

Waimea Country School



Family Handbook
2009/2010

Waimea Country School students...

Live Pono

Exhibit independent learning and
complex thinking

Apply effective communication skills

Recognize and produce quality work

Nurture relationships through inclusion
and tolerance



Pono

- 1) I control myself.
- 2) I respect myself and others.
- 3) I am safe and responsible.

WELCOME FROM THE HEAD OF SCHOOL

Me ke aloha nō! Aloha!

Welcome to Waimea Country School!

You and your family have joined a special school. Throughout our history, we've all worked together to nurture close, personal relationships between children, teachers and families. Our small size helps ensure a personalized experience for every child and often forges deep bonds between students and teachers. When children feel safe, their self-confidence grows; they challenge themselves at school and take risks in their learning.

Support from our families is essential. Research shows that when parents actively participate in their child's school experiences, the result for the child is accelerated, joyous learning. Working side by side with your child is a meaningful way to support their learning, and it can have a lasting effect on a child's ability to accept life's challenges and to adapt, change and grow.

Effective communication between families and the school is a shared responsibility, and a cooperative spirit guides our work and helps us form productive relationships. The interests of children always come first at Waimea Country School, and our commitment to working together on their behalf is one of our school's core values.

The Family Handbook contains important information regarding school policies, practices and procedures. Because of its importance, we ask parents and students to review the Handbook together. We've found that when family members understand and accept the rationale for our school rules, misunderstandings rarely occur, and we're able to work together in the best interests of the children.

A standard set of school rules helps make our learning environment equitable and fair for all. Disrespectful and discourteous behavior will not be tolerated toward or among students, faculty, staff, administrators and parents. As members of our learning 'Ohana, we strive to support each other in modeling the school's values, to the best of our abilities, as expressed in this Handbook.

With very best wishes for a happy and productive year together!



Amy Salling
Head of School

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NONDISCRIMINATION POLICY

Waimea Country School does not discriminate on the basis of race, color, religion, creed, national and ethnic origin, sex, sexual orientation, age, or marital status in the administration of its operational policies, including admissions policies, financial aid programs, and other school-administered programs.

WAIMEA COUNTRY SCHOOL MISSION STATEMENT

Waimea Country School's mission is to provide our Island community with an outstanding K-6, child-centered, multiage and multicultural learning experience which incorporates the core values of inclusion and respect. Our children are inspired to learn creatively in a safe, healthy, and academically challenging environment which honors and embraces childhood and the love of learning.

Adopted June 2005

WAIMEA COUNTRY SCHOOL CORE VALUES

CHILD-CENTERED LEARNING

Waimea Country School sustains a developmentally appropriate teaching and learning environment in which the individual student is nurtured and supported to become an independent thinker, self-disciplined and self-reliant, yet always aware of the needs of others and the common good. Both playful and serious, the School's program encourages each child's creativity and resourcefulness, guided by skillful and dedicated teachers, enhanced by small class size.

INCLUSION

Diversity and inclusion keynote the Waimea Country School education, including appreciation for all people and cultures and for different learning and teaching strengths and styles. Inclusion builds on the foundation of the family, emphasizing communication and cooperation between the School and the home. Inclusion also recognizes the importance of harmonious relations with other schools and with the community, acknowledging that a spirit of collaboration best utilizes the impressive resources of our region to enrich the quality of a Waimea Country School education.

RESPECT

Waimea Country School's learning program includes deep respect for and growing knowledge of Hawaiian culture, as well as regional and global awareness and preparation for world citizenship. Respect for fairness and compassion underscore the School's commitment to make a positive difference in children's lives and to increase all our capacities to make a difference in school, community, society, and the world.

I. GENERAL PROCEDURES

A. The School Day

1. School Arrival

The regular school day is from 8:00 a.m. to 2:30 p.m. Classroom doors open at 7:45 a.m., giving students a chance to settle in, socialize, and prepare for the day. Students arriving before 7:45 a.m. will be supervised on the front porch until classroom doors open. If, on occasion, you need to bring your child before 7:30 a.m., please make special arrangements with the office.

Please note that as of July 1, 2009, the direction of St. James Circle Road has been reversed. We share the St. James Circle Road with Small World Preschool and others. To minimize traffic back-up problems, ***we ask that students are dropped off at the side entrance to the campus, the second gate on the right past the main building. Only students who are doing a quick “hop out” should be dropped off at the flagpole gate. If the driver needs to get out of the car to assist the student, he or she should park or use the side entrance rather than the flagpole gate. If you would like to walk your children to their classroom, please park and escort your children across the road.***

School personnel will always be at school by 7:30 a.m. to welcome children and to direct traffic as necessary.

