

**Wheeler Middle School
2 Wheeler Army Air Field
Wahiawa, HI 96786
(808) 305-9000 FAX: (808) 622-6529**

<http://www.wheelm.k12.hi.us>



This Planner Belongs to:

Name: _____

Grade: _____

Phone Number: _____

Period	Course	Teacher	Room #
1			
2			
3			
4			
5			
6			
7			
8			
	Homeroom / Advisory		

** If found, please turn into the main office*

PASSWORD KEEPER

Program	User Name	Password
School Password	School Password	Will be given by your teacher. Write it on your birthday.
Google		
Google Mail	_____ @wheelermiddle.k12.hi.us	
Edline		
Measuring Up Live		
SBAC / HSA		

SCHOOL PASSWORD

The school password will be given to you by your teacher and will consist of your first and last initial and last four digits of your school ID.

Sample: jd1234

EDLINE USERNAME & PASSWORD

To access your edline, you must set up your account using an activation code given to you by your teacher. When setting up your account, please personalize your username and password following this format: (the password must have at least one capital letter, and numbers)

Username: firstnamelastname

Password: School Password

Sample user name: johndoe

Sample Password: 237jd1234

If your username has already been taken:

For those who have usernames that have been taken, please add 'wms' at the end of your name. For example: johndoewms. It is advised that students activate their accounts in school with their teacher. Your teacher can ensure that the correct format is being followed.

PARENT ACCOUNT vs. STUDENT ACCOUNT:

Please note that parent and student accounts have different access rights and should not be shared.

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General Information

SCHOOL MISSION

To ensure success for every student

SCHOOL VISION

Wheeler Middle School is a community where we

*meet high expectations

*are life long learners

*make responsible decisions and healthy choices

*practice good citizenship

SPARTAN PRIDE

Spartan Pride is a phrase often used at Wheeler Middle School. It stands for a community of learners who care about themselves and others. It means being responsible, respectful, and safe in the pursuit of learning.

SCHOOL ADMINISTRATION

Principal:	Mrs. Brenda Vierra-Chun
Vice Principal:	Mr. Sam Bennett
Vice Principal:	Mr. Wayne Koki
Vice Principal:	Mr. Kaipō Simpson
Registrar:	Mrs. Jodi Chang

Counselors: 6th Grade - Mrs. Fukunaga | 7th Grade - Mr. Walje | 8th Grade - Ms. Minehira

School Description

Major Sheldon Wheeler Middle School (WMS), a public institution under the Department of Education of the State of Hawaii, is located on eleven acres of state property within Wheeler Army Airfield on the island of Oahu. WMS services sixth, seventh, and eighth grade students of predominantly military families (97%) from the communities of Wheeler Army Airfield and Schofield Barracks. A small number of students live in nearby residential units off post.

WMS feeder schools are Hale Kula, Solomon, and Wheeler Elementary Schools. Hale Kula and Solomon Elementary Schools are located on Schofield Barracks. Wheeler Elementary is located adjacent to WMS on Wheeler Army Air Field.

Wheeler Middle School's diverse population of approximately 800 students consists of predominantly white (43%), black (22%), and Hispanic (18%) students. Approximately 43% of the student body receives free or reduced-price lunches. Eleven percent of the students receive special education services. The student transient rate is relatively high due to military duty reassignments to other parts of the country, after a three-year stay in Hawaii.

Wheeler Middle School addresses the intellectual, social, physical, and emotional needs of adolescent students by providing a nurturing environment, parent and community involvement, a variety of instructional strategies, interdisciplinary teaming, and a course study that includes the following components:

- Common Core curriculum; i.e., language arts, social studies, science, math
- Advisory period
- Exploratory programs; i.e., exploratory wheel and electives
- Co-curricular programs; i.e., after school classes and sports programs

FACILITIES

Wheeler Middle School, built in 1968, has five two-story buildings, which house classrooms, administrative offices, an information resource center (library), a media resource center, a transition center, a student activities center, two computer labs, and an auditorium. Four single-story buildings house the band room, home economics, an industrial arts shop, and physical education locker rooms. The campus also includes a cafeteria and seven portable classrooms.



CURRICULUM & INSTRUCTION



Wheeler Middle School offers a rich and challenging standards-based curriculum, which addresses the developmental needs of young adolescents in a caring environment. Wheeler's curricula are aligned with the Common Core State Standards, and each grade level has designed specific standards for emphasis and study. Upon request, teachers will share their course syllabi with students and parents at the beginning of each new term.

Students and teachers are organized into grade level interdisciplinary teams. These teams use a variety of instructional strategies, flexible blocks of time, as well as varied instructional and organizational arrangements, to ensure success for all students. When students and teachers are assigned to academic (core) teams, smaller communities of learners are formed, and teachers are able to monitor students' progress more closely.

The exploratory and co-curricular components of the middle school address the students' need to explore a variety of recreational and academic interests, as well as opportunities to form positive foundations for life-long learning.

The advisory component ensures that the students have at least one significant adult on campus that knows, cares about and supports his/her academic and personal development.

Please consult the Wheeler Middle School Registration Information Booklet for descriptions of the courses offered.

GENERAL LEARNER OUTCOMES (GLOs)

The following six GLOs and descriptors are Wheeler Middle School's school-wide learner outcomes. At Wheeler Middle School, standards-based learning supports the learners' progress towards the General Learner Outcomes. These GLOs are aligned with the Mission and Vision of Wheeler Middle School and reflect what students should know, do and care about when they leave WMS.

GLO 1: Self-Directed Learner – Ability to be responsible for one's own learning.

GLO 2: Community Contributor – Understanding that it is essential for human beings to work together.

GLO 3: Complex Thinker – Ability to perform complex thinking and problem solving.

GLO 4: Quality Producer – Ability to recognize and produce quality performance and quality products.

GLO 5: Effective Communicator – Ability to use a variety of communication skills to function effectively in society.

GLO 6: Effective and Ethical Users of Technology – The ability to use a variety of technologies effectively and ethically.

