



# WAIKĪKĪ SCHOOL

## "The Mindful School"

Parent Handbook  
3710 Leahi Avenue  
Honolulu, Hawaii 96815  
(808) 305-6900

*Developing Harmony of Heart and Mind*

*Cooperation and Caring  
Problem Solving  
Flexibility in Thinking  
Creativity  
Risk Taking*

*Listening with Empathy  
Decreasing Impulsivity  
Persistence  
Humor and Joy  
Metacognition*



I'd like to extend greetings and welcome you as we embark on this new school year together. All of us at Waikīkī hope you had a wonderful summer and are ready for a rewarding school year as we work together to make this our best year ever!

I invite your involvement, comments, suggestions, and feedback. It is through this sharing that our school has been able to evolve into the special, mindful place it is...and your continued input and support is critical as we continue our efforts to provide the very best for our children. We'd like to take this opportunity to invite all our new family members to get involved and join us in our quest to learn and grow together.

Our goal is to infuse the Habits of Mind into our curriculum, our behavior, and our lives while continuing to excel academically.

We look forward to a wonderful year together and thank you all for sharing your children with us!

Mr. Ryan Kusuda, Principal



### **Vision**

Waikīkī School is a safe, vibrant, nurturing environment that encourages lifelong learning.

### **Mission**

Creating "mindful", ethical decision makers committed to making the world a more "thought-full" place

### **Beliefs**

- ~ Harmony of heart and mind result in joyful living & learning
- ~ Mindfulness, compassion, thoughtfulness and collaboration provide a foundation for limitless learning and honor the unique contributions of each individual.

### **Mindful School**

Waikīkī School is a “mindful” institution. Students are instructed in “Habits of Mind” (HOM), a character education initiative developed by Dr. Art Costa. Using research to identify behaviors associated with effective adults, Dr. Costa’s model emphasizes the explicit teaching of these HOM behaviors to students. HOM are performed in response to questions and problems where the answers are not immediately known. Students are taught how to be good thinkers and thoughtful human beings. The following is an excerpt from the Habits of Mind website:

*A “Habit of Mind” means having a disposition toward behaving intelligently when confronted with problems, the answers to which are not immediately known. When humans experience dichotomies, are confused by dilemmas, or come face to face with uncertainties—our most effective actions require drawing forth certain patterns of intellectual behavior. When we draw upon these intellectual resources, the results that are produced are more powerful, of higher quality and greater significance than if we fail to employ those patterns of intellectual behaviors.*

## The Mindful Habits and Monthly Focus

### **Cooperation & Caring**

#### *Thinking Interdependently*

Work together! Being able to work in and learn from others in reciprocal situations. Teamwork. Caring for others and the environment.

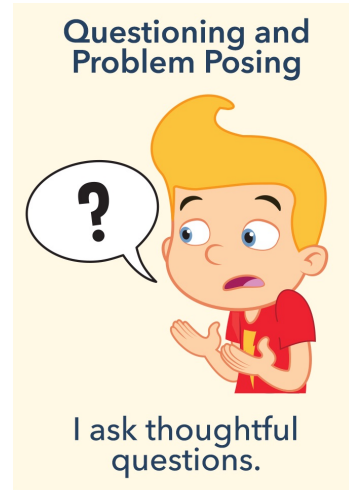


**AUGUST**

### **Problem Solving**

#### *Questioning and problem posing*

How do you know? Having a questioning attitude; knowing what data are needed and developing questioning strategies to produce those data. Finding problems to solve.



**SEPTEMBER**

### **Flexibility in Thinking**

#### *Thinking flexibly*

Look at it another way! Being able to change perspectives, generate alternatives, and consider options.



**OCTOBER**

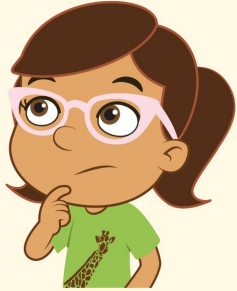
### **Creativity**

#### *Creating, imagining and innovating*

Try a different way! Generating new and novel ideas, fluency, and originality.