2. School Dismissal

Dismissal time is at 2:30 p.m. Children will be supervised while awaiting rides home until 2:45 p.m. If an emergency arises preventing pick-up by 2:45 p.m., please contact the office. Parents who have not picked up their child by 2:50 p.m. will be assessed a mandatory fee, payable upon pick up.

3. After School Pick Up

To ensure safety and efficiency, ***ALWAYS*** let the adult in charge of your child know when you are taking your child from school. With many children being picked up at the same time, it is *imperative* that you make some kind of contact (a nod, “good-bye”, or other signal) with the teacher so she knows your child is leaving.

Only those persons listed on the Emergency Forms will be allowed to pick up a child. Adding or changing the pick-up person(s) requires a personal communication (telephone messages are fine) from the parent or guardian or a written statement signed by the parent or guardian and submitted to the office (a fax is acceptable). ***No child will be released to an unauthorized individual who lacks verbal or written permission from the parent or guardian.*** To help avoid confusion, arrangements should be known by your child every day.

B. Attendance

1. Absences

If a child is absent, parents are asked to notify the office by 8:30 a.m. If you expect your child to be away from school for more than one day, please report the absence to the office on the initial day of the absence and for each subsequent day unless such information has been transmitted clearly to and acknowledged by the school administration. If a communicable disease occurs, please report it immediately to the office as we want to inform other families of the exposure. ***A child who comes to school ill or becomes ill during the day must be picked up by parents or others authorized on the school emergency form.*** We are unable to provide appropriate, day-long care for sick children.

2. Prolonged Absences

Since missed days can never be made up or replicated, prolonged absences from school for reasons other than illness are discouraged. If unusual circumstances require that your child be absent for an extended period of time, the family should notify the office of the anticipated absence in writing, and your child's teacher will provide academic work if at least one week advance notice has been provided. Prolonged absence from school may affect a child's learning progress, and for this reason, it is important that parents take responsibility for helping their child complete all assigned work in a timely manner. Schoolwork that is late, incomplete, or done without proper care may compromise your child's learning progress.

3. Vacation Plans

Vacation plans should be arranged to coincide with scheduled breaks in the school calendar. Departure prior to the start of a scheduled vacation, or extension beyond the re-opening of school, is discouraged. To maintain the integrity of the learning program, vacations have been scheduled to coincide with other area schools whenever possible.

C. Tardiness

If a student is on-campus when the school bell rings at 8:00 a.m., he or she is considered on time for school. If a student arrives after the bell has rung, he or she is tardy. A tardy student arriving before 8:15 a.m. should go directly to class to minimize the lateness. After 8:15 a.m., when attendance sheets are turned into the office, tardy students must report to the office and receive a slip for their teachers. Tardiness negatively affects a child's learning and can be disruptive to other children in the class, so please ensure that your children arrive at school on time.

D. Early Pick Up

On occasion, you may find it necessary to pick up your child before the usual 2:30 p.m. dismissal time (e.g. doctor appointments). If you know ahead of time that you will be picking your child up early, please telephone or send a note to the office. Children will remain in class until you pick them up. **Students who are picked up during the school day must be signed out by the parent or by an authorized adult. Please do not pick up your child and leave the campus without signing your child out at the office.**

E. Birthday Parties

Birthday refreshments are welcomed in school, but please seek prior teacher permission. Consultation with your child's teacher will ensure that refreshments are nutritious (i.e. don't have caffeine and aren't overly sugary) and are available to every child in class.

F. School Portraits

Individual and class portraits will be taken in the early fall. Students may wear street clothes for their individual school picture but are required to wear the uniform green shirt for the all school and class group pictures. Order forms will be sent home prior to the photo date.

G. Photo Permission

Over the course of the school year, we frequently take photographs of students at work and play. We use these photographs in a variety of ways, including publishing on our Web site, in newspaper articles, and in advertising. We are highly conscious of protecting our students' privacy. As a rule, we never identify a student by name on the Web site, using generic references such as "a 2nd grade student" instead. Also, we never publish any personal information about our students, such as full names, phone numbers, and email addresses, on the Web site or elsewhere. The exception is newspaper articles and/or photographs when student's names are published by the newspaper. Please note that local newspaper articles may appear on the newspaper's web site. At the beginning of the year, we ask parents to sign a Photo Publishing Permission form, specifying the level to which they are comfortable with publication of their child's photo.

II. EXTENDED DAY PROGRAM ~ Kukui Club

Note: The Extended Day Program is provided as a service to families and will be offered only if a minimum enrollment level is achieved to offset program expenses. It may take several weeks at the beginning of the academic year before a decision can be made whether or not to offer the program.

