



# ELEMENTARY & MIDDLE SCHOOL HANDBOOK

“Where Faith and Learning Reflect the Character of Christ.”

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*Waolani Judd Nazarene School is a ministry of*

**HONOLULU FIRST CHURCH OF THE NAZARENE**

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## **MINISTRY AND PHILOSOPHY**

Waolani Judd Nazarene School was founded in 1967. The school is a ministry of Honolulu First Church of the Nazarene. HFCN is a family friendly church with an emphasis on connecting with God and loving people. The church teaches that the spiritual life of a Christian is derived from faith in Jesus Christ, the written word of God (the Bible), and experience within the church. If you do not already have a church home, we invite you to join us for a worship service and make HFCN your church ohana. The pastoral staff is available for your support and pastoral counseling is available by making an appointment with the HFCN office.

Education is a life-long process that neither begins nor ends with the school experience. We recognize that parents have the primary responsibility for the training and education of their children. Our teachers, administrators, and staff strive to work closely with you in this vital task of providing a solid foundation both academically and socially in a nurturing environment. Education is a cooperative venture between home and school and the more closely the two work together, the more effective the efforts of both will be. Two-way communication is essential if we are to achieve our common goal, a productive and happy year for each child.

“Seek first the kingdom of God and his righteousness, and all these things will be added to you.” -Matthew 6:33

## **GENERAL INFORMATION**

Waolani Judd Nazarene School is licensed to operate by the Hawaii Council of Private Schools (HCPS). The Hawaii State Department of Human Services licenses our After-school program as well as our Preschool Program. Waolani Judd Nazarene School is a member of the Association of Christian Schools International (ACSI) and the Nazarene International Education Association (NIEA). In addition, Waolani Judd Nazarene School is accredited through Hawaii Association of Independent Schools (HAIS) and the Western Association of Schools and Colleges (WASC).

## **MISSION AND SCHOOL-WIDE LEARNING GOALS**

WJNS - *Where faith and learning reflect the character of Christ*

Our goal for each WJNS student, from preschool to middle school, is to educate students to be:

### **A God-Honoring Individual who:**

1. Pursues a personal relationship with Jesus
2. Demonstrates knowledge of the Bible in making choices
3. Exhibits Christian character traits
4. Uses his/her gifts to serve God and others

### **A Life-Affirming Person who:**

1. Practices a healthy lifestyle
2. Displays good manners and respect for others

### **An Academic Achiever who:**

1. Makes acquiring knowledge and wisdom a personal priority
2. Works effectively as an individual and in a group
3. Strives for excellence in every endeavor

### **A Skillful and Discerning Communicator who:**

1. Listens actively and respectfully
2. Reads with comprehension
3. Analyzes and evaluates information from a Christian perspective
4. Speaks and writes clearly and effectively

### **A Disciplined Learner who:**

1. Follows directions accurately & completely
2. Gains & applies problem solving skills
3. Practices organizational and time management skills
4. Uses current technology appropriately

### **A Community Minded Individual who:**

1. Contributes to family, school and society positively and productively
2. Lives as a responsible citizen who appreciates diverse cultures
3. Protects and improves the environment as stewards of God's creation

## NON-DISCRIMINATORY POLICY

Waolani Judd Nazarene School admits students of any race, color, national, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Neither does it discriminate on the basis of race, color, national, and ethnic origin in the administration of its educational policies or in the hiring of faculty or administrative staff.

## ENROLLMENT

### **ENROLLMENT PROCEDURE:**

Students seeking enrollment to Waolani Judd Nazarene School should apply by January 31 to meet the priority deadline. Admission testing is done at each grade level for new students and testing will begin in March. WJNS offers rolling enrollment throughout the school year if spaces are available. *Applicants must complete the five steps of the enrollment process listed below and the school must receive all necessary forms before students can be considered for enrollment.*

1. **Application:** Each interested applicant must submit a completed application along with a non-refundable application fee of \$80.00.
2. **Campus Tour/Interview:** In addition to the application, each family should schedule a campus tour with our administrative staff.
3. **Admission Test:** Each student is also required to complete an admission's test administered by a qualified staff member of WJNS.
  - a. **Kindergarten:** *Students applying to Waolani Judd Nazarene School Kindergarten class must turn 5 by July 31st (boys) or September 30th (girls) of the year when applying to our school.* Admission testing for incoming kindergarten students is done in February and March. *Notifications for incoming kindergarteners are mailed out by the 4<sup>th</sup> quarter.*
  - b. **First – Eighth Grade:** First through eighth grade students are required to complete an entrance test that includes a reading, writing, and math assessment. Testing is done on an individual basis as applications are received. *Notification letters of admission will be sent out once the applicant has completed the five steps of the application process and all necessary forms for evaluation are received.*
4. **Teacher Recommendation:** A recommendation from a current academic teacher at the school in which the student is presently enrolled is needed.

5. **Report card and Standardized Testing Results (if available):**

Report cards from the current school year and the previous year are required. WJNS also requests copies of recent standardized testing if available.

**ONCE ACCEPTED:** The following is needed prior to the start of school: a physical exam (and Form 14), TB clearance, deposit, authorization forms, Parents Web sign-up confirmation, and FACTS sign-up confirmation or payment for the annual school tuition.

1. **Physical Examination and Form 14:** A physical examination must be obtained within a year of the enrollment date. Health Form 14 must be submitted, showing that all immunizations are current when entering school as per state guidelines. A medical appointment card or letter from a physician showing that the child has an appointment to complete the immunization and/or physical examination requirements must be presented to the office by the first day of school or the child will not be allowed to attend. If the above requirements are not met within 90 days from the start of school, the child will not be allowed to attend school beginning 30 days after the 90-day deadline. The child will not be allowed to return to school until completion of all immunizations and physical examination requirements are met.
2. **TB Clearance:** Proof of a negative Tuberculin Skin Test or X-Ray is also due prior to the start of school. The test must be dated less than 12 months prior to entering school. *According to the Department of Health regulations, there is no exception for TB clearance requirements. Children without a valid TB clearance will not be allowed to attend school.*
3. **Deposit:** A non-refundable deposit (which includes fees for the school year and the first month's tuition) is due upon acceptance.
4. **Forms:** Each parent or guardian must submit a signed: 1) Policies & Permission form and 2) Permission for student work and photos to be used for educational or promotional use. ***All other forms such as medical information, allergy list, and pick-up authorization are filled out on FACTS/Parents Web.***
5. **FACTS:** Parents Web is our school-based management system. All parents must login and enter all necessary information into our database. If changes occur during the school year, parents are expected to promptly update any changes in phone numbers, address, employment, emergency contacts and

authorized pick-up lists. Medical information and information regarding allergies must also be updated on Parents Web.