PROGRESS REPORTS/REPORT CARDS

Wheeler Middle School students receive mid-quarter reports to indicate how a student is progressing. These are sent out approximately four weeks after each quarter begins through the student's advisory class. Through report cards, the school informs parents of their child's final grades, work habits and social attitudes for the quarter. Report cards are issued to students on the second Wednesday after students return back from the quarter break. Forms are attached to the progress reports and report cards for parents to sign and return to the school. This is to verify parents received notification of their child's grades. Final report cards are mailed home in June.



EDLINE

Edline is Wheeler Middle School's online grading and information website. To view and monitor grades, students are given Edline access codes from their homeroom teacher. In addition to this, information about school wide events and news is provided on the website.

HOMEWORK POLICY

If your child is absent for two or more days, you may call the school and request homework assignments and books. However, please allow the teachers 24 hours to assign the homework and have it in the office for you. With three days advance notice, homework can be provided for up to ten days. Once you have requested homework, please be sure to pick it up.



ATTENDANCE

Authorized Absences:

- Illness, injury or quarantine (chicken pox, measles, etc.)
- Death in the family
- Court attendance
- Medical or dental appointment that cannot be scheduled before or after school
- Emergency situation with proper notification from parent/guardian
- Religious observances
- Special cases as approved by the principal

TRUANCY (*skipping school*)

The Honolulu Police Department may question students found out of school during school hours. The police officer may take any of the following actions when a student is deemed truant:

- Return the truant to school
- Arrest the truant and require that the parent/guardian report to the police department
- Arrest the truant, require that the parent/guardian pick up the truant, with possible referral to Family Court/Juvenile Services Division
- Once students arrive at school they **MUST** remain on campus until the end of the school day. Students confirmed leaving campus without permission may be placed in Positive Alternative to Suspension (PAS) for that day or the following school day.

ABSENCES/TARDY POLICY

Tardiness is usually not excused. Students are expected to be in class ready to begin working when school begins. Parent notification and/or detention may be assigned to students with excessive (3+) tardies.

Authorized Tardies

- All applicable cases listed under authorized absences
- Students detained by any member of the school staff
- Emergency situations as approved by school administrator
- School bus delay/problems



OFF CAMPUS PASS

Students leaving campus during the school day because of an emergency or for an appointment must present a note to the office from a parent/guardian in the morning before classes begin or during first recess. Students will receive a STUDENT EXCUSE SLIP, which must be presented to all teachers whose classes will be missed. The office will then issue an OFF CAMPUS PASS and the student must wait for his/her parent or guardian to sign him/her out from the front office. The school must be notified if the child is to be released without a parent or guardian present. As we cannot interrupt instructional time, parents arriving without prior notification may have to wait for up to twenty minutes for their student to be released from class.



STUDENT RECOGNITION

Wheeler Middle School recognizes students for their academic achievement, behavioral conduct, demonstration of positive character traits, and participation in sports and other afterschool programs. Students may be recognized through the school's daily bulletin, Recognition Assembly, and Spartan Chronicle newsletter.

In addition to this, students who demonstrate the GLOs inside or outside of the classroom can be recognized and rewarded with a "Gotcha" coupon from any staff member at any time. These coupons may be redeemed for treats on the last day of each week.

The school's Positive Behavior Support (PBS) Committee has implemented a school-wide program called FAB 5. Every two months, 5 students from each grade level as well as the Fine Arts department are chosen by their teachers for best demonstrating ten citizenship characteristics; honesty, respect, leadership, caring, perseverance, fairness, responsibility, cooperation, dependability and courage. Students will have their picture taken and posted in the front office.

The Positive Behavior Support (PBS) Committee organizes a special event called "Breakfast of Champions." Students must meet the following quarterly criteria to be eligible to participate: *(students may be on the Honor Roll, but may not qualify for Breakfast of Champions)*

- All 'A's, 'B's, and 'S' for the exploratory wheel
- No suspensions
- No Teacher Communication Notices (TCNs)

Invitations to this breakfast celebration are given to qualified students and their parents.



If your child becomes ill or is injured in school, the Department of Education provides a School Health Aide (*note: the School Health Aide is not a Registered Nurse or a Licensed Practical Nurse*). Our Health Aide will administer first aid for minor injuries. The Health Aide will also notify parents or the person designated on the student's Emergency Card if the student needs to go home or to the doctor. The person picking up the child must sign a student release form. If an emergency occurs, and the school is unable to contact the child's parent(s), 911 will be called.

Please be sure that all emergency information for your child is complete and up-to-date

All medications that are to be taken during school need to be authorized by the student's physician, and cleared through the School Health Aide and Public Health Nurse.

SCHOOL SERVICE

Department of Education Policies and Regulations Student Series 4300 states that the Department of Education shall permit schools to assign students appropriate school service duties. These duties shall conform to the Department's administrative regulations.

Wheeler Middle School assigns students to perform office monitor duties. Office monitors help to take call slips to students, messages to teachers, deliver bulletins, and/or count and collate papers for homeroom distribution.

- Students are asked to assist as office monitors for one full day
- Students serve as office monitors only once during the school year
- Students are assigned to serve on a rotational basis by homeroom
- Students must have no TCN's or DISheets
- Students must have a "C" or higher in all letter-graded classes, and an "S" in exploratory wheel.

MEAL TRACKER ACCOUNT

Prices are subject to change.



How do I put money in my Meal Tracker Account?

All students with regular and reduced-price lunch status will need to deposit money into their meal tracker account in order to purchase meals. Cash or check (made out to **Department of Education**) deposits may be made in the front office before school, during breaks, or after school. Please make sure that deposits are made by the end of morning recess or by the end of homeroom on Wednesday. No money or deposits will be accepted in the cafeteria lines during breakfast or lunchtime.

Students who do not have money in their account will not be allowed to purchase a meal. The school is not allowed to issue loans or maintain negative balances with the Meal Tracker System. The maximum deposit amount is \$100 at any one time. Checks will only be accepted until the end of the third quarter; after that, students may only deposit cash to their meal tracker account.