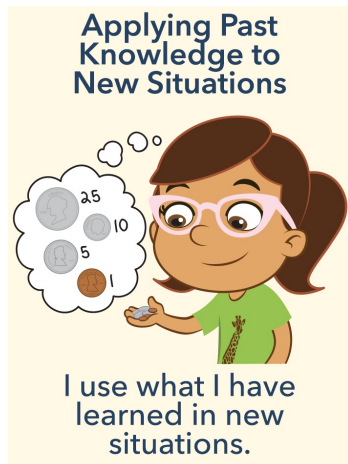
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|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                                                                                                                                                               | <b>NOVEMBER/DECEMBER</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <p><b>Risk Taking</b><br/> <i>Taking responsible risks</i><br/>           Venture out! Being adventuresome;<br/>           living on the edge of one's competence.<br/>           Try new things constantly.</p> <div data-bbox="319 560 664 1050" data-label="Image"> <p>Taking Responsible Risks</p> <p>I take safe risks.</p> </div> <p><b>JANUARY</b></p> | <p><b>Listening with Empathy</b><br/> <i>Listening with understanding and empathy</i><br/>           Understand others! Devoting mental energy to another person's thoughts and ideas. Make an effort to perceive another's point of view and emotions.</p> <div data-bbox="954 648 1299 1134" data-label="Image"> <p>Listening with Understanding and Empathy</p> <p>I listen carefully to understand what someone is saying and feeling.</p> </div> <p><b>FEBRUARY</b></p> |
| <p><b>Managing Impulsivity</b><br/> <i>Impulse Control</i><br/>           Take your time! Thinking before acting; remaining calm, thoughtful and deliberative.</p>                                                                                                                                                                                            | <p><b>Persistence</b><br/> <i>Persisting</i><br/>           Persevering in a task through to completion; remaining focused.</p>                                                                                                                                                                                                                                                                                                                                              |

|                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Managing Impulsivity</b></p>  <p>I think before I act.</p> <p><b>MARCH</b></p>                                                                                                                                                             | <p><b>Persisting</b></p>  <p>I keep trying.</p> <p><b>APRIL</b></p> |
| <p><b>Humor and Joy</b><br/> <i>Finding humor</i><br/> Laugh a little! Finding the whimsical, incongruous and unexpected. Being able to laugh at one-self.</p> <p><b>Finding Humor</b></p>  <p>I try to laugh every day.</p> <p><b>MAY</b></p> |                                                                                                                                                       |

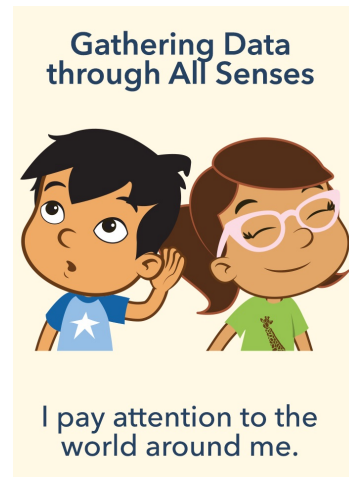
Other Mindful Habits Taught at Waikīkī School

|                                                                                            |                                                                                   |
|--------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| <p><b>Transferring Knowledge</b><br/> <i>Applying past knowledge to new situations</i></p> | <p><b>Using All the Senses</b><br/> <i>Gather data through all the senses</i></p> |
|--------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|

Use what you learn! Accessing prior knowledge; transferring knowledge beyond the situation in which it was learned.



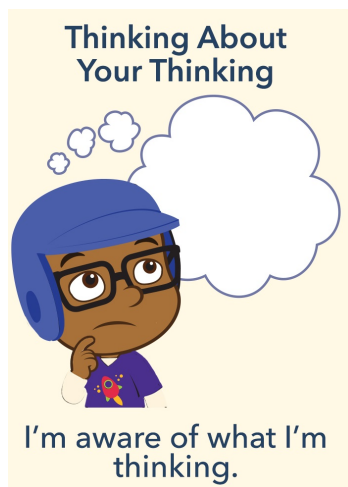
Use your natural pathways! Pay attention to the world around you. Gather data through all the senses; taste, touch, smell, hearing and sight.