The Extended Day Program provides children with additional opportunities for educational enrichment within a safe setting after the academic day has concluded. The Kukui Club:

- Is offered on all days that WCS classes are in session
- Runs 2:30 – 4:30 p.m.
- Is open to students in all levels
- Is not open to non-WCS students
- Features a variety of monitored activities, including structured time to complete homework assignments and creative free time (board games, outdoor recreation, etc.)
- Includes a daily snack provided by the school

Pre-enrollment in the program is required. Detailed information about the program, including enrollment options, payment plans, and sign up, is available from the office.

III. PARENT PARTICIPATION

Parents play an essential and positive role in the life of Waimea Country School, and your comments, observations and questions are welcomed. When administrators consider concerns and questions regarding placement, curriculum and teaching methods, we do so by considering the child's needs first.

We encourage parents to work productively with teachers and administrators by staying informed about your child and important events in school. Student Progress Reports and parent conferences are regularly scheduled opportunities for parents to stay informed about their child's progress.

Parents are best able to support a school climate of trust and respect by communicating concerns promptly, openly and directly with the teacher closest to the issue without involving other parents. Parents with concerns about decisions made by administrators are asked to follow the school's review process described later in the Family Handbook. Questions may be communicated with the Head of School at any time by telephone or email. Please contact the office to arrange appointments as necessary.

A. Parent Association

The Waimea Country School Parent Association assumes many important roles at the school, including forming a "resource network" to share professional experience and expertise in the classroom, scheduling regular meetings to continually inform parents about the direction of the school, and organizing fundraising activities. The WCS Parent Association is headed by a President with a Level Leader (room parent) in each Level. Ad hoc committees are formed as needed for event and project planning. Most Parent Association communication is handled with email.

B. Back-to-School/Curriculum Night

Parents are encouraged to attend Back-to-School/Curriculum Night in the fall to hear about the focus of the learning program and the expectations for the year. Members of the Board of Trustees will also be on hand to discuss school issues. ***This important event is Thursday, September 3, 2009, at 6:00 p.m. at the school.***

C. Parent Conferences

Two parent conferences are scheduled during the year. The first conference in the fall is designed to discuss goals for each child for the current academic year. Some classes may have 3-way conferences which include the student, parents and teacher. The second conference in the spring is a student-led Parent/Student/Teacher conference, with students walking parents and teachers through a portfolio-in-progress of work to date. Both parents are encouraged to attend both of these conferences because the success of our personalized learning program depends greatly upon close communication between home and school – and each child will benefit accordingly.

Additional conferences may be scheduled either at the teacher's or parents' request. We ask that appointments for conferences be made in advance to provide adequate time for teachers to prepare information which will be discussed. Teachers are not available for spur-of-the-moment conferences either before or after school when supervising children. Please seek out an administrator if there is an issue of concern that requires immediate attention.

D. Parent Review Process

Waimea Country School encourages parent participation and is receptive to suggestions, opinions, and constructive criticism. The proper channel for concerns is first to the teacher and then to the Head of School. If, after meeting with the Head of School, the parent wishes to have a matter pursued further, it will be referred to the Board of Trustees either by the parent in writing, or by the Head of School.

E. Observations in the Classroom

If you wish to observe your child's classroom, please arrange times with your child's teacher. With the teacher's agreement, parents are encouraged to visit often to share in the activities of the class and to offer the children educational enrichment based on your knowledge, interests, and experiences.

F. Interrupting the Classroom

We want to minimize interruptions to classroom activities. In general, we ask that parents do not make deliveries to a classroom or drop in

to chat with a teacher while class is in session. Please check in at the office whenever you visit the campus.

G. Parking

Parking is limited at our St. James campus. Visitors may park along the playing field fence and are asked to take care not to disrupt the operation of the church and the neighboring businesses and residences.

H. Chaperoning Field Trips

Parents are often asked to come along on field trips to chaperone. If driving students for a field trip, parents must have up-to-date information on file in the office prior to the field trip day (see “Drivers for Field Trips” in Section X. E.). When chaperoning a field trip, it is understood that the parent chaperone will actively participate in monitoring students. To this end, siblings and/or other children who are not WCS students cannot be in attendance. Some field trips, such as whale watch trips, have limited space and arrangements need to be made in advance. In such cases, drop-in chaperones will not be accommodated. Specific expectations of chaperones for each field trip will be outlined by the classroom teacher when she makes the chaperone request.

