpose is to inflict bodily injury or death.

Drug Paraphernalia; possession, use, or sale of: Means any equipment, products, and materials of any kind which are used or intended for use, in planting, harvesting, producing, storing, containing, concealing, injecting, ingesting, and inhaling, or otherwise introducing into the human body a controlled substance in violation of this chapter.

Extortion: An act committed by a person which obtains, or exerts control over, the property or services of another with intent to deprive that person of the property or services by threatening by word or conduct to cause bodily injury, damage property, subject others to confinement or restraint, expose a secret or publicize an asserted fact, reveal information sought to be concealed, testify provide information, take or withhold action as a public servant, or bring about a strike, boycott or collective action..

Fighting: Instigating or provoking physical contact involving anger or hostility. This includes physically supporting a fight by one's presence and encouragement.

Firearms: possession or use of: Any device which will or is designed to, or may readily be converted to expel a projectile.

Homicide: Causing the death of another person.

Illicit drugs; possession, use or sale of: Means substances, the possession, distribution, ingestion, manufacture, use, sale or delivery of which are prohibited under chapter 329 and chapter 712, part IV, Hawaii Revised Statutes.

Intoxicating Substance: possession, use or sale of: Use of any substance, which causes disturbance of the normal physical or mental functioning including but not limited to alcohol.

Property Damage or Vandalism: Damaging the property of the school or another person, defacing or destroying school property or facility, or destroying or defacing school materials.

Robbery: In the course of committing a theft or high-jacking, a student attempts to kill or inflict serious bodily injury to another person, with or without a dangerous instrument

Sexual offense or sexual assault: Means unwanted touching or grabbing of sexual parts, indecent exposure, using force to engage in any sexual contact, or engaging in any sexual contact despite the other person's clearly expressed refusal or mental or physical inability to consent.

Terroristic Threatening: A threat, by word or conduct, to cause bodily harm to another or serious damage to the property of another. Or acting with the intent to cause the evacuation of a building or facility, or displaying a "look-alike" gun or weapon.

CLASS B OFFENSES

Bullying: Any written, verbal, graphic or physical act that a student or group of students exhibits toward other particular student(s) and the behavior causes mental or physical harm to the other students; and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other students.

Cyber-bullying: Electronically transmitted acts, via the Internet, cell phone or mobile device that a student has exhibited toward another student or employee which causes mental or physical harm to the other students or school personnel and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment.

Disorderly Conduct: Engaging in fighting or threatening, or in violent or tumultuous behavior such as yelling or screaming. Making unreasonable noises so as to cause disruption of normal school operation. Making any offensively coarse utterance, gesture, or display, or addressing abusive language to any person present which is likely to provoke a violent response. Creating a hazardous or physically offensive condition by any act which is not authorized. Impeding or obstructing any person in school for the purpose of begging or soliciting alms or aid; or inappropriate physical contact including but not limited to consensual sex or consensual touching of body parts or both.

False Alarm: Student causes a false alarm of fire or other emergency to be transmitted to or within an official or volunteer fire department or governmental agency, or public utility that deals with emergencies involving danger to life or property.

Forgery: Signing a name other than your own on a document, or the illegal production or reproduction of materials.

Gambling: Staking or risking something of value upon the outcome of a contest of chance.

Harassment: Striking, shoving, kicking or otherwise touching a person in any offensive manner. Insulting, taunting or challenging another person in a manner likely to provoke a violent response. Making verbal or non-verbal expressions that cause others to feel uncomfortable, pressured, threatened, or in danger, or that create an intimidating, hostile, or offensive educational environment, or interfere with education. Name calling, rude gestures, insulting or teasing another person who feels humiliated, intimidated, threatened, or embarrassed, making a telephone call without purpose of legitimate communication, making repeated communications during school activities and events, causing fear to prevent others from gaining legitimate access to facilities, or physically harming, restraining, threatening, or stalking or a combination of the foregoing.

Hazing: Any conduct or method of initiation into any student activity or organization which will willfully or recklessly endanger the physical or mental health of any student.

Inappropriate or questionable uses, or both of internet materials or equipment, or both: Violation of the Internet Access Policy.