Each time a meal tracker account registers \$5.00 or less remaining in the account, the account balance is displayed on the cashier's monitor. The student is then reminded of his/her new balance at every meal transaction. **It is the student's responsibility to make the deposit to the meal tracker account.**

How can I get a meal if I don't have my ID card or there is no money in my account?

Students without an ID card may still purchase a meal. They must stand in the 'No ID' line. Students with no money remaining in their meal tracker account **may not** purchase a meal. The Meal Tracker System cannot issue loans or maintain negative balances. Students will be allowed to call home from the office to ask a parent to bring a home lunch or to deposit money to the account.

Students who are on free meal status are entitled to one free breakfast and one free lunch per day.

Students who are on reduced-price meal status are entitled to one reduced price breakfast at a cost of \$0.30 and one reduced price lunch at a cost of \$0.40 per day.

Students who are on regular meal status will pay \$1.10 for breakfast and \$2.50 for lunch.

Regardless of lunch status, a second breakfast can be purchased for \$2.20, and a second lunch for \$5.50. Students may also purchase entrées (the main course of the meal minus the milk and the fruit/vegetable) for \$2.00.

Students who bring a home lunch may purchase milk for \$0.60.

Students without a home lunch and who do not buy a school meal are not allowed in the cafeteria dining room.

PHONE USE

The office phone is available for student use. Students may call home for ID cards, meal concerns, and transportation needs (missed bus or no bus pass). Students who become ill during the school day are to report to the health room. The health aide will call parents when necessary. If allowed by a teacher, students may call from the classroom for forgotten homework.



INFORMATION RESOURCE CENTER (IRC)



Students are encouraged to visit the Information Resource Center. The hours are from 7:15 am to 3:30 pm daily, including recess and lunch. The IRC is a place where students can study and read, and use technology. With a school ID card, books, computers, and iPads are available for student use for educational purposes.

Students are allowed to borrow two books (non-reference) for up to two weeks. To borrow a book, students must write their name on the book's check out card and in the book's sign out slip. When returning a book, please be sure to place the book in the book return located in the IRC.

Lost textbook and library book policy: Students are issued textbooks and are allowed to borrow books as part of the curriculum. If a student damages or loses a book, he/she is responsible for payment. The amount recorded on the bill is the replacement cost of the item that is lost or unusable.

Hawaii Revised Statutes 298-5 Public Schools Special Fees and Charges states:

Any pupil found to be responsible for loss, destruction, breakage, or damage of school books, which shall include library and textbooks, or equipment, or supplies, shall make restitution to the school in any manner, including payment by the pupil or the pupil's parents of the actual replacement costs.

If paying by check, mail the bill and check payable to Wheeler Middle School for the exact amount. Please be aware that the charge for a returned check is \$25.00. Our school address is:

Wheeler Middle School
2 Wheeler Army Air Field
Wahiawa, HI 96786

When payment has been made, and if another textbook is required, it will be issued by the student's teacher. If the lost material is found and payment has been made, a refund can be issued up to a year from the date of receipt. Refunds may take six to eight weeks to process. If obligations are NOT cleared, notification will be made to parents via mail. Obligations NOT cleared remain part of the student's record and are passed on to the student's next school. Borrowing privileges will resume once payment has been made and obligations have been cleared.

If you have any questions, please stop by the IRC.



LOST AND FOUND

Items that are found on campus should be turned in to the office so they can be returned to their rightful owner. At the end of each quarter, items not claimed will be donated to charities. Please mark sweaters, jackets, raincoats, slippers, etc., with child's name. **Students are strongly advised not to leave textbooks, library books, purses, book bags, wallets, money and favorite items unattended at any time.** Items are rarely recovered and lost keys, identification, and money cause students and parents much anxiety. Damaged or lost textbooks and library books are very costly for students and parents to replace. Students are responsible for each textbook assigned by their teachers whether it is lost, stolen, or misplaced. **Items believe to have been stolen should be reported to school security.**

WHEELER MIDDLE SCHOOL PERMANENT IDENTIFICATION CARDS

Photos for student ID cards for sixth graders and new students will be taken during the first week of school. Returning students will also be issued new ID cards (with photos on file). ID cards are used for school identification, library book borrowing, boarding the bus and meal purchases. Cards should not be defaced in any way. Defacing a card includes marking the cards with pens, putting decorative stickers on the card, scratching it with an abrasive or sharp object, biting or bending/cracking the card. Defaced cards may be taken away, resulting in the student purchasing another card. Do not clean the card with strong solutions such as paint thinners or strong cleaning solvents. To do so will remove the protective coating and fade information on the card, including the barcode, which renders the card unusable. Replacement cards are available during school hours in the office conference room. Students who need replacement cards should:

- Bring \$5.00 for replacement of cards that have been lost, stolen, or defaced.
- Go to the office before school starts, during homeroom or at break.
- A new barcode number will be assigned and a new card issued. Any money remaining on your "closed" account will be moved to your new account.
- Where necessary, cards will be punched indicating payment for bus, student dues, etc.



STUDENT ACTIVITIES PROGRAM REGULATIONS

(DOE Policies & Regulations C & I Series 2000)

The Student Activities Program shall be planned to serve the personal, social, and educational needs and interests of all students. Varying types of activities and an adequate number of each shall be planned so that every student will have the opportunity to benefit.

The Department of Education recognizes that, even with state resource support, some financial burden will be placed on students and parents for the activities of the Student Activities Program. The maximum allowable charge shall be established by the Board of Education. Student association and class dues shall be mandatory.

The following are mandatory fees for the school year:

Student Activities Dues	\$6.00
Class Dues	\$5.00
Parent Mailings	\$4.00
Total Amount	\$15.00



***Student Activities and Class Dues are used for various types of school-wide and grade level activities; i.e., activity days, special events, etc.**



Wheeler Middle School is proud to have an extracurricular sports program. The LOA Program (Learning Opportunities Academy) may include the following sports: cheerleading, volleyball, basketball, soccer and track. Usually there is one team for cheerleading and track, two teams for soccer, and four teams for volleyball and basketball – 6th/7th grade girls, 6th/7th grade boys, 8th grade girls, and 8th grade boys.