6. **Pre-Registration:** Each January, Waolani Judd Nazarene School announces a pre-registration period for returning students. During this period, current students can secure their spots for the following year by properly completing and submitting the pre-registration form to the school office with a non-refundable, non-transferable deposit. If students have not submitted a completed pre-registration form and deposit at the end of the pre-registration period, their spots will be made available for the next accepted outside applicant.

**SPECIAL NEEDS:** Children accepted into our school must possess the ability to function independently in a classroom. WJNS will accept children with special needs if the needs of the child can be met within the school's present staff and facilities. *It is our policy to operate within the state and federal laws and comply with the Americans with Disabilities Act of 1990.* Decisions on acceptance are always made with your child's best interest in mind.

**DISENROLLMENT:** The school shall dis-enroll any child who, after a reasonable trial as determined by the teacher and principal, demonstrates inability to participate in or benefit from the planned activities of the school or whose presence is detrimental to the group.

**WITHDRAWAL:** Parents withdrawing their child must give 30 days written notice or be charged tuition for the following 30 days. Parents are responsible for collection fees of unpaid tuition.

## **CUMULATIVE RECORDS**

**RECORDS:** Waolani Judd Nazarene School will keep cumulative records for each student. The cumulative folder contains registration information, updated personal data, health information, report cards, and test results.

**DISCLOSURE OF INFORMATION:** Information pertaining to any child will not be disclosed to persons other than the school staff unless required by law, at the request of a parent/guardian, or if an emergency arises. Parents/legal guardians of a child may grant written permission for release of information. The school will furnish the forms as requested.

## ATTENDANCE POLICY

All students are to be in school by **8:00 am** each day. Regular daily attendance is expected and necessary for students to develop good learning habits. *Taking a vacation, going to a doctor's appointments, or taking time off for extracurricular activities during school is discouraged. All students will be responsible for any work missed and will be required to complete the work in the designated time, as dictated on p.14.*

**ABSENCES:** Please notify the school by 8:30 am if your child will be absent. (You may leave a message on the school's voice mail at any time of the day.) Parents may request homework by calling the school office. Homework will be in the school office after 2:30 pm.

**Excused Absences:** The following absences will be considered excused:

1. Illness or injury.
2. Approved WJNS sponsored activity in which the student is involved.
3. Family Emergency.

When students are absent from school with a contagious disease, a physician's release is required before they can return to school. If students are ill, have elevated temperatures, or are feeling too ill to be up and around, parents are asked to keep them at home. *Students must be symptom free for 24 hours **without fever-reducing medication** before returning to school.* If a child is absent for 3 days or more, a doctor's note is necessary before he/she can return to the classroom.

**TARDINESS:** Please help your child get a good start in the morning by getting him/her to school on time. School starts at 8:00 am. Students will be considered late if they arrive after 8:05 am. **If a student is tardy, a parent must accompany the student to the office and obtain a tardy slip. A parent and office staff must sign the tardy slip before the student can enter the classroom.**

All excuses for tardiness are subject to the approval and interpretation of Waolani Judd Nazarene School's administrative staff and if necessary, the school board. *Habitual tardiness may result in probation, suspension, or retention.*

3 tardies = 1 absence

20 absences = cause for retention.

**PICK-UP TIMES & PROCEDURES:** Students who are not enrolled in the WJNS after school program are dismissed at 2:30 pm and must be picked up by 2:45 pm. *Children who are not picked up by 2:45 pm will be placed in the after-school program. Parents will be assessed a \$15.00 daily fee for each afternoon.*

Students enrolled in our elementary and middle school after-school program must be picked up by 5:30 pm. A parent or guardian must sign out his/her child when picking them up in the afternoon.

If WJNS staff is unfamiliar with the individual picking up your child, they may ask for a photo ID before releasing any child. Until the ID has been checked against the authorized pick-up list, the child will remain under the supervision of the WJNS staff.

*Please remember not to engage your child's teacher in long conversations during pick-up or drop off times, as their primary responsibility is the supervision of your child. If you would like to discuss information with your child's teacher, please email or schedule a meeting at a later time.*

**LATE PICK-UP FEE:** Parents enrolled in the aftercare program who do not pick up their child(ren) by 5:30 pm will be **charged \$20 for every 15 minutes**.

**EARLY PICK-UP:** Parents needing to pick up their children prior to 2:30 pm must contact the school office.

## **ACADEMIC PROGRAM**

**CHAPEL AND DEVOTIONS:** As a Christian school, weekly chapel services and daily class devotions are important in starting each day with the right focus. Chapel services are held on Tuesdays for grades K-5 and Thursdays for grades 6-8. Occasionally, we will have a combined chapel on a Tuesday.

**CHARACTER EDUCATION:** Character education is an important aspect of WJNS as children are encouraged to strive to live Godly lives. Character education is a part of our Bible curriculum and is incorporated into daily devotions and classroom routines. *WJNS also promotes character education using the Bible. Our focus is on the fruits of the spirit: Galatians 5:22-23 "But the fruit of the Spirit is love, joy, peace, forbearance, kindness, goodness, faithfulness, gentleness, and self-control..." as well as quarterly Hawaiian Values.*

**ACADEMICS:** Our academic program includes the academic core subjects: language arts, arithmetic, social studies, science, health, and specialty classes include Bible, physical education, and music.

**Core Subjects:** K – 3 homeroom teachers teach academic core subjects to their students. In the fourth grade, students begin a modified rotation and have two



teachers who teach their core subjects. Beginning in the fifth grade and continuing through the eighth grade, students rotate to different teachers for their core subjects. The switching of classes for different core subjects helps our teachers track students' progress from year to year and helps prepare students for a larger school they may attend after WJNS.

**Specialty Classes:** To enhance our academic program, students have weekly Bible, physical education, art, music, and computer classes for all students. We have specialty area teachers who teach these subjects.

**BIBLE:** As a Christian school, the Bible itself as well as our Bible curriculum is an important part of who we are. All students in grades K – 8 attend Bible class one hour per week. In addition, each morning (with the exception of chapel days), students begin their day with a devotional time with their homeroom teacher.