Theft: Obtaining or having control over the property or services of another with the intent of depriving the other of their lawful property or services. Intentionally receiving, keeping, or disposing of the property of another, knowing that it had been stolen.

Trespassing: Entering or remaining in or upon the premises of any school, after reasonable warning or request to leave by school authorities or police officer.

DISCIPLINARY ACTIONS FOR CLASS A AND B OFFENSES

Any student found to be in possession of a firearm shall be dismissed from school for not less than a one year period.

Any student found to be in possession of a dangerous weapon, switchblade or improperly used knife, intoxicating substance(s), or illicit drug(s) while attending school may be excluded from attending school for up to 92 school days. Any student who reasonably appears under the influence of intoxicating substance(s) or illicit drug(s) may be excluded from attending school for up to 92 days and the school shall administer a substance use screening tool to determine whether there is a need for the student to be referred for a substance abuse assessment.

In exercising this discretion and determining disciplinary actions, the principal or designee shall consider, the nature and severity of the offense, the impact of the offense on others, the age of the offender, and if the offender is a repeat offender.

The following possible disciplinary actions for Class A and B offenses are at the discretion of the administration. Discipline may begin at any point on the following list:

- Correction and conference with student
- Detention
- Crisis removal
- Individualized instruction related to student's problem behaviors
- In-School Suspension
- Interim alternate education setting
- Loss of privileges
- Parent conferences
- Time in office
- Suspension of one to ten days
- Suspension of eleven or more days
- Disciplinary transfer
- Referral to alternative education programs
- Dismissal; or
- Restitution

CLASS C OFFENSES

Abusive Language: Verbal messages that use words in an inappropriate way and may include but is not limited to swearing, name-calling, or profanity.

Class Cutting: Unauthorized absence of a student from class.

Insubordination: Disregard or refusal to obey an order which a teacher, officer or other employee of the school is entitled to give.

Laser pen/laser pointer; possession or use of: A device that emits a bright laser light that appears as a dot on any surface without authorized purpose and use.

Leaving Campus Without Consent: Leaving the premises of school without first obtaining permission from school officials. Students must remain on campus once they arrive for school and must remain off campus once they leave after dismissal

Smoking, or use of Tobacco Substances: Use, sale or distribution of tobacco substances (including e-cigarettes) on campus, on transportation or during school events or activities.

Truancy: Means a student is absent from classes or school campus without authorization from the principal or designee.

CLASS D OFFENSES AND SCHOOL PROHIBITED CONDUCT

Contraband: possession or use of: Property, other than which is lawful to produce or possess, which, as defined by local school rules, is prohibited on school premises has in the past lead to bodily injury or disruption of school operations.

Minor problem behaviors: Means demonstration of low-intensity problem behaviors that may include, but are not limited to the following:

- Defiance/Disrespect/Non-Compliance: Student engages in brief or low-intensity failure to respond to adult requests.
- Disruption: Student engages in low intensity, inappropriate disruption.
- Dress Code Violation: Student is wearing clothing that is not within the dress code of the school.
- Inappropriate language: Student engages in low-intensity instance of inappropriate language.
- Physical Contact: Student engages in non-serious, inappropriate physical contact.
- Property Misuse: Student engages in low-intensity misuse of property.
- Tardy: Student arrives to campus after school has started, or arrives in class after class has started, or both.
- Possession and Use of Student Planner: All students should have their planner in school and class at all times.

DISCIPLINARY ACTIONS FOR CLASS C AND D OFFENSES

The following possible disciplinary actions are at the discretion of the administration. Discipline may begin at any point on the following list:

- Family contact by teacher, counselor, and/or administrator
- Counseling by teacher, counselor, and/or administrator
- Family conferences
- Reprimand and warning by teacher, counselor, and/or administrator
- Referral to an alternative education program
- Confiscation of contraband
- Detention
- In-School Suspension
- Suspension of one to ten days
- Suspension of eleven or more days
- Disciplinary transfer; or
- Dismissal

CONTRABAND

The following is a list of items classified as contraband during the school day. These items are prohibited on campus as experience has shown that they interfere with the teaching/learning process. The use of any of the listed items may result in discipline as a Class "D" offense.