Typically, the seasons are as followed:

- Cheerleading (throughout all sporting seasons)
- Volleyball (2nd Quarter)
- Basketball (3rd Quarter)
- Soccer and Track (4th Quarter)

Announcements for tryouts are placed in the school's morning bulletin. Games are scheduled among middle school teams in Central District.

Any student may try out for a team; those selected must pay their student dues and maintain a 2.0 (or higher) grade point average, with passing grades in all classes and an "S" in exploratory wheel. Grade checks are to be done on a regular basis during the sports season.

It is a privilege for students to represent the school; consequences for academic and behavioral infractions, including suspension, range from game ineligibility to dismissal from the team.

Student Information

STUDENT CONDUCT

Disciplinary rules are adopted in order to create a positive and safe atmosphere in which learning can occur. Wheeler Middle School's policy is not intended to place undue restriction on the student body, but rather to protect the welfare of all. The school will work closely with the home to guide students in developing high expectations for themselves as well as others. It is the responsibility of every student to demonstrate respectful, responsible, safe and ethical behaviors.

The following is a list of specific offenses, which are prohibited by law (Title 8, Chapter 19, "Student Misconduct, Discipline, and Report Offenses"). These apply to all students in the public school system during school hours, on school premises, or during school-supervised activities.

Class "A" Offenses (Unlawful conduct)

- Assault
- Burglary
- Dangerous weapons, possession or use of
- Dangerous instrument, or substance; possession or use of
- Drug paraphernalia; possession, use or sale of
- Extortion
- Fighting
- Firearms, possession or use of
- Homicide
- Illicit drugs, possession, use, or sale of
- Intoxicating substances, alcohol; possession, use or sale of
- Property damage or vandalism
- Robbery
- Sexual offense
- Terrorist threatening



Class "B" Offenses (Unlawful Conduct)

- Bullying
- Cyberbullying
- Disorderly conduct
- False alarm, rendering of
- Forgery
- Gambling
- Harassment
- Hazing
- Inappropriate or questionable uses, or both of internet materials or equipment, or both
- Theft or
- Trespassing



Disciplinary action(s) may include: dismissal, disciplinary transfer, arrest by police, suspension, Positive Alternatives to Suspension (PAS) class, and/or forfeiture of school activity.

Class “C” Offenses (Department of Education prohibited)

- Abusive language
- Class cutting
- E-cigarette, possession or use of
- Insubordination
- Laser pen/laser pointer; possession or use of
- Leaving campus without consent
- Smoking, possession of, or use of, tobacco substances
- Truancy

Consequences may include: counseling, detention, parent notification, Positive Alternatives to Suspension (PAS) class, after-school detention, forfeiture of school activity, suspension, and/or serious discipline for repeated offenses.

Class “D” Offenses (Wheeler Middle School prohibited)

Proper behavior is expected in all settings. The following behaviors are not allowed:

- Profanity (foul language, swearing)
- Forgery/altering information on a pass, note, or progress report
- Unexcused tardies
- Obstruction of walkways
- Rowdy, prankish play
- Spitting
- Throwing objects which may injure others
- Littering
- Gum chewing
- Climbing trees and buildings
- Leaving lunch trays and trash on the cafeteria table
- Disrespect to another
- Running in hallways
- Sale of any item to others

Consequences may include: verbal reprimand, parent notification, Positive Alternatives to Suspension (PAS) class, detention, forfeiture of school activity, and/or suspension from school.

Gun Free Schools Act

The U.S. Congress enacted the Gun Free Schools Act of 1994 as an amendment to the Elementary and Secondary Education Act of 1965. It requires that all states adopt a mandatory expulsion policy for public school students who are found in possession of a firearm, as defined by Chapter 19. Any student who is found to be in possession of a firearm while attending school, shall be excluded from attending school for not less than one year. Firearms include BB/pellet guns, air guns, air soft guns, starter guns, shot guns, paintball guns, crossbows, or any weapon, which may readily expel a projectile. If you find a gun or any type of weapon on campus, notify an adult and do not touch it.

Zero Tolerance Policy

Act 90 was passed by the 1996 Hawaii State Legislature, and states: "Any child (student) who is found to be in possession of a dangerous weapon, switchblade knife, intoxicating liquor, or illicit drugs while attending school, may be excluded from attending school for up to ninety-two (92) school days, as determined by the principal and approved by the superintendent."

Tobacco Free School System

Effective September 1, 1993, smoking and the use of tobacco products became prohibited on any public school campus and any off campus site that is used by Wheeler Middle School for school business. School employees, parents of students, school visitors, guests, and people using our school facility are not allowed to smoke, chew or dip any tobacco product. "Tobacco Product" means any substance that contains tobacco, including, but not limited to, chewing tobacco, cigarettes, cigars, pipes, snuff, smoking tobacco and smokeless tobacco.

Electronic Cigarettes

Possession and use of electronic cigarettes are prohibited on school grounds. A student in violation of this Class "C" offense is subject to the disciplinary actions of Hawaii Administrative Rules (HAR) Title 8 Chapter 19.

City Ordinance 95-46

It is unlawful for a minor to possess, have under his/her control, or use spray paint or wide-tipped markers (1/4" or greater width) while on public or private property, without the express permission of the owner, lessee, or manager of the property as these items are often used to tag or graffiti.

What Happens if

What happens if a student assaults another student or adult?

- Assault means that a student intentionally, knowingly, or recklessly causes bodily injury to another person with or without a dangerous instrument.
- Assault is a Class A offense, which is unlawful conduct for which he/she can be arrested and/or suspended from school.

What happens if.... a student brings a firearm to school?

- BB guns, air guns, air soft pistols, starter guns, shotguns, paintball guns or cross bows, along with explosives, or any weapon which may readily expel a projectile, are considered violations of the Hawaii Gun Free Act.
- This means that a student shall be excluded from attending school for not less than one calendar year. Only the Superintendent of Education, on a case-by-case basis, may modify the exclusion.