WJNS uses the New International Version (NIV) Bible. Each student is issued a new Bible at the beginning of first grade. **All first-grade students and new second through eighth grade students will receive an NIV Bible in August.** *Students may purchase a replacement Bible from the school office if necessary.*

**PHYSICAL EDUCATION:** All elementary and middle school students have weekly physical education classes. Students in grades 4 – 8 must comply with the dress code (refer to pg. 22). *Students whose PE class falls on a Friday do not need to change into their PE uniform if they are wearing comfortable clothes that allow them to participate in all PE activities.*

**MUSIC:** Music classes are a regular part of our school program. Music classes for all elementary students are 3 times a week and 2 times a week for our middle school students. Our music classes include preparation for programs, choral singing, recorders for grades 3 and 4, and basic ukulele for grades 5 – 8.

**COMPUTER USAGE AND ACCEPTABLE USE POLICY:** Students also have access to desktops and laptops around the campus to search for information and complete assignments. Computers are used in our upper elementary and middle school classes to enhance learning and to create projects. *An acceptable computer use policy will be sent home at the start of each new school year for students in grades 4-8.*

**iPads and Laptops:** All 4<sup>th</sup> – 8<sup>th</sup> grade students are a part of a one-to-one iPad or Laptop program. Students will use iPads or Laptops to access educational software,

educational apps, and electronic textbooks to enhance their educational experience using academic best practices.

Students in grades K – 3 will also have the opportunity to use iPads in their classes. Our lower elementary teachers and specialty teachers will also be using iPads to enhance their current curriculum. *iPads for preschool and lower elementary will be kept on iPad carts and may be checked out for classroom use.*

## **SPECIAL AND EXTRA CURRICULAR SCHOOL ACTIVITIES**

**CHRISTMAS PROGRAM:** Our annual Christmas program takes place in December. *All students in grades kindergarten through sixth grade are required to participate.* Students may audition for solos and speaking parts. The elementary program will be held on two nights. Students who are selected for solos and acting parts are required to be present for both evening performances. All other students will be assigned to sing in the chorus of either the Thursday or Friday evening performance. Performance will be split into two groups by grade levels. Students may volunteer to come and sing on both nights if they choose. Students who do not come to the one evening performance they are assigned will receive a zero for participation for their 2<sup>nd</sup> quarter music grade. *Parents must consult the principal if their child is unable to make the program date due to extenuating circumstances.*

Students are expected to participate in the total program of the school. This includes special school performances such as: the Christmas program, spring program, May Day, and graduation as part of their music grade.

**STUDENT COUNCIL:** At the end of each year, new student council officers are elected for the next school year. Students must be entering grades 5 through 8 to run for student council president or vice president. In order for a student to run for secretary or treasurer, students must be entering grades 5 through 8. Other students in grades 2–8 may choose to run for student council representative. Student council representatives are voted on by each class at the start of each school year. *Students wanting to serve on the student council must remain in good academic standing and continue to have good behavior in order to serve in these leadership positions.* Student council meetings are held at 7:30 am every other Wednesday.

**SPORTS:** We encourage all interested students in grades 4-6 to sign up for sports here at WJNS. We believe in giving ALL students an opportunity to learn and grow athletically and do not cut players. 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> grade students may participate in afterschool basketball and volleyball.

We participate in the CSAL League. The schedule of sports is as follows:

Boys' Basketball	Late August – Early October
Girl's Volleyball	Late October – Early December
Boys' Volleyball	Late January – Early March
Girls Basketball	Late March – Early May

*If we do not have enough boys to field a boy's only team, girls may be added. However, girls may not play the same sport on both a boy and girls team in the same school year. Placement of students is done by the coaches.*

***Students must keep up with their work and maintain a C average or higher in all classes. Students with excessive missing work or with grades lower than a C will not be allowed to participate in school sports until the work is completed and grades are acceptable.***

Practices for sports teams are held after-school from 3:00 – 4:30 pm here on campus. For games, students will be transported in the school bus. Parents of those on the team will be asked to sign-up to bring snacks for games.

**SAFETY PATROL:** Students in grades 5-8 may volunteer to participate in safety patrol. Fourth graders will be added into the rotation during the second semester. Students are scheduled on a one-week rotation and are required to be here **by 7:30 am each morning** on their assigned week. From 7:30-8:00 am, students will assist other students as they exit their cars in front of the church or assist those crossing in the busy parking lot.

**YEARBOOK:** Students in grades 6 - 8 may volunteer to be on the yearbook committee. Students on the yearbook committee will learn all aspects of putting a digital yearbook together including photography, layouts, and editing of the yearbook.

## ACADEMIC EXPECTATIONS

**HOMEWORK:** Waolani Judd Nazarene School recognizes the educational value and importance of homework. We believe homework should be a purposeful extension of the school day that provides students with additional opportunities for the development and reinforcement of the school's instructional objectives.

The homework assigned will contribute to the student's education through individual work, responsibility, completion of projects, and building good study habits.

Each assignment may be further defined as one or more of the following four types:

1. **Practice:** Most commonly given to help students master specific skills of information presented in class.
2. **Preparation:** Given to prepare students to gain maximum benefit from subsequent lessons, quizzes, or tests.
3. **Extension:** Given to determine if students can transfer a skill or concept to another situation.
4. **Creative:** Requires a student to integrate skills and concepts in the process of producing a response or project.

**Teacher's responsibilities:** Teachers will plan meaningful homework assignments in conjunction with their daily lesson plans. Students will be given clear expectations and will receive necessary clarification pertinent to the assignment. Timely and complete responses and/or evaluations to student homework are essential.

**Student's Responsibilities:** It is the responsibility of the student to complete assigned homework. To accomplish this task, the student must learn to plan and budget the necessary study time. ***It is the student's responsibility to seek additional clarification and assistance from the instructor.***

**Parent/Home Responsibilities:** Parents should recognize the important role of homework to the total instructional program. Parents/guardians should make themselves aware of the assignments and expectations of the school and individual teacher(s).

Parents/guardians should feel free to consult with the teacher about any question relating to homework assignments by writing a note in the assignment book or sending an email. ***We ask that parents refrain from calling and texting teachers at home or outside school hours.***

Students are to complete all assignments on time. Chronic missing assignments are the cause for in-school suspension. After two in-school suspensions, the student will be placed on out-of-school suspension and a conference will be called with parents/legal guardians.

Failure to show academic improvement is grounds for expulsion. *Each classroom teacher will notify parents at the beginning of each year in regard to classroom expectations, rules, and procedures.*

**MAKE-UP WORK:** Students with excused absences will be allowed to make up work within a reasonable length of time. (A reasonable length of time will be up to two days for each day of excused absences.) ***It is the student's responsibility to determine what work has been missed and see that it is made up.*** Instructors will assist students in making up work within the allotted time frame by providing a list of assignments, any materials given to the rest of the class, instructions that a student may have missed, and reasonable due dates. If a student delays or puts off the work, the teacher is no longer obligated to assist the student in making up the work. The assignment will be considered late. Students are not permitted to miss regularly scheduled classes in order to make up work.