- Electronics (anything with an ON/OFF switch used without permission)*
- Skateboards
- Scooters
- Gum (both in class and out of class)
- Classroom Distractors: Balloons, water bubbles, rolling dice, rubber bands, plastic, stretch toys
- Lighters/Matches
- Drug/Gang related articles
- Musical devices or clothing that create classroom disturbances
- "Slam" Books
- Portable speakers
- Paint Pens, Sharpies

*** Exception to the Electronics ban: IPODS and Cell Phones may be used before and after school. Phones and IPods must be "off" during school hours and be located in locked lockers. Possession of a phone, or texting is not permitted. Phones ringing in class will be considered in use and will be confiscated.**

Families may not call or text children during school hours. If it is an emergency, please call the office, and a message will be relayed to the child.

When cell phones, skateboards, IPODS, scooters and/or electronic devices are confiscated, the procedure is as follows:

- When confiscated the first time, the student may claim the item from the office at the end of the school day.
- When confiscated a second time, the student's family member may claim from the office at the end of the day.
- Repeated offenses may result in additional disciplinary action including conferences with families.

When tobacco substances, lighters, drugs, matches and other inappropriate items are confiscated, the items will not be returned and will result in additional disciplinary action.

NOTE: Students may leave skateboards and bikes in the school office during the day for safe keeping. All bikes should be secured with locks.

BEFORE-/AFTER-SCHOOL STUDENT SAFETY

To assure maximum student safety on campus before and after school, the following safety procedures and expectations apply:

- Once students arrive on campus they must remain on campus until leaving for the day.
- Students who ride the bus must remain on campus between L and W buildings until boarding time.
- Once students leave campus for any reason, they are not allowed to return. The library is considered off campus.
- For those students who do not catch the bus, they must leave campus immediately after school or wait for their pick-ups by the cafeteria. The library is an off campus community building, and students should not loiter or disrupt library patrons, but rather use the library services appropriately.
- Students are not allowed to “hang out” or play basketball, etc.
- If students have Athletics, they are to stay in the designated area for their sport and may not roam campus. Coaches are expected to provide needed supervision of team members after school.
- If students have other after-school activities (Homework Help+, K(Arts), Robotics, etc.), they are to stay in the designated area as defined by the adult leading the activity.
- If students have Tutoring or Homework Help+, the above-mentioned policies are in effect after Tutoring.
- If students are not where they are supposed to be, staff will assume that they are "hanging out" or roaming and students will be escorted off campus.
- All students must leave campus when the last bus leaves. Exceptions are made for students involved in after-school activities such as Homework Help+, Athletics, Robotics, K(Arts), etc.
- After school hours, students, families and community may not be on campus except for administratively authorized classes, events or activities. If doing so, it is considered “Trespassing” to “hang out” on campus.

SAFE STUDENT DROP-OFF AND PICK-UP

Student safety is of utmost importance. All families must use the one-way entry drive for drop-off and pick-up. One-way drop-off and pick-up times are as follows:

- Mornings: 7 – 7:55 am (Tardy students must walk into campus and report to the office for a tardy pass)
- Afternoons: 2:20 – 3:30 pm - M, T, TH, F
1:20 – 2:30 pm - W

For the safety of our students, the back gate will open 5 minutes after the bell rings to release students from school. This allows time for students to go safely to pick-up areas and also will prevent traffic back-up within the school campus.

To pick up students at the end of the school day, families are asked to use the back gate and NOT enter the school campus earlier and wait for students.

When driving on campus, please observe the 5 MPH speed limit for the safety of students. Students MAY ONLY BE DROPPED OFF or PICKED UP by the school cafeteria. No other drop-offs permitted, again for the safety of students.

Please do not drive into the lot adjacent to the gym and library to drop-off or pick-up students during hectic morning and afternoon hours as this area is not safe for children!

REMINDER: By law it is illegal to pass a school bus when its lights are flashing and STOP sign is out.

CAMPUS VISITORS & VOLUNTEERS

All guests to campus – including families, guest presenters, delivery personnel and contract services – must check in at the office to obtain a Visitor’s Pass before proceeding onto campus for any reason during the school day.