### **Metacognition**

*Thinking about your thinking*

Know your knowing! Being aware of your own thoughts, strategies, feelings and actions and their effects on others.



### **Responding with Wonderment and Awe**

Have fun figuring it out! Finding the world awesome, mysterious and being intrigued with phenomena and beauty.



### **Precision & Accuracy**

*Striving for accuracy & thinking and communication with clarity and precision*

### **Remaining Open to Continuous Learning**

Check it again! Always doing our best.  
Setting high standards. Checking and  
finding ways to improve constantly.

Being clear! Striving for accurate  
communication in both written and oral  
form; avoiding over-generalizations,  
distortions, deletions and  
exaggerations.

#### Striving for Accuracy



I try many ways to check  
my work.

I have so much more to learn! Having  
humility and pride when admitting we  
don't know; resisting complacency.

#### Remaining Open to Continuous Learning



I love to learn.

## Habits of Mind Aligned with the State's General Learner Outcomes (GLOs)

- I can be a Self-directed Learner
  - I can be responsible for my own actions
  - I can follow directions, and ask questions if something is unclear
  - I can be **persistent** with my assignments, tasks, and jobs...not giving up
  - I can **manage my impulsivity**...remain calm, think before I act
  - I can be a **responsible risk taker**...try new and appropriate things
  - I evaluate my own work, I set goals for myself and constantly strive to improve
- I can be a Community Contributor
  - I can follow school and classroom rules
  - I can share materials and take turns when working in a group
  - I can **listen with empathy and understanding** when others are speaking and sharing
  - I can join a line and wait my turn
  - I can **think interdependently**...team work, complete my individual job to help my group, such as my classroom job, CSS job, or science group job
  - I can use **metacognition**...think about my feelings, thoughts, attitudes, and actions and how they may affect others
  - I can use **cooperation and caring**...help others, show you care about others
- I can be a Complex Thinker
  - I can be **creative** and **think flexibly**...try things a different way, think of new ideas, consider other options and other points of view
  - I can use **questioning and problem solving**...ask, "How do I know this?" Find problems to solve and explore different ways to solve them
  - I can **gather information through all my senses**...see, hear, touch, smell, and taste
  - I can **respond with wonderment and awe**...have fun learning and enjoy figuring it out
  - I can **apply past knowledge to new situations**...remember what you learned in the past and use it for new situations
  - I can give reasons for my thoughts and can provide evidence to support my ideas

- o I can consider alternative points of view and understand how others might see things differently
- I can be a Quality Producer
  - o I can **manage my impulsivity** and **be persistent** when doing my work...don't rush and stick with it
  - o I can **strive for accuracy** when doing my work...check it again, look for ways to make it better, and edit it
  - o I can **remain open to continuous learning**...realize I am always learning
  - o I set high standards for myself and find mediocre work unacceptable
- I can be an Effective Communicator
  - o I can **manage my impulsivity** when raising my hand...wait quietly to be called on
  - o I can **manage my impulsivity** when speaking...think before I say something, make sure it is appropriate
  - o I can **listen with empathy and understanding** when others are speaking and sharing...try to understand another person's ideas and feelings
  - o I can **communicate with clarity and precision**...be clear when writing and speaking my ideas.
- I can be an Effective and Ethical User of Technology
  - o I can follow rules and directions when using the computer
  - o I can use various websites and programs for research
  - o I can **strive for accuracy** when doing my computer work...check it again, use spell check, look for ways to make it better, and edit it
  - o I can **remain open to continuous learning**...realize technology is always changing and I can learn new technology skills and tools
  - o I can evaluate the credibility of the sources of information that I gather

Habits of Mind in Other Languages

[Japanese](#)

[Spanish](#)

### **Philosophy for Children p4c**

In addition to the Habits of Mind, Philosophy for Children (p4c) is another program central to Waikīkī's mission. This program is utilized throughout the school, compliments the mindful focus and creates great thinkers. Dr. Thomas Jackson, a philosophy professor at the University of Hawaii, spearheads this program. He and his graduate students are a constant presence in the classrooms, helping shape our students into "communities of thinkers." With a [toolkit of vocabulary](#), such terms as "assumption, inference, truth, reason, example, counter-example," permeate classroom discussions. Philosophy for Children sessions, intellectually safe forums, explore questions relevant to each level; kindergarteners may decide to talk about the existence of a tooth fairy, fifth graders may choose the topic of what to do if a friend is a bully.