Students with unexcused absences will not be allowed to make up any missed work for a grade. However, it is recommended that students complete the assignment to help ensure that the material covered has been learned. ***Please refer to the attendance section for a description of excused absences.***

**ACADEMIC DISHONESTY:** Academic dishonesty is defined as copying another's work, handing in another's work, plagiarism in research papers and compositions, and unauthorized assistance on exams, tests, quizzes, class work, and homework. Cheating is a serious offense and if it is determined that a student has cheated, the following actions will be taken:

1. The student will receive a zero on the assignment, quiz, or test.
2. The principal will be notified, and the student will meet with the principal.
3. A parent/legal guardian will be contacted by phone or written communication.
4. A conference with the student, parent, teacher, and principal will be held.

Academic dishonesty is a breach of trust and responsibility. Repeated offenses may lead to one or more of the following: loss of a leadership position, loss of participation in school clubs, and removal from special classes or athletic teams. In addition, students may be placed on suspension or be expelled.

**ACADEMIC PROBATION:** Students are placed on academic probation when a student has 2 or more D's in one quarter or an F in any subject area. Students who are placed on academic probation must bring their grade up to a C- or better in subsequent quarters.

Students placed on academic probation will be removed from all extracurricular activities until grades are raised to a C- or better in the subjects with deficiencies. Students who remain on academic probation due to lack of improvement in grades may be expelled or may be denied the opportunity to return to WJNS the following year. ***If a student is expelled from WJNS for any reason, no refund of fees will be made.***

**RETENTION:** The goal of WJNS is to minimize the need for retention by maintaining good communication between school and home. WJNS seeks to help children be successful in the classroom academically, socially, and emotionally. In rare cases the teacher may recommend retention at the preschool or kindergarten level when children do not attain the readiness skills to progress to the next grade level. Teacher(s), parents/guardians, and the WJNS principal will meet to discuss what is in the best interest of the student.

Students in grades 1 – 8 must maintain a “C” average to be in good academic standing. Students receiving 2 or more “D’s” in a grading period will be placed on academic probation. In addition, students who earn 2 or more “F’s” for the year in any subject area will not be promoted to the next grade level.

**GRADING PERIODS:** The school year is divided into four grading periods. Parents may refer to the annual school calendar for exact dates of grading periods.

**REPORT CARDS:** Report cards are given to parents after each quarter. The first three report cards are sent home with your child and the final report card is mailed home. ***Report cards can also be viewed and printed off your Parents Web account.***

**MID-QUARTER GRADES:** Teachers in grades K – 3 keep parents informed about progress through notes sent home in the student agendas, through email, and through phone calls. ***If students in grades K-3 receive any grades below a C, a mid-quarter report will be sent home.***

For students in grades 4-8, grades may be viewed on the Parents Web. ***All 4-8 teachers who teach an academic subject are required to update grades on the second and fourth Friday of each month.*** Missing assignments and current

grades are all listed on Parents Web. In addition, teachers will call or email if there is a concern regarding your child’s academic progress.

**GRADING SCALE:** The following grading scale is used for grades K – 8 for all academic areas:

Letter Grade:	Percent(%):	Letter Grade:	Percent(%)
A+	100	C+	77 - 79
A	95 – 99	C	74 - 76
A-	90 – 94	C-	70 - 73
B+	87 – 89	D+	67 - 69
B	84 – 86	D	64 - 66
B-	80 – 83	D-	60 - 63
		F	59 or below

For other areas such as Bible, Music, Computer, PE, Art, and Penmanship students receive the following:

E	Excellent	S-	Needs Improvement
S+	Above Average	U	Unsatisfactory
S	Satisfactory		

**PARENT/TEACHER CONFERENCES:** Parent/teacher conferences are held in late October or early November each year. Forms will be sent home for you to sign up for a conference with your child’s homeroom teacher.

### **EXTENDED ACTIVITIES OUTSIDE THE CLASSROOM**

**TRANSPORTATION ON SCHOOL BUSES:** WJNS has one school bus that is used to transport students to and from swimming lessons, basketball and volleyball games, and class excursions. For other excursions or large group activities, WJNS will charter a larger school bus for transportation.

**EXCURSIONS:** Excursions are a meaningful extension of classroom learning. Throughout the year teachers will schedule excursions that are approved by the

principal. Each class is allotted a specific amount of funding for excursions and learning related activities throughout the year. If a class exceeds the budget, parents may be asked to pay excursion fees to cover additional excursions. Most fees include transportation and admission based on full class enrollment and may need to be paid by the student even if the student does not participate in a particular excursion.

Childcare is not provided for any student not participating in the excursion. No refunds are given on excursion fees. A student who misbehaves may not be allowed to go on future excursions.

The school welcomes parents/guardians wishing to assist in excursions as determined by the teacher. Parent/guardian chaperones are assigned a group of students to be responsible for during the excursion. *Due to this responsibility, other children and siblings, (younger or older), may not attend excursions.* Parent chaperones are responsible for their own transportation and fees.

**K-3 CAMP:** Each May our K2\* through third grade students participate in our camp at Camp Mokuleia. Campers go out to camp on Thursday morning and return to school on Friday afternoon. Parent chaperones may sign up for camp at the beginning of the school year on the Parent-Volunteer form. Although camp is optional, it is highly encouraged that you send your child, as this is always one of the highlights of the year for our young students. An additional charge is assessed for campers and chaperones. If you choose not to send your child to camp, you must keep them at home as no care is available at school. More information regarding camp will be given out during the school year. (*\* K1 students do not take part in camp.*)

**4<sup>TH</sup> – 8<sup>TH</sup> GRADE EDUCATIONAL TRIPS:** Students in grades 4 – 8 have the opportunity to participate in educational trips each year. Trips are planned on a cycle that includes:

**4<sup>th</sup>-5<sup>th</sup> Grade:**

1. An Oahu or neighbor island overnight trip – 2 days and 1 evening (staying in a hotel and visiting sights on island)
2. A Big Island study tour – 3 days and 2 evenings (staying 1 night in Kona and 1 night in Hilo)

**6<sup>th</sup>-8<sup>th</sup> Grade:**

1. An East Coast study tour – 1 week (staying in Williamsburg, VA and Washington, D.C.)
2. A week-long Mission Trip.



### 3. Local service projects/ mission work.

As a part of the educational trip each year students will learn about and complete a study guide about the places they are visiting. In addition, students will create a culminating project to show what was learned and experienced. Attending educational trips are optional. However, we highly recommend that you send your children, as these trips are an excellent educational experience and part of their grade. Although our desire is for all students to attend, students with repeated behavior problems will not be allowed to participate. Parent chaperones are welcome, (with the exception of the 6<sup>th</sup>-8<sup>th</sup> Mainland Mission Trip), but because of bus capacity we are limited to the number of chaperones we are able to take with us. Parents may put in a request to chaperone, but the 4<sup>th</sup> – 6<sup>th</sup> grade teachers and principal make the final selection of chaperones.