Kahilu Theatre Chaperone Policy

Throughout the year, students attend shows at the Kahilu Theatre. With the support of field trip fees collected at the beginning of the year, the school covers the cost of these student shows plus the cost of the teacher and one extra chaperone per Level (excepting Level 4, which has no additional chaperones). This extra chaperone will be determined by the classroom teacher on a first come, first served basis for each performance. If parents are interested in attending a show with their child’s class and the extra chaperone for the show is already assigned, they are welcome to go along but must understand the following conditions:

- The show may be sold out, no seats available
- There will be a cost at the door (\$10 or more)
- They may not be able to sit with the school group, which had its seat block pre-assigned

Sitting in a seat with a child on an adult’s lap is not allowed by the Kahilu Theatre—each attendee must have an assigned seat.

IV. COMMUNICATION

A. Tuesday Packets

Every Tuesday, an envelope will be sent home with your child. This envelope will contain your child’s returned work for the week. We

encourage you to use this packet of work as a springboard for talking with your child about his or her schoolwork. ***Please impress upon your child that you are depending upon him/her to be responsible for delivering this Tuesday Packet to you.*** The teachers will ensure that the envelopes are put in the child's hand but actual delivery cannot be guaranteed without parents' *kokua*. Please check your child's backpack regularly. Newsletters, calendars, and flyers from the teachers and the office will be emailed regularly to let you know about upcoming school events and other general information. This information will also be regularly posted on the school web site.

B. Messages

Emergency telephone messages will be delivered to children. As a general rule, we do not interrupt classes with messages that are not emergencies. Please remember to settle pick-up plans with your child before coming to school. The telephone in the school office may be used by parents and children when necessary and with permission.

C. Use of the School Phone

Students are not allowed to use the school phone without permission. Plans for after school play dates should be made outside of the school day, not by having students call parents during class, at lunch, or at recess. Students will not be allowed to call home if they forget their homework. It is important for students to learn personal responsibility, and they do that by facing consequences rather than having parents bail them out by bringing in or faxing in forgotten work.

D. Change of Address, Telephone Numbers, Email

If you change your address, telephone number(s) or email address(es), please notify the office immediately.

V. FINANCIAL INFORMATION

If you have questions about financial matters or would like to make an appointment, please come in or telephone during regular business hours.

A. Reservation and Tuition Agreement

A reservation and tuition agreement for each child enrolled in Waimea Country School must be signed and returned by the due date stated in the agreement in order to retain the child's space for the next academic year. A parent who is responsible for tuition and all other charges must sign this contract. Tuition payments are all handled through Tuition Management Systems (a subsidiary of Key Bank) according to a payment plan chosen by the family at the time of enrollment.

B. Deposit

A non-refundable deposit is required to be submitted with the Reservation and Tuition Agreement in order to retain your child's place for the next year. Withdrawal, subject to loss of deposit, may be affected by written notice to the Head of School by June 30.

C. Non-Payment of Tuition or Fees

As stated in the Enrollment Agreement, students may not attend school if any required payment (tuition or fees) is not paid by the due date. A late penalty of \$30.00 per month, assessed by Tuition Management Systems, will be added to the amount due for any late payment of tuition. Students may re-enter class only after total payment is made. Unless and until all overdue payments on a student's account are made, no student records will be released—to other schools or family members. This includes school transcripts (Student Progress Reports), letters of recommendation, and standardized test scores.

In addition, students are not eligible for Student Financial Aid if their account is not paid in full.

FINANCIAL AID

A. Purpose

The Student Financial Aid Program provides financial assistance to families whose children would not be able to attend Waimea Country School without such help. Maintaining a healthy financial aid program helps encourage families with varying economic means to consider placing their children with us. Both the school and the child benefit from learning in a diverse background.

B. Source of Funding

Tuition is not a source of funding for the Student Financial Aid Program. Financial aid, awarded in the form of grants, is available from the Waimea Country School Financial Aid Fund. This Fund is maintained through the generosity of foundations and friends. Financial Aid Awards are considered gifts.

C. Parental Investment

Since Waimea Country School believes parental investment is an essential element in a child's education, parents are expected to contribute according to their means, number of dependents and other appropriate information. As a result, financial aid awards will always be less than 100% of tuition. Children and families who accept financial aid from the School are asked to write thank you notes to the foundations and trusts that provided funding to the Financial Aid Fund. The Head of School will assist families with the drafting and mailing of these letters.

D. Continuation of Financial Aid

Financial aid at Waimea Country School is awarded on a year-to-year basis. Each year parents must complete a new application if they wish to apply for financial aid for the coming school year.

E. Accounts Paid in Full

Applications for financial aid cannot be considered unless all current school accounts have been paid in full.

F. Confidentiality

All financial aid information is completely confidential and all awards are administered accordingly.