This innovative program encourages students to relax their assumptions and entertain each other's points of view. They learn how to listen and reflect, how to communicate ideas, and how to form opinions. They learn about the value of diversity and they experience the process of participating in learning communities permeated with common purpose yet receptive and responsive to their input and contributions. At Waikīkī, achievement in these arenas is valued as highly as in academics.

### **'Aina in the Schools ('AINA IS)**

'AINA IS provides our students garden and nutrition lessons throughout the school year, and gets our students thinking about where our food comes from. 'AINA IS also gave us the garden beds outside classrooms, and holds Garden Parties throughout the year to maintain them. Look for upcoming Garden Party dates.

### **Project Green Waikīkī**

Waikīkī School's food farm has over 2,000 square feet of gardens and a fruit orchard that students, parents, and community can volunteer to help cultivate. Produce is taken home by students weekly or provided to local restaurants in the

community. For more information on how you can help, email Karla Meek at [karlameek@waikikischool.org](mailto:karlameek@waikikischool.org).

### **After School Programs**

We will continue to offer an assortment of after school programs for the **Fall** and **Spring** semester. These programs will be offered through outside vendors so please direct all questions and payments directly to each vendor. The office will not be accepting any payments for after school programs.

## **General School Policies and Practices**

### **School Hours and General Information**

School begins at 8:00 am and ends at 2:15 pm every day except for Wednesday when school ends at 1:30 pm. Please make sure to park off-campus as school parking is reserved for our staff and faculty. Office hours are from 7:45 am to 3:45 pm and our school phone numbers are as follows:

AS OF July 25, 2025

- Main Office: 808-971-6900
- Student Service Coordinator: 808-921-8489
- A+ Afterschool Care: 808-971-6904
- Fax Number: 808-971-6902

After July 29, 2025

- Main Office: 808-305-6900
- Student Service Coordinator: 808-305-6922
- A+ Afterschool Care: 808-305-6953

While we love animals, we kindly ask that you leave your pets at home when you come to any campus event or for drop-off and pick-ups. Animals on campus are permissible only with expressed permission to school administration.

### **Tardiness**

Students are expected to be in their classrooms by 8:00 am. Any child reporting to class after 8:05 am is considered tardy and should report directly to the front office for a tardy slip.

## **Absences**

Absences are considered either excused or unexcused.

Phone calls will be made to parents if a student's absence has not been reported to the school.

An example of an excused absence is when a student is absent from school because of illness or other valid reasons including medical or dental reasons (with verifiable note provided by a doctor or dentist), funerals, family court hearing, or religious holy days.

Examples of unexcused absences include family vacations, non-HIDOE sporting events, and personal business.

For any absence, both excused or unexcused, please call the front office at 808-305-6900 or email [attendance@waikikischool.org](mailto:attendance@waikikischool.org). Be sure to include the date, time, and reason for the pending absence.

When a child reaches six (6) or more unexcused absences, an unexcused absence letter will be generated and a phone call may come from either the school counselor or administration.

A child is considered chronically absent when he or she reaches 17 absences (cumulative excused and unexcused).

Homework assignments for absent students may be arranged by calling the school in the morning before 8:30 am. The office will notify your child's teacher and the homework assignments will be available for pick up after school in the office. Because the Department of Education no longer recognizes family trips as an excused absence, teachers are not required to provide homework. Please check with the teacher prior to the trip to see if homework can be made available.

## **Field Trip Policy**

Checks are not accepted for field trips. Any field trip under \$20.00 will not be refunded due to illness, absence or suspension. This includes any admission fees or transportation costs.

### **Cafeteria Services**

Breakfast and hot lunches are available for students in our cafeteria. The current meal prices for this school year are as follows: Breakfast is \$1.10 and the reduced price is **no charge**. Lunch is \$2.50 and the reduced price is **no charge**. Student breakfast will be served from 7:15 am – 7:45 am. A hot lunch, including a half pint of milk, will be served daily.