One of the goals of our middle school program is to instill in our students a heart to serve. As part of our service program, we will encourage and provide opportunities for students to serve others. We highly encourage all middle school students to participate, as this experience will definitely have a positive impact on their own life, as well as the lives of the others being served. As a culminating project, students will create a digital scrapbook or other multimedia project that documents their experience. Students who do not participate in the mission trip will be required to take part in an alternate community service project and create a multimedia project documenting their involvement. Parent chaperones will not be needed on this trip.

## **RULES AND DISCIPLINE**

Certain guidelines are necessary for the safety and general welfare of the boys and girls in our elementary and middle school program. *Classroom teachers will review these guidelines with the students at the beginning of the year.*

Children are expected to:

- Respect the rights of others
- Do nothing that can hurt anyone or interfere with the work of others
- Be courteous to adults and other students
- Be ready to learn
- Be responsible

The teaching staff and the principal will work closely with parents when problems arise. No major action is taken without careful consideration of all persons working

with the child. WJNS staff and parents will communicate regularly in order to keep one another informed of progress made.

**PLAYGROUND RULES:**

1. One-way traffic on the rings and down on the slide only.
2. Water and restroom breaks should be taken before school, during recesses and after school with permission from the playground teachers.
3. No snacks or food allowed on the playground.
4. The wall (mauka side of the playground equipment) is off limits.
5. Only teachers may retrieve balls outside the fenced playground area.
6. No hanging or climbing on the fences or trees around the playground.
7. At no time are students allowed on the makai side or behind the Worship Center.
8. Students are not allowed to play on the playground equipment when the play equipment is wet.

**BUILDING RULES:** Students are to stay out of the building before school, at recess, and after dismissal in the afternoon unless supervised by a parent or teacher.

When walking in the educational building, students are to walk quietly. During the academic day, elementary students may not talk when walking in the common hallways and lanai area, to and from the bathroom, playground, other classes, or lunch.

**MORNING ARRIVALS:** There will be no parking for drop off during the morning hours. All vehicles must drive-thru designated areas for student drop-off from 7:00-8:00 am. Families/households with both a preschool child and elementary/middle school child may drop off at the same time.

Students are not allowed to print assignments before school in the morning. In addition, students should not loiter in the building or in classrooms before or after school.

**AFTERNOON PICK-UP:** Student pick-up is from 2:30-2:45 pm. All students will be released to the chapel and wait for an authorized pick-up person to come through the drive-thru area. Authorized pick-up person will be provided with a student pick-up card (must be presented on dashboard) for quick identification. There will also be a late fee of \$20 per 15 minute increment, for parents or guardians that arrive after business hours to pick up their student.

Individuals arriving on campus prior to 2:30 pm to pick up students must contact the school office prior to campus entrance. The office will issue an early-release slip and notify the teacher(s) for student release.

**GENERAL BEHAVIOR RULES:** All students are to follow the rules set by their teachers throughout the day. (Classroom rules and expectations will be given to parents at the start of each new school year.) Other general school rules include:

1. Students are to be respectful to all school staff.
2. Home toys (such as balls, cards, Legos...) as well as electronic devices (DS, iPod Touches, and other gaming or music devices...) are not allowed at school except on special "Game Days".
3. Cell phones are not allowed during the school day. Students who have cell phones must be sure their phones are kept in their bag throughout the day. If a student's phone rings during the day, the phone will be taken away. In addition, if a student is found using his/her phone during the school day, the phone will be confiscated. Confiscated phones may be picked up at the office by a parent.
4. Gum is not allowed at school at any time.
5. Kind words are to be used when speaking to each other. Cruel teasing, rude gestures, demeaning language, and bullying will not be allowed or tolerated.

**Consequences of Behavior Infractions:** If after two warnings a student chooses to continually break classroom or school rules and disrupts others from learning, he or she will be removed from the classroom. A student will be given an in-school suspension for severe misbehavior. After the 2<sup>nd</sup> in-school suspension, the student will be placed on a one-day out-of-school suspension. A conference will be scheduled with the principal, teachers involved, parents, and possibly the student.

*Consequences such as a loss of a privilege or "grounding" may be given for students who break school rules. Repeatedly breaking school rules may result in suspension or expulsion. In addition, chronic misbehavior, bullying and/or intimidation will not be tolerated and may result in expulsion from WJNS.*

**MALE AND FEMALE RELATIONSHIPS:** WJNS encourages healthy friendships among students. The ability to get along with and relate to persons of the opposite sex is an important part of social development. The following policy has been created for upper elementary and middle school students: Students should abstain from public displays of affection with those of the opposite sex while on campus and during all school related events and activities. This includes, but is not limited to the following:

- Hands, arms, or legs on or around another.

- Other personal contact such as: “playing footsies”, holding hands, holding fingers, hugging, cuddling, and kissing.

The intention of this policy is to assist students in maintaining a Christian lifestyle in saving themselves for their future spouse. Students are expected to conduct themselves in a manner conducive to biblical principles, maintaining an example for younger students.

**SCHOOL MATERIALS AND EQUIPMENT:** School owned materials such as textbooks, chairs, desks, electronics are assigned to students to use for the school year. Students are responsible for the proper use of school materials and other classroom supplies and equipment. If a book or assigned material becomes lost or damaged whether intentional or accidental, the family will be charged for the cost of the replacement item. Labor to repair or replace said property will be at the discretion of the administrative staff.

**PHONE CALLS:** Students may **not** use personal cell phones to text or call **at any time**. If the cell phone rules are not followed, phones will be confiscated. If students need to contact a parent, they may request permission to use the phone in the classroom or office. Parents needing to contact a teacher or student during the school day may call the school office or the teacher’s extension. Teachers will be able to return calls when they have a break in their schedule.

**VISITORS:** All visitors must sign-in at the school office. Visitors needing specific assistance, please contact the school office to schedule an appointment.

## **DRESS CODE**

A dress code has been designed for the elementary and middle school students of Waolani Judd Nazarene School. **All students are required to wear their school uniforms, purchased from Warrior Printing. Athletic shoes must also be worn Monday – Thursdays.** *We recommend that you label all clothing.* If students come to class without appropriate attire, a parent/guardian will be called to bring the appropriate attire to school.