What happens if a friend gives a student a pack of marijuana and it's found in the student's pocket?

- The student may be suspended for up to 92 days. The Zero Tolerance policy states that any child who possesses, sells or uses illicit drugs while attending school may be suspended, as determined by the principal and approved by the Complex Area Superintendent.

What happens if a student brings a look-alike gun to school?

- The student could be arrested for harassment, a Class B offense. Displaying or possessing a 'look-alike' gun or weapon is listed under one of the definitions for harassment, unlawful conduct.

What happens if a student calls someone 'gay'?

- The student may be charged with harassment, as it means that a person acts with the intent to harass, bully, annoy or alarm another individual.

DISCIPLINE CONCERNS

Wheeler Middle School strives for open communication with our community partners. Parents are welcome to discuss discipline/safety issues with a Vice Principal. Due to student privacy and confidentiality, specific incidents involving individual students may not be shared in any type of open forum arena. Please feel free to call the office at 305-9000 to set up an appointment with a Vice Principal to discuss concerns as they arise.



ELECTRONICS POLICY

Wheeler Middle School does not allow students to use electronic devices on campus during school hours.

Electronic devices are vulnerable to theft, disruptive in the classroom, and can cause disorderly situations on campus.

Electronic items will be confiscated if its use is deemed disruptive or inappropriate.

Chronic misuse of electronic devices may result in disciplinary action and will require parents/guardians to pick up the device from the front office.

Wheeler Middle School will not be held responsible for any electronic device or the retrieval of lost/stolen electronic devices.

Electronic devices include but are not limited to:

- Cellular phones
- iPods, electronic games, other audio equipment
- Digital still cameras/video cameras

CONTRABAND ITEMS

Contraband items are those which are: vulnerable to theft, disruptive in the classroom, and/or may cause disorderly situations on campus. Contraband items will be confiscated, labeled, and turned in to the office. A parent/guardian, or a student with a note from a parent/guardian, may retrieve contraband from the front office. The school will not be responsible for lost, damaged, or stolen personal property listed as contraband. Contraband items are vulnerable to theft and/or are disruptive; and include, but are not limited to:

- Sling shots, boomerangs, metal chains, rubber bands, poppers, and hornets
- Matches, lighters, firecrackers and other compounds that are easily ignited
- Magazines, pictures, photographs and other literature of an improper nature
- Silly string, balloons, tools, water guns, shaving cream, or any items that may create disorderly situations
- Food items such as sunflower seeds, pumpkin seeds, raw eggs, gum, and frosting

NOTE: Other items not listed above may be classified as contraband if they become a problem.



SKATEBOARDS/BICYCLES/ROLLERBLADES



Skateboards, bikes, and rollerblades may not be ridden on school grounds at any time.

If ridden to school, skateboards are to be taken to the front office before class begins and can be picked up after school with identification. Skateboards are not allowed on school buses at anytime.

If a student rides a bike to school, he/she needs to walk it to the bike rack. The school cannot guarantee the safety of bikes at the bike rack. Students are encouraged to lock their bikes securely at the bike racks located between C and D buildings.

Military policy mandates that helmets are required to be worn on post when skateboarding, biking, or rollerblading.

ATTIRE/DRESS CODE

Similar to an adult's work environment, school is the students' work place. What a student wears should be conducive to maintaining a good learning environment and should not be distracting or offensive. Inappropriate attire includes, but is not limited to:

- Attire showing pictures or messages promoting drugs, criminal activity, exploitation, discrimination, profanity, or violence
- Clothing that exposes underwear or underwear worn as outer wear
- Clothing that is sagging –pants, shorts etc. must not be worn below the waist,
- Clothing that reveals back, midriff, cleavage or buttocks—as a general rule, shorts and skirts should be at least equal to the wearer's index finger while the individual is at a standing position and arms are extended downward at sides
- Strapless tops or tops with spaghetti straps
- Clothing or accessories with sharp points, studs, or chains
- Headgear (caps/hats, visors, scarves, beanies, stocking caps, wave caps, hoods, athletic headbands, bandanas, sunglasses, combs, picks, do rags, etc.)
- Earbuds/headphones in and over the ears
- Sleepwear to include but not limited to: pajamas, robes, bedroom slippers, and blankets

Students who are not in dress code will be referred to the counselor's office to call home for a change of clothing. After the first referral to a counselor for dress code violation, an office referral will be sent to administration.

STUDENT RELATIONSHIPS

Sometimes middle school students develop very close relationships with other students. Planned social activities provide opportunities for appropriate socializing among students. Public displays of affection such as holding hands, kissing, etc. are not appropriate and are prohibited.

RUMORS

Rumors, often characterized by "he said – she said," have no useful place in the educational setting. They also disrupt the learning process. We at Wheeler Middle School will not tolerate this type of distraction. Those who start or pass on rumors are in violation of disorderly conduct (see STUDENT CONDUCT, Class "B" Offense.) The best way to handle a rumor is to ignore it. If the rumor is so distracting that ignoring it is not possible, students may request to see a counselor. Students should not attempt to confront other students on their own. This action tends to magnify the problem.

BUS TRANSPORTATION

Information on bus routes is posted in the office. Bus fares may be paid on a yearly or quarterly basis. Students who ride the school bus should conduct themselves in an orderly manner and should follow the directions of the bus driver. Students who refuse to cooperate and endanger the safety of themselves or others will be referred to the security officer or Vice Principal. A possible consequence for such behavior is suspension of bus-riding privileges. Roberts Bus has been contracted by the Department of Education Student Transportation Services (586-0170). Please call Roberts Bus Company at 832-4886 if you have any concerns.

If a student does not have a bus pass (student I. D.) they **will not** be allowed to ride the bus. In addition, students will not be allowed to ride the bus in either direction if payment is not made within 3 days of the quarterly bus payment deadline. Fourth quarter bus payments must be paid in cash, money order or cashier's check.

BUS POLICY



Note: The following information is also found on the back of the bus application that all parents sign prior to student receiving transportation.