Parents are welcomed to have breakfast with their children. Adult breakfast is \$3.50 cash payment. Please try to bring exact change or close to it as much as possible as we don't have much change.

Students must bring a home lunch when not purchasing a school lunch. If your child requires a special diet or is allergic to certain foods, please notify the office as soon as possible. A menu is updated monthly on our school website to assist you with your child's meal planning needs.

### **Payments for Breakfast and Lunch**

There is a drop box in the office for families to deposit money for their children's meals. Credit card payments can also be made online at [ezschoolpay.com](https://ezschoolpay.com).

Students who have home lunch and purchase "milk only" will need to have money in their account prior to the purchase. The milk price is \$.90.

| School Year 2025-26 Meal Prices        |                  |
|----------------------------------------|------------------|
| Student Type                           | Price            |
| <b>Breakfast</b>                       |                  |
| Elementary student (PreK-8)            | \$1.10           |
| <b>Reduced-price student (PreK-12)</b> | <b>No Charge</b> |
| Free student (PreK-12)                 | No Charge        |
| Student Second Meal                    | \$3.50           |
| Adult Meal                             | \$3.50           |
| <b>Lunch</b>                           |                  |

|                                        |                  |
|----------------------------------------|------------------|
| Elementary student (PreK-8)            | \$2.50           |
| <b>Reduced-price student (PreK-12)</b> | <b>No Charge</b> |
| Free student (PreK-12)                 | No Charge        |
| Student Second Meal                    | \$7.50           |
| Adult Meal                             | \$7.50           |

### **Nut Aware School**

Here at Waikīkī School, we have a growing number of students and families dealing with serious nut (peanuts, almonds, cashews, walnuts) allergies this year, serious enough to be life threatening. Therefore, we are asking our mindful school families to become more “nut aware” and avoid sending nut products to school for home lunch, snacks, birthday treats or classroom parties. We thank you in advance for being aware of this. Should you have any questions or concerns, please do not hesitate to call the school.

### **EZMealApp.com**

Each year applications for free and/or reduced meals are distributed to all families. Families who were eligible last year will need to apply again this year. You can also apply online at <https://secure.ezmealapp.com/ApplicationScreen.aspx>. Please call the school office if you need any assistance applying for this program.

### **Health Room/First Aid/Medication**

Our health room is manned by a health aide who provides first aid services. Our health aide will call parents to come pick up their child if:

- 1) There is a fever of 100 degrees fahrenheit or higher;
- 2) There are symptoms such as, but are not limited to, chest discomfort, chills, cough, decrease in appetite, diarrhea, fatigue (tiredness), headache, muscle or body aches, new loss of taste or smell, runny or stuffy nose, sneezing, sore throat, vomiting, weakness, or wheezing.
- 3) There is an injury that requires immediate attention.

A child may be given the opportunity to rest for up to 20 minutes in the health room prior to a call to parents. If symptoms resolve, the child will return to class. If symptoms do not resolve, a call will be placed to parents for immediate pickup.

For a child with allergic sinusitis that can lead to runny, stuffy nose, coughing, watery eyes, or sneezing, please submit to the front office a signed doctor's note stating the symptoms associated with the diagnosed allergy. This note will be kept with the health room. If a child is sent down to the health room with elevated symptoms different from the doctor's allergy note, parents will be called. An allergy note needs to be submitted on an annual basis at the start of the school year to the front office.

No medication (antibiotics, aspirin, cough syrup, etc.) can be dispensed in the health room without a Board of Health approval. Please note that it is not permissible for students to carry medications (even over-the-counter) with them to school. Therefore, do not allow your child to bring unapproved medication to school. Any medication that is needed to be stored/administered on campus will require medical forms to be filled out and turned in to the office. Please contact the office for more information at 808-305-6900.

### **Bicycle Safety**

Bicycle racks are provided for students. However, before you allow your child to ride to school, please review the basic bicycle safety rules. E-bikes are not permitted. Make sure your child knows a safe route to and from school. All bikes should have a license and students should wear helmets. Because the school is unable to monitor the bike racks, please talk with your child about respecting other people's property and taking their bicycle home daily. Each bike should have a sturdy lock. Students should not share locks.