D. Determination of Need

Once a child has been accepted for admission, financial need and the availability of school funds determines the amount his/her family is expected to pay. Determination of financial need of a family is based on an analysis of a standard confidential application, and grants are awarded following admission.

A financial aid application consists of three parts: 1) a copy of parent's IRS Form 1040, 2) the Parents' Financial Statement (PFS) from the School and Student Service for Financial Aid (this is best filed online), and 3) a personal letter that details the family's primary reasons for requesting aid.

In cases of divorced or separated parents, the custodial parent must submit the PFS and IRS Form 1040 as directed above. The non-custodial parent must submit a separate School and Student Service financial statement directly to the school along with their IRS Form 1040. The appropriate forms from both parents must be submitted for financial aid to be considered.

Consideration is given to a family's net income before taxes, and to some extent, its net worth. These figures are balanced against taxes, educational expenses of their children, usual debts, medical expenses, etc. Adjustments are also made for geographic differences as they relate to residence equity and cost-of-living.

The School and Student Service for Financial Aid does not make decisions about recipients or the amount of financial aid awarded. This decision rests solely with the Financial Aid Committee of Waimea Country School which considers all family circumstances.

VII. LUNCH & MID-MORNING SNACK

Food is to be eaten during the morning snack period and at lunchtime only. Waimea Country School does not have a cafeteria, so children need to bring their lunches and snacks from home. We encourage children and families to make healthy choices. Overly-sugary snacks are discouraged; candy, gum and caffeinated drinks (colas, coffee and tea) are prohibited. Sandwiches and beverages which require refrigeration should not be brought unless stored in a good thermos or other well-insulated container. Parents who wish to bring snacks for the whole class must first check with the teacher to determine what snacks are appropriate and safe for all.

Warm-Ups: Food that requires microwaving has become an increasingly popular choice among students and their families. Proper heating of these food items takes considerable time and is a challenge for the staff. You can help us by adhering to the following guidelines regarding microwave food:

- Defrost each item at home before packing your child's lunch, especially dense objects like pizza and burritos. Defrosting will significantly reduce the time it takes to re-heat the item;
- Package each food item in sturdy, microwavable plastic tubs or containers. Please do not send items packaged only in plastic wrap – if heating is not timed properly, plastic wrap will often melt and release harmful chemicals into the food;
- Please minimize sending homemade soup or Cup 'o Soup or Ramen-type noodles for lunch. These items get scalding hot, and burns from accidental spills can and do happen.

The School does not keep extra lunches on hand for students who forget to bring theirs. If your child forgets his or her lunch, the office staff will call to let you know. While everyone forgets things occasionally, if calling home to bring in forgotten lunch becomes a chronic problem, parents will be notified and a solution will be found.

VIII. MONEY SENT TO SCHOOL

When money has to be sent to school, it should be put in a sealed envelope with the child's name, teacher's name, amount enclosed, and what it is for clearly written on the outside. Please discourage your child from bringing money to school for unnecessary purposes.

IX. CLOTHING AND PERSONAL PROPERTY

A. Clothing and Grooming

Our school uniform is an evergreen polo shirt sewn with the school logo. All children must wear these shirts on Monday, Tuesday, and Wednesday and on all trips off campus. Thursday and Friday are free-

dress days (unless there is a field trip). You may order uniforms directly from Leighton and Rhonda Bell at Kealaokalani Clothing & Ride 'em High Designs right here in Waimea. Their phone number is 808-885-5039; however, it is best to place orders by email at: kealaokalaniclothing@yahoo.com

Waimea Country School offers these general guidelines for appropriate school attire. These guidelines apply to every child in school:

Children are asked to wear appropriate, clean clothing suitable for a learning environment. Long or short pants are appropriate for boys and girls as are shirts or blouses. Suggestive or immodest attire which allows underwear to be visible, such as tank, tube, and halter tops, short shorts, or tight jerseys is inappropriate at school. Children who disregard this standard by wearing revealing outfits will be asked to correct or change their clothing.

Clothing or t-shirts which advertise illegal or inappropriate activity (drug use, alcohol, tobacco, mature themes, or violence) are not permitted. Athletic attire, beachwear, and excessively large “monster” shirts are not appropriate. Jewelry and accessories or embellishments to attire which are excessive or distracting are not allowed.

Cross-dressing (boys in dresses) is not appropriate, even on dress-up days. Students in costume should not cover their faces (no masks) and should not carry props that are excessively scary or violent (no weapons). Halloween costumes should not be excessively scary and should be appropriately respectful of younger students.

All students should have appropriate footwear (tennis shoes) and clothing for Physical Education class.