**K1 through 3<sup>rd</sup> Grade Students:** An ash color t-shirt (with the school logo) with navy blue dress shorts (not cargo) or long pants for boys, and navy blue dress shorts (not cargo) or uniform skirts for girls on any day. (Shirts do not have to be tucked in and belts are not required.)

**4<sup>th</sup> through 5<sup>th</sup> Grade Students:** Navy blue polo shirts with khaki or navy blue dress shorts (not cargo) or long pants for boys, and khaki or navy blue dress shorts (not cargo) or pleated uniform skirts for girls on any day. (Shirts do not have to be tucked in and belts are not required.)

**6<sup>th</sup> through 8th Grade Students:** Grey polo shirts with khaki or navy blue dress shorts (not cargo) or long pants for boys, and khaki or navy blue dress shorts (not cargo) or pleated uniform skirts for girls on any day. (Shirts do not have to be tucked in and belts are not required.)

**PE Uniform for Grades 4 – 8:** For PE days, students are to come dressed in their regular uniform and change after their lunch into their PE clothing which consists of comfortable, athletic attire. Athletic shoes must be worn for PE.

**Footwear:** All students are required to wear athletic shoes Monday - Thursday. Sandals with back straps, crocs with back straps, and boots are only allowed on Fridays. (Slippers are never allowed at school with the exception of swimming or water play days.)

**Friday Free Dress:** Free dress is allowed each Friday for all K-8 students but should still comply with modesty guidelines. Clothing with immoral slogans or inappropriate pictures, signs, products, or groups are never allowed to be worn to school or during school activities. *Students who continue to dress improperly on Fridays will lose their free dress privilege.*

**Hats and Sunglasses:** Hats/caps may be worn to school; however, teachers may ask your child to remove them during class time. Sunglasses may be worn outdoors only.

**Jewelry:** Students may wear simple and conservative jewelry.

**Girls:**

1. Appearance will be neat and modest, not drawing undue attention to the individual. Clothes should fit comfortably and should not be too tight or too short.
2. Dresses, capris, long pants, and walking shorts may be worn on Fridays.
3. All hemlines (dresses, skirts, and shorts) should fall no shorter than fingertip length when hands are relaxed to the side.
4. No undergarments or midriff should be shown at any time.
5. Strapless, backless, or spaghetti strap attire is not allowed.

**Boys:**

1. Appearance will be neat, clean and modest, not drawing attention to the individual.
2. T-shirts, (no tank tops), polo shirts, dress shirts, and long pants or walking shorts may be worn on Fridays.
3. Shorts will be no shorter than the end of the fingertips when hands are relaxed to the side.
4. Shorts are to be worn at the waist with no undergarments or skin showing.

**DRESS STANDARD VIOLATIONS:** Students are expected to monitor their own appearance. Parents/guardians are encouraged to assist younger students by checking their children before school each day. *If any child comes to school out of uniform or inappropriately dressed, he/she will be sent to the office for a temporary uniform. If alternative clothing cannot be found, a parent will be called to bring a replacement.*

## **COMMUNITY SERVICE**

WJNS students are provided with opportunities to serve their community through various service projects throughout the year. Each year the student council chooses different ways of giving back to the community and the world in which we live. Some of the community service projects we have recently participated in are collecting food for the Hawaii Food Bank, collecting school supplies for different organizations, collecting clothes for needy families in Hawaii and the Philippines, and holding events to raise money for tsunami relief in Japan.

Our middle school students also have a focus in community service. The middle school students will travel every three years on a mission trip that will focus on community service. (See more information under “Middle School Mission Trip”.)

## **HEALTH**

**HEALTH CARD:** Each child must have a current Health Card (Form 14) prior to the first day of school. This is a Department of Health requirement. Physicals are required every 2 years thereafter. An annual dental certificate is recommended.

**MEDICAL INSURANCE:** Each student must provide proof of medical insurance.

**ILLNESS:** The health of our children is of utmost importance to us. The administrative office will employ long term screening protocols to monitor and track the health and safety of the WJNS community. A child should be kept at home if he/she is not feeling well (please refer to the next paragraph). However, if a child becomes ill during the normal school day or if a child has a temperature of 100 degrees or higher, the school will contact a parent or guardian to make arrangements for the child to be picked up.

Sick or injured students will not be allowed to play or be active. The student will sit or lie quietly until an authorized pick-up person arrives. A child must remain at home for all illnesses, including but not limited to fever, vomiting, diarrhea, impetigo, sore throat, acute cold, rash, head lice, or headaches. **A doctor's note is required to return to school if a child is absent for more than three days.**

***A child must be symptom free for 24 hours (without fever reducing medicine) before returning to school.***

Students having the following diseases must have a written consent from a physician or the Health Department to return to school:

Chicken Pox	COVID-19	Hand, Foot, and Mouth	Impetigo
Measles	Mumps	Mononucleosis	Pink Eye
Pinworms	Pneumonia	Ringworm	Scabies
Whooping Cough			

**COVID-19 HEALTH POLICY:** Waolani Judd Nazarene School (WJNS) understands that teachers and students are in close contact for much of the day, and schools can become a place where respiratory diseases like COVID-19 can quickly spread. To protect our staff and students, WJNS will be practicing and promoting healthy habits during illness outbreak. WJNS offers resources on our web page that can help families regarding Health and Hygiene tips.

**Daily Health and Safety:**

To keep the spread of illness to minimum, WJNS will need to continue the following practices as suggested by the CDC:

- frequently washing hands or use alcohol-based (at least 60% alcohol) hand sanitizer when soap and water are not available.
- staying home when sick

**Child and Parent Expectations:** If your child tests positive for COVID19, your child must quarantine for five days and 24 hours free from any cold/flu-like symptoms. Please see the current health policy in the WJNS School Handbook for other illnesses that require a doctor's clearance for a previously ill child to return to normal school activity. The WJNS health policy will be strictly enforced. All emergency contact information must be current for each child. Parents must notify the school office when arriving on campus to conduct business that differs from the drop-off and pick-up times.

**UNEXPECTED ILLNESS / EMERGENCY:** Each family is required to fill out emergency contact information at the start of each school year. If an emergency arises and a parent/legal guardian or other individuals on the emergency contact list cannot be reached, the school will act in the best interest of the child. If immediate medical assistance is needed, your child will be taken to the doctor/hospital. Parents/legal guardians will be responsible for all fees involved in the transportation and treatment of such services.