All families and community members are encouraged to volunteer as assistance is needed in the office, classroom, elsewhere on campus and in the garden. This includes tutoring, mentoring and many other kinds of support. Please see or call the school office.

Limited Visitor Parking is provided in front of the Middle School office near the flag poles. Please do not park in the numbered stalls as they are all assigned.

SCHOOLWIDE EMERGENCY RESPONSE PROCEDURES & DRILLS

WMS has a comprehensive School Safety Plan and teachers, staff and students regularly participate in fire drills and other safety procedures to familiarize all on what to do in the event of an emergency. Emergency alarms serve both Waimea Elementary and Middle schools so both schools coordinate and participate in all drills.

WHAT STUDENTS SHOULD DO: Whenever hearing alarms or bells, students are asked to stop what they are doing and quietly listen to and follow instructions from their teacher or school staff member. Teachers brief students on procedures, including what to do if an alarm is sounded when passing between classes, at recess or attending class on the field, in the gym, library or Mala’ai garden.

WHAT FAMILIES SHOULD DO: If it’s a drill, parents do not need to respond. However, in the event of a real incident, families will be notified by School Messenger calls/emails/texts home regarding the incident. These will provide as much information as possible. Waimea Middle School also has a website and Facebook page where information will be posted. The school will do its best to keep local news media (print and broadcast) informed during an emergency, and families are urged to tune in immediately for information. Information coming direct from the school is the most reliable source but please do not call the school to avoid jamming phone lines that may be needed for student-staff safety procedures. The school will continue to provide updates for families through School Messenger phone calls/emails/texts, website, Facebook and news and social media as well as police, fire and other emergency services (i.e., American Red Cross, Civil Defense) as the situation warrants.

For the safety of all, families should NOT come to campus until informed to do so directly by the school, media, police or Civil Defense.

School advisories via School Messenger, Facebook, the `Ohana News and public service advisories to local news and social media will announce safety drills – especially lockdown and campus evacuation practices – to try to prevent any misunderstanding that might scare students, families and/or the community.



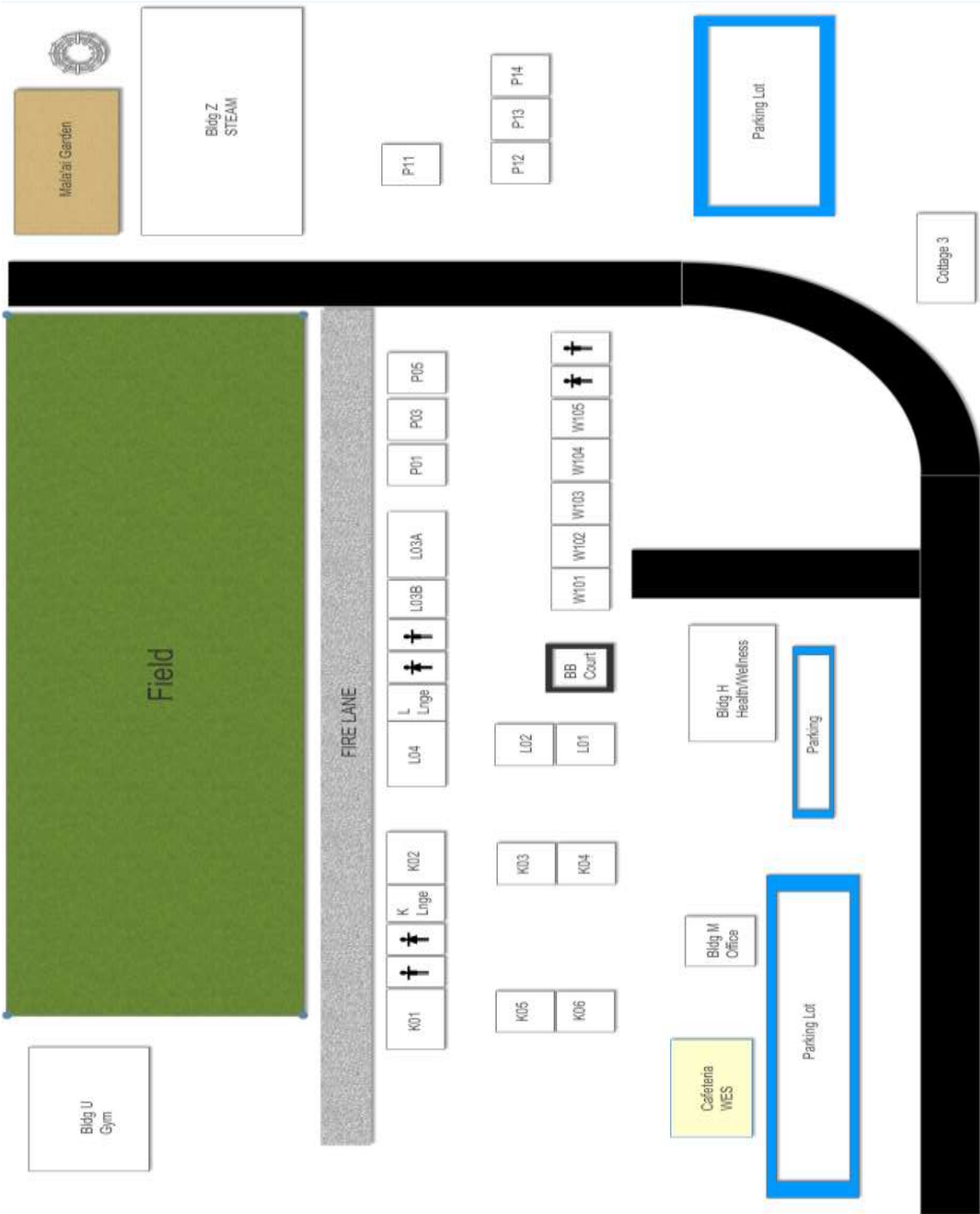
I KAIR Core Values: 'Ike * Kaizen * Accountability * Integrity * Respect
 2019-2020 SY
 Waimea Middle School Calendar