### **Cell-Phones**

The school enforces a NO CELL PHONE policy during instructional hours. Smart watches used to video record or send and receive text messages during instructional hours are prohibited.

If your child possesses a cell phone, it must remain OFF and IN their backpack during the school day.

Before and after school, cell phone usage for contacting parents/guardians is permissible only in designated drop-off and pick-up areas after obtaining permission from school personnel.

Any smartphone or smart device being used either before, during or after school for the purpose of watching, interacting with, or playing an online game or on a social media platform may result in confiscation of said device and phone call to parent.

### **Parent Community Networking Center - PCNC**

Dolly Bahn, our PCNC parent Facilitator, can help in many ways. Research indicates that student achievement is directly related to parent involvement so please don't pass up the opportunity to get involved. Our PTO is another great way to help the school and get a chance to meet other mindful school families.

### **Keeping Students Safe: The Harm to Students Registry**

Our school wants to keep all students safe. To help with this, we want to tell you about something new called the **Harm to Students Registry**. This is a new rule for Hawaii schools that started on July 1, 2024.

Starting this school year, we are asking that individuals who wish to volunteer at Waikiki School complete this short Google form located at [https://docs.google.com/forms/d/e/1FAIpQLSffmgxU4V8GZc1iQWPhGOGQ2\\_JJfyMcQ\\_GbjTivzvC\\_TuuDAw/viewform?usp=sharing&ouid=114050577610334517292](https://docs.google.com/forms/d/e/1FAIpQLSffmgxU4V8GZc1iQWPhGOGQ2_JJfyMcQ_GbjTivzvC_TuuDAw/viewform?usp=sharing&ouid=114050577610334517292)

### **What is the Harm to Students Registry?**

Imagine a list or a computer record for all of Hawaii. This list helps stop people who have hurt children from working or volunteering at any school in Hawaii.

If someone hurts a student, and a careful check finds this is true, their name goes on this list. This stops them from going to another school and hurting more children. This list helps all schools in Hawaii choose the right people to work or volunteer with kids.

### **How Does This Affect Volunteers?**

To keep our students safe, if you want to volunteer at our school, we will ask for your **full legal name** (your complete name) and your **date of birth** (the day, month, and year you were born).

We use this information to check the Harm to Students Registry. We thank you for understanding and helping us with this important step.

### **Your Information is Safe and Used Only for Safety**

We know it's important to keep your personal information private. The name and birth date you give us for the Harm to Students Registry check will **only be used for one reason**: to check if someone has hurt a student before. This helps us keep our school community safe.

Only special school staff who need to do these safety checks will see your information. We will protect your information carefully. We follow all privacy laws and school rules. We will **not use your information for anything else**, and we will **not share it with people who are not allowed to see it**.

### **Early Morning Care**

Early morning care is located in the cafeteria. Applications for morning care are available at the front office. Drop off begins at 6:30 am. Breakfast is available at 7:10 am. Your child will have time for leftover homework, play games and arts and crafts. Children in grades 1-5 will be dismissed at 7:45 am to line up at their classrooms. Kindergarten students will be escorted to their kindergarten tables until their teacher picks them up.

### **Kamaaina Kids A+ Afterschool Program**

#### **As a reminder:**

- The name of the Site Director for Waikīkī School's A+ is Verna Palikiko. You can contact her at [sawaikiki@kamaainakids.com](mailto:sawaikiki@kamaainakids.com) or at 808-763-6494
- All A+ payments are due on the 1st work day of each month. Checks should be made payable to **Kamaaina Kids**. In the memo section of the check, we ask all parents to write Waikiki A+ and their child's or children's name
- Tuition this year is \$200.00 per child, per month.
- If payment is not turned in, or made on the first day of the month, then the late payment fee is \$5.00 per day, up to the first 5 days totaling \$25.00. Then on the sixth day, according to State A+ rules, the child and/or children can be terminated from the A+ Program