**MEDICAL EMERGENCY PROCEDURE:** We will follow the procedures below:

1. Parents/legal guardians are notified.
2. If the school staff is unable to contact a parent or guardian, the emergency contact persons listed on FACTS will be contacted.
3. In the event none of the above contacts can be reached and medical treatment is necessary, the child's doctor will be contacted. If the doctor is not available and emergency care is deemed necessary, an EMERGENCY, #911 will be called.

If a child must be transported to the hospital, a teacher or staff member will remain with the child until a parent, guardian, or authorized person can be with the child.

**ALLERGIES:** Parents are asked to list any student allergies on FACTS Family Portal. In addition, parents of students with allergies must fill out an additional allergy form. (A copy of this form is kept with the classroom teacher, and another copy is kept in the office.) The allergy form provides the school with a detailed written explanation of the type of allergy, measures that must be taken to avoid triggering a reaction, and what is to be done if the child suffers an allergic reaction at school.

***Students with severe food allergies need a note from their doctor. Parents should be aware of the lunch menu and provide alternatives for foods that trigger allergic reactions. If there are severe allergies or dietary needs, restrictions, or sensitivities, students are encouraged to bring their own lunch/snack.***



**MEDICATION:** Any child requiring medication must have: 1. Medication labeled in its original pharmacy container with complete instructions and 2. Consent to administer medication form signed by a parent. *All refrigerated medication will be kept in the office refrigerator and must be taken home at the end of each week by the parent.* No over the counter medicine will be administered to children without written parental consent.

**MEDICAL APPOINTMENTS:** Please do your best to schedule doctor and dental visits after school, on Saturdays, or during school breaks. If it is necessary for a child to leave WJNS for a medical appointment, please submit a written request to the school office or to your child's teacher prior to the appointment. No child will be released to anyone other than those on the authorized pick-up list.

**TRAVEL:** Please Notify the WJNS Administrative staff and your child's teacher of any travel plans at least 72 hours prior to the departure day.

## **FOOD AND NUTRITION**

**LUNCH AND SNACKS:** Waolani Judd Nazarene School works with a nutritionist and follows recommended guidelines in providing well-balanced, nutritious meals and snacks. Included with the cost of tuition, WJNS provides an afternoon snack and lunch. *Home lunches are not recommended.*

We do not serve breakfast at WJNS. Children arriving on campus before 8:30am may bring their breakfast with them to eat in their classroom. Breakfasts from home should be nutritious (sugar and caffeine are highly discouraged), and may not contain peanuts or peanut products.

**MENUS:** Monthly lunch and snack menus are available at our website at [wjns.org](http://wjns.org).

**WJNS is a peanut-free school.** No food items may be brought to school that contain peanuts or peanut products. *If food items containing peanuts are brought, students will not be allowed to eat the items here at school. Parents will be notified and the food will either be sent home or thrown away.*

## **FINANCIAL POLICIES**

Waolani Judd Nazarene School is a non-profit institution. The operation of the school is dependent upon tuition and fees.

**APPLICATION FEE:** A \$80 non-refundable fee is required with each application. A child previously withdrawn must pay another application fee to re-enroll.

**TUITION:** Monthly tuition payments are made through FACTS Tuition Management only. ANNUAL TUITION IS PAID AT THE SCHOOL OFFICE or through FACTS Tuition Management. Tuition must be paid and is non-refundable. This is our legally binding contract. Habitual late payments of tuition are subject to late fees. Delinquent tuition or nonpayment of tuition is cause for disenrollment. Tuition is based on enrollment and not attendance.

**DISCOUNTS:** The following discounts are applicable to families with more than one child attending WJNS:

- 1<sup>st</sup> child (paying highest tuition) – full tuition
- 2<sup>nd</sup> child (paying 2<sup>nd</sup> highest tuition) – 10% discount
- 3 or more children (paying 3<sup>rd</sup> highest tuition) –20% discount

Children of families who regularly attend Honolulu First Church of the Nazarene and contribute financially to HFCN are eligible for a 10% discount on tuition. A written statement must be signed annually by the parent, pastor, and principal for a discount to be approved. *The school may revoke the church discount if families are not actively involved or attending HFCN.*

**RETURNED CHECKS:** There will be a \$35 charge for checks returned by the bank.

**FUNDRAISING POLICIES:** WJNS has one general school fundraiser during each school year that all families must participate in. It is **mandatory** for families to participate in the fundraiser or make a donation of \$100 in lieu of the fundraiser.

Throughout the school year, smaller groups may hold fundraisers for educational trips, school camps, various non-profit organizations, and additional classroom supplies and events. Participation in these additional fundraisers is on a voluntary basis.

Staff and children shall not be exploited in activities that could be harmful and dangerous to the school or themselves.

**TUITION AND OTHER CHARGES (2024-2025 school year)**

<b>Elementary Annual Tuition</b>	\$9,900
Elementary Monthly Payments (August – May)	\$990
<b>Middle School Annual Tuition</b>	\$9,900
Middle School Monthly Payments (August – May)	\$990
<b>Annual Comprehensive Fee</b>	\$675
Late Pick-Up Fee	\$20.00 per 15 minutes
Aftercare Drop-in Fee	\$15.00

**AFTER SCHOOL CARE PROGRAM**

WJNS provides an after school care program for elementary and middle school students. We are licensed by the State of Hawaii, DHS (Department of Human Services) for a total of 120 students. WJNS’s after school care program provides a snack, time for physical activity, and assistance with their homework during the homework hour.

**Snack:** An afternoon snack is served at 3:30 pm each day. Students in the aftercare program have the option of bringing a “home snack” to eat during homework time. Home snacks should be nutritious and cannot include candy. Home snacks may be eaten after 4:00 pm, when instructed by a staff member.

**Physical Activity:** Physical activity is a daily part of the after-school program. Students can participate in physical activity from 4:30– 5:30 pm. Physical activity includes free play, organized outdoor games, and athletic clubs. *The state licensing department requires that after school programs include 45 minutes of activity at the start of each afternoon.*

**Homework Room:** Homework room is available daily for students who are supervised by our after-school leaders. After School leaders provide help with homework, but they are not responsible to be sure that all homework is complete.

**Personal Items:** Please label all personal items such as school supplies for homework time. Electronic devices and toys not issued by the school are not allowed. Devices and toys may be confiscated if used inappropriately. The after-school staff will notify students if they are allowed to bring their own devices or other personal items during special occasions.