B. Labeled Property

All sweaters, jackets, raincoats, shoes, lunch boxes, and backpacks should be labeled with the child’s name.

C. Lost and Found

Both children and parents should make periodic checks of the “Lost and Found,” located in the office. On a regular basis, unclaimed items in Lost and Found will be donated to the St. James Thrift Shop.

D. Tote Bags/Backpacks

Each child must have a labeled tote bag/backpack in which to carry books, papers, pencils, etc. The backpack also functions as your “mailbox” for Tuesday Packets and other notes from school.

E. Footwear

All children must wear appropriate footwear (shoes or slippers) to and from school. Once on campus, however, shoes are optional for all

children while indoors. Footwear is required for lunch on the lanai and for recess. Close-toed athletic shoes are required for PE. Teachers will send home notes regarding specific footwear requirements for excursions and field trips.

F. Toys and Electronics

Toys, radios, video game players, MP3 players, and other electronics are to be left at home as they are inappropriate for school use. A student must obtain special permission from his or her teacher if one of these items is brought to school for his or her sharing time. The item will be secured by the teacher and released to the student only for the appropriate time. ***The school is not responsible for lost, stolen, or damaged items if a student violates this policy.***

G. Cell Phones

Cell phone use by students on campus is prohibited. If students bring cell phones to school to use after school hours with their parent's permission, they must be turned off and placed with their personal belongings in a safe location. Teachers must be informed if a student has a cell phone in his or her belongings. ***The school is not responsible for lost, stolen, or damaged items if a student violates this policy.***

X. HEALTH AND SAFETY

A. Medical Records

Children entering Waimea Country School for the first time must submit Form 14 cards from their doctors. Your dentist may use Form 14, dental section, if you wish. The physical examination must include vision and hearing tests and up-to-date immunization records. Tuberculin test results are required for all new entering students. Since State law requires Form 14s to be on file by the first day of school, mail or drop off Form 14s two weeks before school begins.

Annual physical examinations for returning students are optional. You may come to the Office to pick up the existing Form 14 on file for updating. Please return the updated form immediately.

B. Medicine

If your child requires prescription medication:

1. Have your child deliver the medication (including measuring spoon if necessary) to the office immediately upon arrival at school.
2. Prescription medicine must be in the original container, with the original prescription label showing:
 - a. the name of the child;
 - b. the date filled;
 - c. the physician's directions for use.
3. Include a written, signed note explaining:

- a. when medication should be administered;
- b. proper dose.

Nonprescription medication (ibuprofen, acetaminophen, antacids) will be administered by the school provided there is written permission on file in the office. **Students should NOT have nonprescription medication in their possession in the classroom.**

Parents will be notified prior to the administration of any medication to confirm the need for administration and the dosage.

It is the general policy of the school that no student may self-administer medication of any kind (both prescription and non-prescription). Exceptions to this policy (e.g. asthma inhalants and bee sting medication) will be considered on a case-by-case basis provided a signed Medication Release form is on file in the office.

C. Ukus

Ukus (head lice) are always looking for a warm scalp to live on! You should suspect ukus if your child is itching – usually behind the ears or at the nape of the neck. Live nits (eggs) are grayish-whitish, oval specks that look like a grain of sugar. To look for nits, part the hair and look at the hair shafts close to the scalp. If you find even one nit, you can be sure that ukus are also present. **If you find that your child has ukus, inform the school immediately.** All ukus and nits must be removed before a child can return to school. Please take proper precautions to control the uku problem (both child and home). If a child contracts ukus, school staff will run routine morning head checks for several weeks to prevent spreading.

D. Car Seat Safety

State law requires that children under 4' 9" tall OR under eight years old must be restrained in a child passenger restraint system (car seat or booster seat) in a motor vehicle. Our general school policy for young children is as follows:

- If a car has an airbag on the passenger side, no child should be allowed to ride in the front seat to ensure safety from the release of the air bag.
- Each child should be wearing a seat belt when in a vehicle.
- Parents who wish their children to be in a car seat must provide one and install it in the car the child will be riding in for the trip.

If any one of these conditions cannot be met, then a child will not be permitted to participate in a field trip.

E. Drivers for Field Trips

For the safety of children, all volunteer drivers are required to have completed a Driver Disclosure Statement on file in the school office prior to driving on a field trip. The statement will be kept on file and will be valid for the entire school year. It is the responsibility of the driver to inform the office immediately of any changes in insurance

information or driving status. As in all driving situations, primary insurance coverage follows the vehicle and the owner is responsible for any damages or injuries within the “no fault” framework.