Passenger Safety Code: All students riding school buses shall abide by the following requirements. Students shall ride designated buses at specified times and locations as assigned (286-181, 296-12). **Each student must show his or her bus pass to the bus driver prior to boarding the bus.**

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

- Not bring children who will not be passengers on the bus, or animals, to the bus stop
- Be on time at the designated school bus stop to help keep the bus on schedule
- Stay off the road while waiting for the bus and conduct themselves in a safe manner while waiting
- Refrain from loud talking, which may disturb nearby residents, at bus stops
- Refrain from littering or defacing property at bus stops
- Line up in an orderly, single file line and wait until the bus comes to a complete stop before attempting to board the bus
- Walk on the side of the road facing traffic to get to the bus stop (if there are no sidewalks)
- Not bring articles on the bus that may cause injury to passengers or carry articles which cannot be stored safely (including skateboards)
- Use the handrail and watch their step when boarding the bus

At school, students who are waiting for the second round bus to pick them up shall:

- Be seated while waiting (no roaming around campus)

While on the bus, students shall:

- Keep hands and head inside the bus at all times
- Refrain from loud talking and laughing, which may divert the driver's attention and result in a serious accident
- Treat bus equipment as valuable furniture. Damage to seats, windows, and other equipment shall be paid for by the offender or the offender's parent
- Not eat or drink any beverages, unless necessary for medical reasons
- Refrain from tampering with the bus or any of its equipment
- Keep books, packages, coats, and all other objects out of the aisle
- Remain in the bus in case of a road emergency, unless directed to do otherwise by the bus driver
- Refrain from throwing anything out of the bus window
- Remain in their seat while the bus is in motion
- Refrain from smoking, drinking, gambling, fighting, or any other behavior that may endanger health or well-being
- Obey the driver

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

- Students shall not leave the bus at other than their regular bus stops, unless proper authorization has been given in advance by the school principal
- Use the handrail and watch their step when getting off the bus

Students who violate bus rules will be suspended from riding the school bus—riding the bus is a privilege!

Parent Information

IMPORTANT COMMUNICATION LINKS

Do you know that the school has its own website? Go to www.wheelm.k12.hi.us for up-to-date information about the school including activities and events. Through the website, you can also email your child's teachers by clicking on the provided links.

Additionally, Wheeler Middle School uses social media to further keep parents informed about school happenings. Parents can follow WMS on Facebook.

Facebook: Major Sheldon Wheeler Middle School – Click “Like”

You are encouraged to contact the school whenever a need arises. The following are the school's important telephone numbers:

305-9000 Office: If you need to make an appointment with a teacher or administrator, the office staff will forward a message to have the person call you. Other questions about the school, activities, etc., may be directed to office personnel, who will refer your call to the proper person. Office hours are from 7:00am to 4:00pm.

305-9000 Counselors: Counselors are assigned by grade levels.

For school year 2016-2017, the counselors are:

Grade 8: Minehira, Daye

Grade 7: Walje, John

Grade 6: Fukunaga, Lurline

Parents may call the office for an appointment to meet with their child's counselor.



AUTOMOBILE DROP OFF PROCEDURE

When Wheeler Middle School was built, a student drop off area was not incorporated in the design. If dropping off your child, please turn into the school parking lot and pull up curbside near the administration building.

Because of congestion and safety concerns, dropping your child off is not permitted at the school's entrance on Old Kamehameha Hwy (along the school's front entrance fence line). As a convenience, you may also want to drop/pickup your child off near the mailbox right outside of campus on Wright Avenue.

VEHICLE PASSES

Upon request, a form will be sent home to obtain a Wheeler Army Air Field base pass for parents/guardians of non-military students.



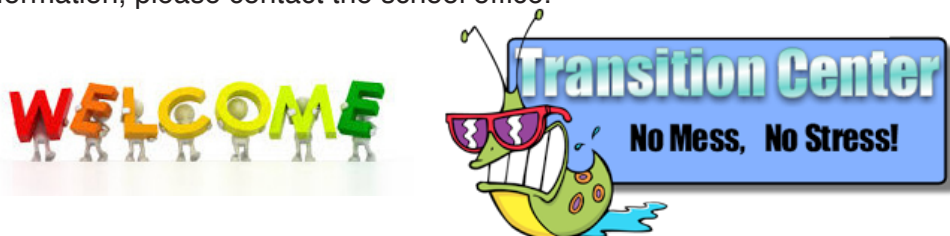
ACCREDITATION



In February of 2016, the Western Association of Schools and Colleges (WASC) accredited Wheeler Middle School for six years, the longest term possible. To prepare for accreditation, schools conduct an in-depth self-study to ensure that they are offering their students quality education that meets nationally recognized standards and practices. Receiving accreditation is validation that a school has met high standards of quality and effectiveness and has processes in place to continue to do so.

TEACHER AND EA QUALIFICATIONS

Federal law allows parents/guardians the right to know the professional qualifications of the classroom teacher(s) and the educational assistant(s) who instruct their child. If you have questions or would like more information, please contact the school office.



Since 2005 the WMS Transition Center has been welcoming new students. The Transition Center provides an orientation experience that is designed to support the needs of students and families who are new to Wheeler Middle School. In the "Spirit of Aloha", we want to help make the transition to WMS as comfortable and informative as possible.

On their first day, students receive a school ID card for cafeteria, IRC, and bus usage. They take a math and ELA assessment and are then given a class schedule. Transition Center personnel take the students on a school tour, and help them locate their classes; they are usually able to attend their last two classes of the day. Also, students review the School Handbook and complete the student packet. To ensure that students and parents have read and understand the rules and policies contained in the handbook, the last page must be signed and returned to school. Parents are welcome to visit the Transition Center on their child's first day or anytime they have a question.

TRANSFER PROCEDURES

Students exiting Wheeler Middle School: A parent or legal guardian must submit a completed Temporary/Permanent Release Form at least a week before the child's last day in the school. This will enable the office staff to secure the necessary information and prepare a release packet for the child. The release packet will be given to the student to hand carry to his/her next school on the day of release.