- Late Pick up fees are as follows: the first 5 minutes are \$15.00, then \$1.00 per minute for every minute thereafter, with no limit.
  - When picking up your child, please check them out in the cafeteria at the "Check Out" desk. The A+ attendant will radio the leader to either have your child come and meet you in the cafeteria or let them know that you're on your way up to pick them up.
  - Please note that all A+ parents must park off-campus until school has been out of session for 45 minutes on that given day. **No pick-ups are allowed in the drive-through lane closest to the curb as you need to sign-out your child.**
  - When picking up your child, please be sure that the person is on your "Pick-Up" list. A+ staff can deny pick-up if the adult is not on the list. If you have a change/addition to the list, please be sure to update it.
  - If you are requesting early release from A+, please 1) email your teacher and 2) call the office to sign out your child. The office will notify A+.
  - A+ does give ample time for students to do their homework. However, it is still the parent(s) responsibility to check their work when they go home each day.
  - Student should bring an extra snack and water bottle
  - A+ hours are as follows: Monday, Tuesday, Thursday & Friday 2:15 pm-5:30 pm and Wednesday 1:30 pm-5:30 pm.
  - *\*During Parent/Teacher Conference - Monday, Tuesday, Thursday & Friday 1:15 pm-5:30 pm and Wednesday 12:30 pm-5:30 pm.*
  - We sincerely apologize for needing to put some families on an A+ wait list. We are actively trying to admit all students and will be contacting families as we open slots to accommodate those we have asked to wait.
- Thanks so much for helping us through this transition.

### **After School Supervision**

Apart from our A+ Afterschool program, we are unable to provide adequate supervision after 2:30 pm. Therefore, for the safety of your children, we ask for your assistance. Please do not have your children remain on campus after 2:15 pm. After school, students not enrolled in the A+ program or involved in an after-school activity should leave campus immediately. We ask for your help in arriving promptly to pick up your child. Students enrolled in A+ are to report directly to their A+ groups. As a reminder, for your child's safety and as a courtesy

to our surrounding neighbors, all playground facilities on campus are off-limits during the after-school hours and on weekends.

### **Early Release of Children During the School Day**

For the safety of our students, we do not permit any child to leave school once he/she has arrived on campus, unless accompanied by an authorized adult. Should you wish to have your child excused from school during the day, send a note requesting early release with your child to his/her teacher and the office. Before picking up your child, please report to the school office, sign our log and receive an official "off campus" pass. When an unexpected early release becomes necessary, please contact the school office at 971-6900 so that we may initiate the process.

### **Transferring To Another School**

If your child will be transferring to another school during the school year, please notify the office as soon as you know about the impending move. We need a minimum of three days to process the transfer papers.

### **Parent / Teacher Conferences**

At the end of the first quarter, students will be released from school an hour earlier than usual. This early release time is used for parent/teacher conferences. Individual conference times will be set up in September. Parents who wish to meet with a teacher before the end of the first quarter should send a note to the teacher or to the office and an appointment will be arranged.

### **Drop-Off Option 1 - Walking to School**

If you plan on walking your child to school in the morning, **please be sure to park off-campus.** Our front lot is reserved for the school staff.

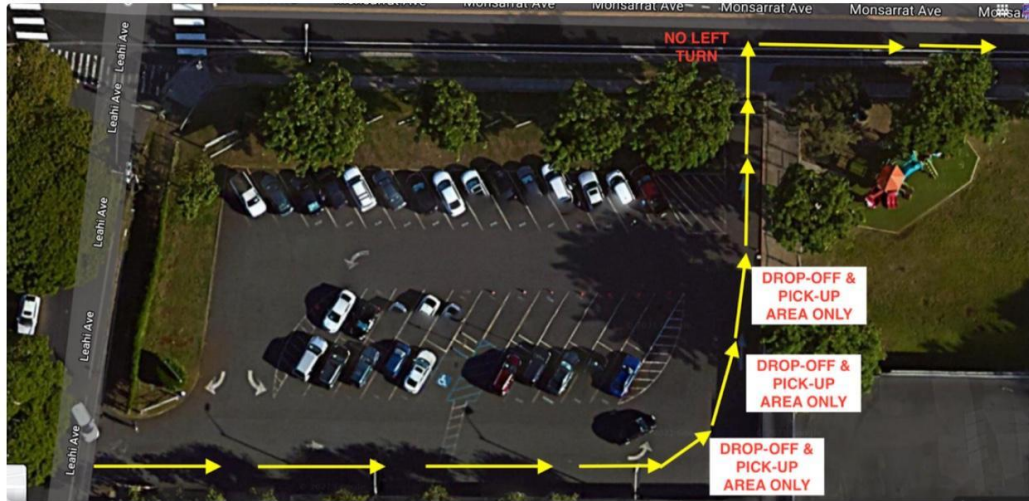
Any parent looking to eat breakfast with their keiki will have to **park off campus.** Breakfast service starts at 7:15 am.