F. Tobacco, Drug & Alcohol Policy

Students are not allowed to possess or use tobacco, drug or alcohol products of any kind on or off campus during school hours and/or at school functions and events.

Students found in violation of this policy will immediately be referred to the school Administration and their parents will be notified. Disciplinary action will be taken in accordance with the school’s disciplinary policies. In the case of illegal substances or paraphernalia, the police will be called.

XI. CIVILITY AND BEHAVIOR

All members of the Waimea Country School family (students, teachers, staff, parents, visitors and guests) are expected to treat one another with courtesy and respect at all times. Each member of the school community shares an obligation to model appropriate behaviors with one another so as to ensure that our campus and our interactions on behalf of students are free from disrespect and disruption.

- Respect for individual differences and personal property is expected.
- Cooperative problem-solving is the means for settling difficulties.
- Each individual’s right to be safe and right to learn is to be respected.
- Listening to the views of others is to be expected as is responding in an appropriate manner.
- Pushing, shoving, pulling, and rough play are not acceptable.
- Play guns or other toy weapons are prohibited.

XII. SCHOOL RULES AND REGULATIONS

The rules and regulations of Waimea Country School are intended to create an atmosphere in which a community of learners can successfully function. Our rules and regulations recognize the importance of the individual while establishing parameters necessary for group effectiveness.

Children are expected to take responsibility for their own actions and to follow general expectations for courtesy, safety and respect for people and property set out by the school. Increasing self-discipline is expected as children grow and mature. Recognizing that they are part of a class group and the broader school community, children are expected to work collaboratively and to participate in problem solving in a constructive

fashion. Schoolwide and classroom expectations are clearly explained at the beginning of each year and are reinforced throughout the year. Discipline is handled in a problem solving way. Classroom teachers individually counsel children and work with them to address any problem areas that are identified. Children are taught to work out problems they encounter with classmates. Parents are informed about problem areas when in-school solutions have not been successful or the issue is extremely serious. In such cases, a problem solving approach is once again taken. Serious infractions, such as vandalism or physical harm, are handled by the Head of School and may lead to referrals for counseling, suspension or expulsion.

GENERAL EXPECTATIONS

- Other than during recess, the overall tone of the campus is quiet and focused. Children are to walk in the buildings and use conversational voices. All students are to be considerate of other classes that are in session.
- Each child will make sure that the teacher knows where she or he is at all times; students may not leave campus unescorted.
- Children will exhibit appropriate behavior while on field trips and at all-school gatherings (be attentive, receptive, and appreciative of those performing).
- Children will respect the property of others and ask permission to use or borrow items. (Cubbies and desks are private areas and should be treated as such.)
- Children will assume responsibility for the care of equipment and materials throughout the school; any items used should be appropriately handled and returned when finished.
- Children will assist in the maintenance of the rooms throughout the campus (picking up after themselves and sharing in classroom, school, and garden jobs).
- Children will accept the responsibilities necessary to make lunch a relaxed and enjoyable eating time.
- Children will view problem-solving as an accepted procedure and assume responsibility for taking part in the process as appropriate.
- Children will observe expectations for arrival, dismissal, and playground/recess time.
- Children will accept the school as a learning environment and take part in purposeful activities.

XIV. EMERGENCY RESPONSE PLAN

The Hawai'i County Civil Defense Agency has asked schools to develop procedures to deal with major hazards that might occur. This information is provided to inform you that we are making necessary preparations for the safety and welfare of your children.

A number of preparedness brochures that explain in detail what we need to know and do are available in the office for you to borrow. If you would like your own copies, please contact the Hawai'i County Civil Defense Agency at 935-0031 and they will mail them to you.

If and when a disaster or emergency occurs, your assistance is of major importance in ensuring that your children understand the need for purposeful behavior and cooperation under such circumstances.

All emergency actions will be directed by the Head of School or the Supervising Teacher, if the Head of School is absent.

EMERGENCY PLANS:

1. Fire

The signal for a drill or actual fire is a loud, repeated bell ring. Drills are held monthly. Without talking, children leave in an orderly fashion, under teacher supervision, and rapidly walk single file to the far side of the playing field. In the event our facility is damaged by fire and is not habitable, we will shelter and care for the children at the playing field. We will call for you to pick up your child as soon as possible.

2. Tsunami Warning

Our school is not located in a tsunami evacuation zone, so we do not have to evacuate. The following procedures have been adopted in the event of a **TSUNAMI WARNING**.

- A. If a WARNING is issued while we are in session**, we will remain with the children, feed and take care of them, until you can safely pick them up. You need not leave work or rush to the school. If you are in or can get to a safe area close to where you work, it is recommended you remain in the safe area until the "All Clear" is announced and avoid contributing to unnecessary traffic on roads and streets.
- B. If a WARNING is issued before our day normally begins**, classes will be canceled and the school will be closed. See the "rule of thumb" comment at the end of this section for determining whether we are open or closed.