	S	M	T	W	T	F	S	
								July 29 - WMS Gear Up! For All Families (7A-6P; Closed Noon-1)
July	21	22	23	24	25	26	27	July 30 - Teachers' First Day
	28	29	30	31	1	2	3	July 30-August 2 - Teacher Work Days No Students
August	4	5	6	7	8	9	10	August 5 - Students' First Day - 7:55A
	11	12	13	14	15	16	17	August 6 - Picture Day - Free Dress (Dress Code)
	18	19	20	21	22	23	24	August 16 - Statehood Day Holiday/No School
	25	26	27	28	29	30	31	August 28 - Open House & Title I Annual Meeting
September	1	2	3	4	5	6	7	September 2 - Labor Day Holiday/No School
	8	9	10	11	12	13	14	September 6 - Family Fun Run & Silent Auction 4P
	15	16	17	18	19	20	21	
	22	23	24	25	26	27	28	
	29	30	1	2	3	4	5	
October	6	7	8	9	10	11	12	October 7-11 - Fall Break No School
	13	14	15	16	17	18	19	
	20	21	22	23	24	25	26	October 30 - STEAM Family Ho'ike
	27	28	29	30	31	1	2	November 1 - No School - P/C Day for Teachers No School
November	3	4	5	6	7	8	9	November 6 - Student Career Exploration Day
	10	11	12	13	14	15	16	November 11 - Veterans' Day Holiday/No School
	17	18	19	20	21	22	23	November 22 - Free Flu Vax Clinic for Students
	24	25	26	27	28	29	30	Nov 25-27 - Family-Teacher-Student Conferences No School
December	1	2	3	4	5	6	7	November 28-29 Thanksgiving Holiday No School
	8	9	10	11	12	13	14	December 4 - "We Are Community!" Resource Fair
	15	16	17	18	19	20	21	
	22	23	24	25	26	27	28	December 23 - January 3 - Winter Break No School
	29	30	31	1	2	3	4	December 25 - Christmas Day Holiday
January	5	6	7	8	9	10	11	January 1 - New Years Day Holiday
	12	13	14	15	16	17	18	January 6 - Teacher Workday No Students
	19	20	21	22	23	24	25	January 7 - Students Return - 2ns Semester Begins
	26	27	28	29	30	31	1	January 20 - Dr. Martin Luther King, Jr. Day Holiday/No School
February	2	3	4	5	6	7	8	
	9	10	11	12	13	14	15	February 12 - Teacher Institute Day No Students
	16	17	18	19	20	21	22	February 17 - Presidents' Day Holiday/No School
	23	24	25	26	27	28	29	
March	1	2	3	4	5	6	7	March 5 - Family Humanities Ho'ike
	8	9	10	11	12	13	14	March 11 - Transition Night for Incoming 6th Families
	15	16	17	18	19	20	21	March 16-20 - Spring Break No School
	22	23	24	25	26	27	28	March 26 - Kuhio Day Holiday/No School
	29	30	31	1	2	3	4	
April	5	6	7	8	9	10	11	April 8 - "We Are Community!" Resource Fair
	12	13	14	15	16	17	18	April 10 - Good Friday Holiday/No School
	19	20	21	22	23	24	25	April 16 - 7th Grade Family Ho'ike
	26	27	28	29	30	1	2	
May	3	4	5	6	7	8	9	
	10	11	12	13	14	15	16	May 15 - WMS May Day Ho'ike
	17	18	19	20	21	22	23	
	24	25	26	27	28	29	30	May 25 - Memorial Day Holiday/No School
June	1	2	3	4	5	6	7	May 28 - Last Day for Students & 8th Grade Exit
	8	9	10	11	12	13	14	May 29 - Last Day for Teachers