Early release at the end of the school year: If a student moves from the school attendance area toward the end of the school year, releases are processed as follows, according to the State School Code:

- **During the last four weeks (final week may be a partial one):** Final grade given; promotion/retention indicated; enrollment at new school optional.
- **During the fifth and sixth week before the end of the school year:** Release (quarter) grade given, promotion-retention recommended, based on a stated estimate of anticipated final grades at new school.

- **Prior to sixth week before the end of the school year:** Normal release; no fourth quarter grade given, since 60% or more of the quarter remains.

Additional requirements for military personnel: Soldiers who have students attending Wheeler Middle School must fill out a “Student Withdrawal Procedures for Out-Processing” form and have it signed by school personnel. This form is part of the soldier’s out-processing requirements and must be returned to the Child and Youth Services Resource and Referral Office in order to complete the soldier’s clearance form. The Student Withdrawal Form needs to be filled out at least 5 days before out-processing.

Textbook obligations: All obligations must be cleared (textbooks/library books returned or paid for, returned checks settled) by the last day of enrollment or their official records will not be released.



ABSENTEE VOICE MAIL SYSTEM



Please call the school office (7:00 am-4:00 pm) at 305-9000, or after school hours (4:00 pm-7:00 am) at 543-8872, to report your child’s absence. To leave a recorded message, please provide the following information:

- Child’s full name
- Grade
- Caller’s name and relationship to child
- Days and dates of absence and reason for absence

In the event that a parent or guardian does not notify the school of the absence, an automated calling system will call the student’s home in the evening to verify the absence. Upon returning to school, the student must present a note to the front office from a parent/guardian stating the date(s) and reason for the absence.



LEILEHUA COMPLEX DEPLOYMENT POLICY

Any student who will be out of school for fifteen or more days must do one of the following:

- Be enrolled at a school of their new geographic area; or
- Fill out Form 4140, Exception to Compulsory Education (Home Schooling)

Upon return to Hawaii, students must re-enroll at their home school. However, there will be no guarantee of previous classroom/course assignment.

* Please note that this attendance policy does not only apply to families of deployed service members; any student who will be absent for fifteen or more days must also abide by this attendance policy.

WHEELER MIDDLE SCHOOL CIVILITY POLICY

The goal of the civility policy is to promote courteous and polite behavior among parents, visitors, and school employees to maintain a safe, orderly environment for teachers, students, administrators, staff, parents, and other members of the community. In the interest of presenting teachers, staff, and parents as positive role models for our students, the school encourages positive communication and discourages disruptive or unacceptable communication or actions.

Expected Behavior:

- DOE personnel will treat parents, students, and visitors with courtesy and respect.
- Parents and visitors will treat teachers, administrators, and school staff members with courtesy and respect.

Disruptive/Unacceptable Behavior:

- Disruptive behavior includes, but is not limited to, behavior that interferes with or threatens to interfere with the safe and orderly operation of classrooms, the school office, cafeteria, parking lot, or other areas of the school.
- Unacceptable behavior includes using loud and/or offensive language, swearing, or a display of anger in person or by email, phone, or voice message.

Consequences for Disruptive Behavior:

Any individual who disrupts or threatens to disrupt the orderly operation of the school will be directed to leave the school premises by the principal or vice principal, or in their absence, a person who is in charge of the school. If the person refuses to leave the premises as directed, the administrator or other authorized personnel shall call the police and request that the police take such action as deemed necessary.

Consequences for Unacceptable Behavior:

If any individual uses obscenities, obscene gestures, or speaks in a demanding, loud, or insulting manner with a school employee, or another person, the employee shall calmly and politely warn the speaker to communicate civilly. If the verbal abuse continues, the employee will terminate the meeting or telephone conversation and ask an administrator or other authorized person to intervene. The administrator will direct the individual to leave the premises until such time that the individual can engage in a civil conversation. If the person refuses to leave, the authorized person shall call the police.

Severity Clause:

If at any time an individual threatens or physically harms another individual, the police will be called immediately. In addition, the appropriate military authorities will be contacted.

BOARD OF EDUCATION PARENT/FAMILY INVOLVEMENT POLICY

The Board of Education recognizes that a child's education is a responsibility shared by the school and the family throughout the child's educational career. When parents and other caregivers become involved in their children's education in meaningful ways, student achievement increases.

While parents are diverse in culture, language, and needs, the policy recognizes that they share in the school's commitment in seeing their children succeed. To this end, the Board of Education supports the Department of Education, in the development, implementation, and regular evaluation of parent involvement programs in each school.

WHEELER MIDDLE SCHOOL PARENT/FAMILY INVOLVEMENT POLICY

Research has shown that family involvement in the education of their children increases student achievement and success in the following ways:

- Students exhibit more positive attitudes and behavior.
- Students get better grades and test scores.
- Attendance improves.
- Graduation rates rise.
- Students' enrollment in post-secondary education programs rise.

To support students' academic achievement and personal success, the school and parents should work together as knowledgeable partners. The Wheeler Middle School Parent/Family Involvement Policy establishes programs and practices that enhance parent involvement and addresses the six National Standards for Parent/Family Involvement Programs.

PARENT COMMUNITY NETWORKING



Wheeler Middle School has a Parent Community Networking Center (PCNC) facilitator who is available to work with parents in building a strong and supportive network between home and school. The PCNC facilitator coordinates parent workshops to help parents guide their child to success in middle school and beyond. Our facilitator is also available to share information about our school from a parent's point of view. Parents who would like to volunteer at the school may contact the PCNC facilitator at 305-9032.



SCHOOL COMMUNITY COUNCIL (SCC) & PARENT TEACHER STUDENT ORGANIZATION (PTSO)

Join PTSO

Parents are encouraged to be involved in their child's education. Listed below are a few ways to get involved:

- Indicate interest in, and support your child's schoolwork and activities
- Volunteer to help in various capacities in the classroom or in the office
- Join the PTSO and participate in its various activities
- Join the SCC to support school improvement and student academic achievement

SCC meetings are usually held the third Monday of each month at 3 p.m. in the Office Conference Room (subject to change).