3. Hurricane / Tropical Storm

Hurricane or Tropical Storm **WATCHES** are issued by the National Weather Service 36 hours prior to the arrival of storm effects. Hurricane or Tropical Storm **WARNINGS** are issued when one of these storms could affect Hawai'i in 24 hours or less. When a **WATCH** is issued, we will monitor the storm and make decisions to close before the issuance of a **WARNING**. The timing of the closure will generally coincide with the end of a normal working day and should not inconvenience you if you are at work.

The Hurricane/Tropical Storm public evacuation shelters closest to our school are the Waimea Community Center, Waimea Elementary and Intermediate Schools and the Kahilu Theatre.

4. Earthquake

- A.** Should an earthquake of significant magnitude occur, our school could be damaged. We can also anticipate considerable disruption to our road networks. If your children are at school, you may not be able to get to them even though you live close by.
- B.** In preparation for an earthquake event, we regularly conduct drills. Whether indoors or out, all students and faculty will drop, cover, and hold until the shaking has stopped. If indoors, teachers will then lead students outside to the designated meeting area. If outdoors, teachers will gather students and take them to the designated meeting area.
- C.** Following an actual earthquake, when the shaking has stopped, we will first treat and care for anyone who is injured. Students and faculty will not return to the building until the structural integrity of the school has been evaluated.

Option 1: If our buildings are sound, we will remain in place and listen on our battery-operated portable radio for Civil Defense instructions.

Option 2: If the school is damaged or could sustain damage as the result of an aftershock, we will remain in an open area in the playing field. We will sustain ourselves the best way we can, for as long as necessary, until assistance can be provided by civil authorities.

You may want to note that public evacuation shelters will not be opened until they, too, have been inspected for structural integrity. Although such inspections have a high priority, delays because of damaged road systems or other hazards can be expected. Shelter openings will be announced over the Emergency Broadcast System.

5. Flooding

Our school is located near an identified flood zone adjacent to Waikoloa Stream. In the event we are advised to evacuate or if water begins to rise around our facilities, we will immediately move the children to higher ground on the campus.

In summary, please be assured that we will take good care of your children during any emergency or disaster. Several suggestions are appropriate:

A. A good rule of thumb for closures:

If it is announced over radio or television that the public schools are closing, we will also be closing. Under no circumstance, however, will we leave children unattended. We will not close the School until all children have been picked up by their parents or designee.

B. Do not call the school during emergencies. Keep the telephone lines open and available for those who have urgent needs.

C. It is essential that you establish individual and family plans for tsunami, hurricane, earthquake, and flooding. These plans should identify what preparatory actions should be taken for each hazard. They should include where shelters are located and how you will travel to them if evacuation advisories are issued, what you plan to do if the family is separated, what type of survival supplies you will need, etc. Such information can be obtained from the Hawai'i County Civil Defense Agency at 935-0031 or on the web at http://www.hawaii-county.com/directory/dir_defense.htm



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2009/2010**

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Waimea Country School

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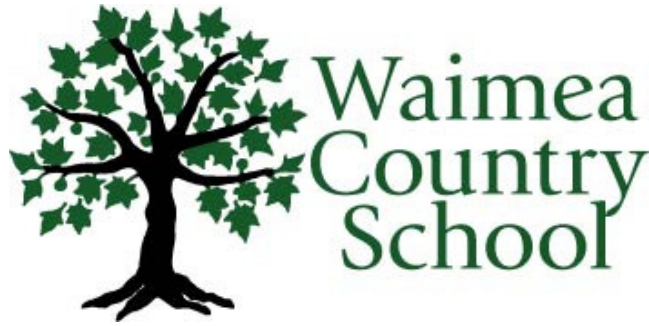
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Waimea Kula Kua'aina

Kilakila 'o Waimea kula kua'aina

Majestic is the Waimea Country School

Ka home hanau na keiki o Waimea

Home to the children of Waimea

E ho mai palena 'ole ka 'ike o nalani

Receiving the unsurpassed knowledge from the heavens

E ho mai ka 'ike o ka honua nui loa e

Receiving the knowledge of the vast world

Malamalama ko kakou ka aina kealoha

Taking care of our lands with love

Malamalama o na poe o Hawai'i nei

Taking care of our people of Hawai'i

Onipa'a Waimea kula kua'aina

Stand firm Waimea Country School

Imua Waimea kula kua'aina

Move forward Waimea Country School