**Hours:** The after-care program is available every school day from 2:30-5:30 pm.

**Fee:** The cost for the after-care program is \$1,500 per year.

***\*The same rules and policies for the regular school day apply to the after-school program. This includes policies regarding behavior, medication, health, illness, and medical emergencies.***

## **DISASTER PLAN**

In the event of a natural disaster, PARENT ALERT will begin contacting parents/legal guardians providing information and directions as to any action that will be taken by WJNS. Through PARENT ALERT, parents have the option to be notified by email, text, and/or by phone with an automated message from the school. *Please be sure to update your Parents Web accounts as needed, so that we will have your current contact information on file.*

**Please note the following guidelines during any emergency or disaster:**

**EARTHQUAKE:** Should an earthquake of significant magnitude occur on Oahu, we could anticipate possible damage to our facility, the loss of electrical power, telephones and water, and considerable disruption to the road networks around us. If you live close by, you may not be able to reach us. If we are indoors when an earthquake occurs, we will stay indoors and immediately take cover under desks, tables, in supported doorways, etc. If outdoors, we will stay outdoors and move toward the middle of the playground, away from electrical lines, tall buildings and trees. When the shaking stops, we will treat and care for anyone who is injured and then evaluate the condition of the school.

Option 1: If the facility is sound, we will remain in place with Civil Defense instructions.

Option 2: If the facility is damaged or could sustain damage as the result of an aftershock, we will gather our survival kits and ourselves and attempt to move to the playground or an open area in the neighborhood.

**FIRE:** Drills will be held periodically. We will leave the building in an orderly fashion and, under staff supervision, proceed to the designated areas. In the event of an actual fire, our evacuation procedures and destinations will be the same as for a drill and the staff will assist. Should our facility be damaged by fire to the extent that we are unable to occupy it, we will be temporarily housed in the Worship Center or playground, and you will be called to pick up your child.

**FLOODING:** Our school is not located in an identified flooding zone. However, during extremely heavy periods of rain, or under Tropical Storm or Hurricane conditions, flooding in our area is possible. In the event we are advised to evacuate, or should water begin to rise around the building, we plan to gather our survival kits and immediately move to the 2<sup>nd</sup> floor, or another facility designated by the Oahu Civil Defense Agency.

**HURRICANE/TROPICAL STORM:** Hurricane or Tropical Storm WARNINGS are issued when the storm effects could affect Oahu in 24 hours or less. The time 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 shelter closest to WJNS is Ma'ema'e Elementary School on Wyllie Street. It is unlikely that movement from WJNS to Ma'ema'e will be necessary. However, our plans will consider evacuation in detail under the options noted under "Earthquakes".

**TSUNAMI:** Our facility is not in a tsunami evacuation zone, so we do not have to consider evacuation when a TSUNAMI WATCH or WARNING is issued. We will remain in place under either condition or there should be no significant change in our normal routine. Please do not leave work or rush to school if a WATCH or WARNING is announced. We will take care of your child(ren) until pick-up can be safely accomplished. If you are in or can get to a safe area until the "All Clear" is announced, you should remain in that area. Delaying unnecessary travel will assist in precluding traffic gridlock on our streets and allow emergency vehicles and those who must evacuate to move freely.

**LOCK-DOWN:** If there is imminent danger and a lock-down is required an alarm will sound and the police will be immediately notified. Students and their teachers will remain in their classrooms or seek refuge in the nearest available classroom.

Classroom doors and windows will be closed and locked. The lights will be turned off. If necessary, students, teachers, and staff will conceal themselves under their desk or along the walls. Teachers will call roll and inform the office of any missing students. Once the situation is under control and the campus is safe, the all-clear alarm will sound.

**PANDEMIC:** A priority of WJNS is to provide a safe and healthy environment. Should a pandemic occur, WJNS will take every safety precaution provided by CDC. If school closure is imminent, students will continue their education through distance learning.

### **HOLIDAYS, VACATION, AND IN-SERVICE**

Waolani Judd Nazarene School is closed on most state and federal holidays. In addition, we are closed for one week for fall and spring and three weeks for Christmas break. The school office will be closed during fall break, one week at Christmas break, and during spring break. To work on professional development WJNS also has in-service days at the end of each quarter. (Please refer to the annual school calendar for the exact dates the school will be closed.)

*\*When possible, WJNS offers childcare during the week leading up to Christmas for an additional cost. (Information for interested parents is available in November.)*

### **BIRTHDAY SNACK AND SPECIAL CELEBRATIONS**

Parents are welcome to bring a snack, dessert, and/or goodie bag to share with their child's class. *Items brought to school will be shared during snack or after lunch.* Please notify your child's teacher if you would like to bring a snack that requires refrigeration.

### **PERMISSION FOR PHOTOS AND STUDENT WORK**

Parents are asked to sign a form at the beginning of each year granting permission for student photographs, video clips, artwork, and/or student work to be used for educational and promotional use.

### **TRANSPORTATION TO/FROM SCHOOL**

Parents/legal guardians are responsible for arranging transportation to and from school. Home/school transportation is not provided. Parents/legal guardians will be notified in advance of transportation arrangements for excursions. Transportation for excursions will be provided by a licensed bus service.

## **INSURANCE**

WJNS is covered by a comprehensive liability policy that covers its staff, students, and families when they are on campus or school related activities.

## **PARENT COMMUNICATION**

**COMMUNICATION WITH THE OFFICE AND TEACHING STAFF:** Parents are welcome to contact the school office and/or teachers via telephone or email. If you need to reach the teacher during the school day, please call the school office and a message will be given to the teacher. Calling teachers directly can disrupt classroom instruction. WJNS posts monthly menus, school calendars, classroom supply lists, updated information, and photos of school activities on our school website at [wjns.org](http://wjns.org). Both FACTS Family Portal (our school-based management system) and FACTS Financial (our tuition payment system) may also be accessed through our website. *We will also be sending a monthly newsletter to your email.*

**CONTACT INFORMATION:** The school office is open from 7:30 am to 4:00 pm from Monday through Friday. *Please feel free to call or email the school office if questions or concerns arise.*

**WJNS Website:** [www.wjns.org](http://www.wjns.org) **EMAIL:** [office@wjns.org](mailto:office@wjns.org)

**TELEPHONE:** 808-531-5252, school office ext. 1 **FAX:** 1-866-586-WJNS (9567)

## **CHANGES TO SERVICE OR POLICIES**

Notification of any changes to services or policies will be made no later than 30 days before the date of the change. In addition, any changes will be included in both the operating policies of the school and relevant handbooks. Parents will be notified of said changes in writing.

## **HANDBOOK AGREEMENT**

*Thank you for taking the time to read this parent handbook. Please complete the Policies and Procedures Form acknowledging that you have read the handbook. If there are any areas that are unclear or perhaps need consideration, please contact the school office. Again, thank you for choosing Waolani Judd Nazarene School and for partnering with us in the education of your child.*