Stay informed about PTSO activities by "Liking" their Facebook page (Wheeler middle school PTSO). Questions about PTSO may also be directed via eMail to: ptso.wheeler.middle.hi@gmail.com or the PTSO web site: <https://sites.google.com/site/wheelermiddleschoolptso>

PROCEDURES FOR PARENTS AND STUDENTS TO ACCESS VARIOUS SERVICES AT WHEELER MIDDLE SCHOOL

Students seeking academic help (this also applies to parents who have academic concerns):

- First point of contact should be the subject teacher.
- If this does not result in satisfactory resolution of the problem, the student should make an appointment to see his/her counselor.
- The counselor will determine what further action should be taken to reach a satisfactory resolution.
- If this still does not produce satisfactory results, student or parent should make an appointment with the vice principal.
- If the problem is not resolved, an appointment should be made with the principal.

Students seeking help with personal/social problems:

- First point of contact can be either the counselor or teacher.
- The adult will take appropriate action.

Special Education Services: *this is the process to aid in determining special education eligibility*

- Parents confer with child's teachers to discuss concerns and develop an action plan for the student.
- Parents confer with child's teachers to modify the action plan.
- If the action plan that had been developed and modified does not work, the teacher or parent may bring the matter to the Student Services Coordinator for a more comprehensive evaluation.
- The Student Services Coordinator will convene a meeting of the Student Focus Team (SFT), which is made up of a teacher, parent, administrator, and special education representative.
- This SFT will determine if a comprehensive evaluation is needed.
- If needed, comprehensive testing will take place.
- After testing, a meeting is held to discuss the results of the test and determine if special education criteria have been met.
- If criteria have been met, the special education Individual Education Plan (IEP) team (made up of teacher, special education representative, parent, and administrator) will develop an IEP for the student.
- If criteria are not met, parent may meet with the child's teachers to consider other options:
 - 504
 - Additional modifications to student's action plan (this is an informal way of helping the student—no special education or 504 designation).

Teacher and parents should continue to maintain open communication.

Services available from Tripler Army Medical Center:

Currently, Tripler Army Medical Center has a team that provides consultation, assessment, and therapy on campus. If you would like to access these services, please call your child's counselor.

Adolescent Support and Counseling Services (ASACS)

- ASACS provides prevention groups such as deployment support, life skills, and other education and prevention services.
- The ASACS program provides licensed counseling services and support for adolescents at risk and outpatient services.
 - *The objective for counseling services is to develop decision making and coping skills to reduce risk and/or intervene on alcohol or drug related issues.
- Teachers, school counselors, peers, and parents may refer students to the ASACS counselor.
- Parental approval is required to participate in the program.
- If approval is given, the student may participate in individual or group sessions once a week and family sessions as needed.

Military & Family Life Counseling (MFLC)

Military families face many challenges, particularly during this time of war. To support the needs of military families and schools, the Department of Defense is providing professional licensed consulting staff to offer confidential counseling services, at no cost, to service members and their families. Such services include support for issues such as school adjustment, deployment and reunion adjustment, parent-child communication, bullying, anger management, conflict resolution, and self-esteem/self confidence. If you would like your child to receive support from our school's MFLC personnel, parental consent is needed. Please call the school for more information.



Notice and Request for Accommodations

If you are an individual with a disability, please contact WMS at 305-9000 to make arrangements for accessibility to any school event at least 10 working days prior to the event. Reasonable efforts will be made to accommodate your request.



**WHEELER MIDDLE SCHOOL
BEHAVIOR EXPECTATIONS**

	ALL SETTINGS	WALKWAYS	COURT & FIELD	CAFETERIA	IRC & COMPUTER LABS	BATHROOM	ASSEMBLY	BUS
BE Respectful	<ul style="list-style-type: none"> Take care of property Greet others Help others Keep hands, feet, and objects to yourself 	<ul style="list-style-type: none"> Use normal voice Walk to right side 	<ul style="list-style-type: none"> Share equipment Take turns 	<ul style="list-style-type: none"> No "cutting" in line Practice good table manners Keep voices low 	<ul style="list-style-type: none"> Leave area neat and orderly Take your turn Whisper 	<ul style="list-style-type: none"> Take your turn Respect privacy 	<ul style="list-style-type: none"> Listen Learn Applaud appropriately 	<ul style="list-style-type: none"> Listen to the bus driver, chaperone, and teacher Use a quiet voice
BE Responsible	<ul style="list-style-type: none"> Take care of own belongings Be on time Be prepared Do your best 	<ul style="list-style-type: none"> Pick up litter Stay on walkway 	<ul style="list-style-type: none"> Return all equipment Leave when bell rings Put litter in trash cans 	<ul style="list-style-type: none"> Clean up eating areas Eat your own food 	<ul style="list-style-type: none"> When you use it, put it back Take care of books and equipment No food or drinks 	<ul style="list-style-type: none"> Keep area clean and sanitary Wash your hands Flush 	<ul style="list-style-type: none"> Give our attention to speaker or performance Respect others Stay seated until dismissed 	<ul style="list-style-type: none"> Keep bus clean Obey bus rules
BE Safe	<ul style="list-style-type: none"> Look Listen Respect authority Know the rules No horse play 	<ul style="list-style-type: none"> Walk 	<ul style="list-style-type: none"> Use equipment properly Play safely 	<ul style="list-style-type: none"> Stay in line Walk in the lunchroom 	<ul style="list-style-type: none"> Walk Push in chairs Be on task 	<ul style="list-style-type: none"> Use as needed and appropriately 	<ul style="list-style-type: none"> Enter and leave in an orderly manner Sit as assigned 	<ul style="list-style-type: none"> Sit properly Stay in your seat Keep hands, feet, and objects inside

ADVANCE PLANNING

AUGUST 2016

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
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28	29	30	31			

SEPTEMBER 2016

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OCTOBER 2016

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NOVEMBER 2016

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DECEMBER 2016

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ADVANCE PLANNING

JANUARY 2017

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FEBRUARY 2017

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MARCH 2017

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APRIL 2017

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MAY 2017

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JUNE 2017

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