**WAIMEA MIDDLE SCHOOL
BELL SCHEDULE**

Monday	Tuesday	Wednesday	Thursday	Friday
Homeroom 8:00 – 8:10	Homeroom 8:00 – 8:10	Homeroom 8:00 – 8:10	Homeroom 8:00 – 8:10	Homeroom 8:00 – 8:10
Period 1 8:13 – 9:08	Period 5 8:13 – 9:08	Period 4 8:13 – 9:08	Period 3 8:13 – 9:08	Period 2 8:13 – 9:08
Period 2 9:11–10:06	Period 1 9:11 –10:06	Period 5 9:11 –10:06	Period 4 9:11 –10:06	Period 3 9:11– 10:06
Recess 10:06 –10:20	Recess 10:06 – 10:20	Recess 10:06 –10:20	Recess 10:06 –10:20	Recess 10:06 –10:20
Period 3 10:24– 11:09	Period 2 10:24 – 11:09	Period 1 10:24 – 11:09	Period 5 10:24 – 11:09	Period 4 10:24 – 11:09
Period 4 11:12 – 12:07	Period 3 11:12 – 12:07	Period 2 11:12 – 12:07	Period 1 11:12 – 12:07	Period 5 11:12 – 12:07
Lunch 12:07 – 12:35	Lunch 12:07 – 12:35	Lunch 12:07 – 12:35	Lunch 12:07 – 12:35	Lunch 12:07 – 12:35
(elec) Period 6 12:40 – 1:30	(elec) Period 6 12:40 – 1:30	Study Hall 12:40 – 1:15	(elec) Period 6 12:40 – 1:30	(elec) Period 6 12:40 – 1:30
Advisory 1:33 – 2:15	Advisory 1:33 – 2:15		Advisory 1:33 – 2:15	Advisory 1:33 – 2:15

WAIMEA MIDDLE SCHOOL CAMPUS MAP



**WARNINGS
WARNING CODE AND TEACHER'S INITIALS**

DATE	#1 (Warning)	#2 (Warning)	#3 (Detention)	#4 (Detention)	#5 (Referral)	#6 (Referral)	SEVERE BEHAVIOR

NFD Not Following Directions **DEF** Defiance; Disrespect **DIS** Disruption
C Contraband **NSP** No Student Planner **P** Property Misuse
T Tardy **PC** Physical Contact **L** Inappropriate Language
DC Dress Code **CM** Computer Misuse **G** Gum

Severe Behavior – Chapter 19 Class A, B and C Violations will result in a referral to the administration for investigation and follow-up.

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- | | | | | | |
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Passwords

Website	Teacher	Log-In	Password

ASSESSMENT SCORE REPORTS

STAR READING

SBAC: Reading _____

Math _____

Date	Score

STAR MATH

8th Grade HSA Science: 1st Round: _____

2nd Round: _____

Date	Score