### **Drop-Off Option 2 - Front Parking Lot**

Use of this drop-off area for vehicles will start at 7:15 am for students eating breakfast. Cars attempting to drop off students prior to this time will be asked to leave. The only exception is for students enrolled in Early Morning Care.

No students are allowed on campus except the cafeteria till the 7:45 am bell. Any students coming to campus between 7:15 and 7:45 (Grades K-5) will be directed to the cafeteria or a designated area near the cafeteria. Kindergarten students will be escorted to their rooms from the cafeteria starting around 7:55 am.

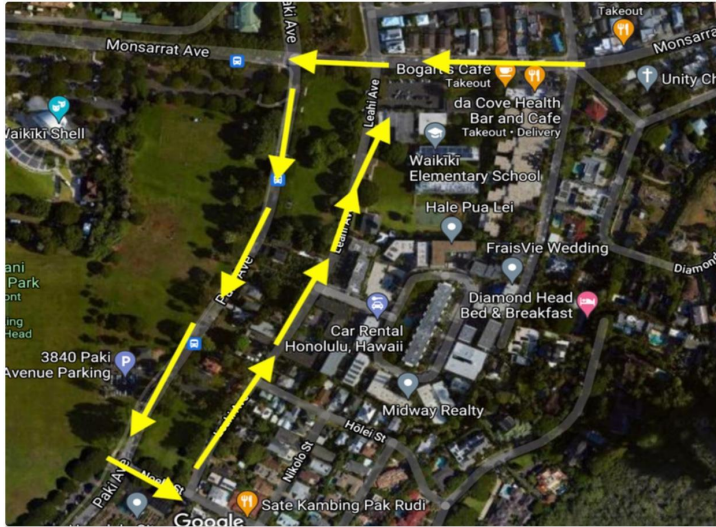
**All cars using the FRONT LOT for drop-off and pick-up will have to exit onto Monsarrat Avenue by turning RIGHT.**



<https://www.youtube.com/watch?v=TfffnQ2qi44>

### **Drop-Off Option 3 - Leahi Field Drop Zone**

This lot will open at 7:45 am for students in Grades 3-5 drop-off. Do not attempt to enter this zone by either turning left from Monsarrat Avenue or driving straight across on Leahi Avenue from the Kapahulu neighborhood. **Please enter this area by turning left onto Paki Avenue from Monsarrat Avenue.** Proceed to drive down Paki and then turn left onto Noela Street and then another left onto Leahi Avenue. This will allow cars to turn right into the Leahi Avenue drop-off and pick-up areas.



### Pick-Up Procedures

The school day ENDS at 2:15 pm (M, Tu, Th, F) and 1:30 pm (Wed.). Students will be released at the end of the school day when the bell rings.

Name Placards will go home on the first day of school to be used for pick-up.

For students in Kindergarten, 1st and 2nd grades, the designated pick up spot is our FRONT LOT. For students in Grades 3-5, the designated pick up spot is in our BACK LOT.

Students in grades 3-5 that have siblings in K, 1st and 2nd grade will go to the FRONT LOT and sit with their younger siblings for pick up. (Example: a sibling in 5th grade and K will be picked up in the front lot.) If siblings are in grades 3-5, they will be picked up in the BACK LOT. (Example: a sibling in 5th and 3rd grade will be picked up in the back lot.)

After you pick-up your child, we ask families to head off campus. Our A+ program AND after school enrichment programs utilize the campus after school.

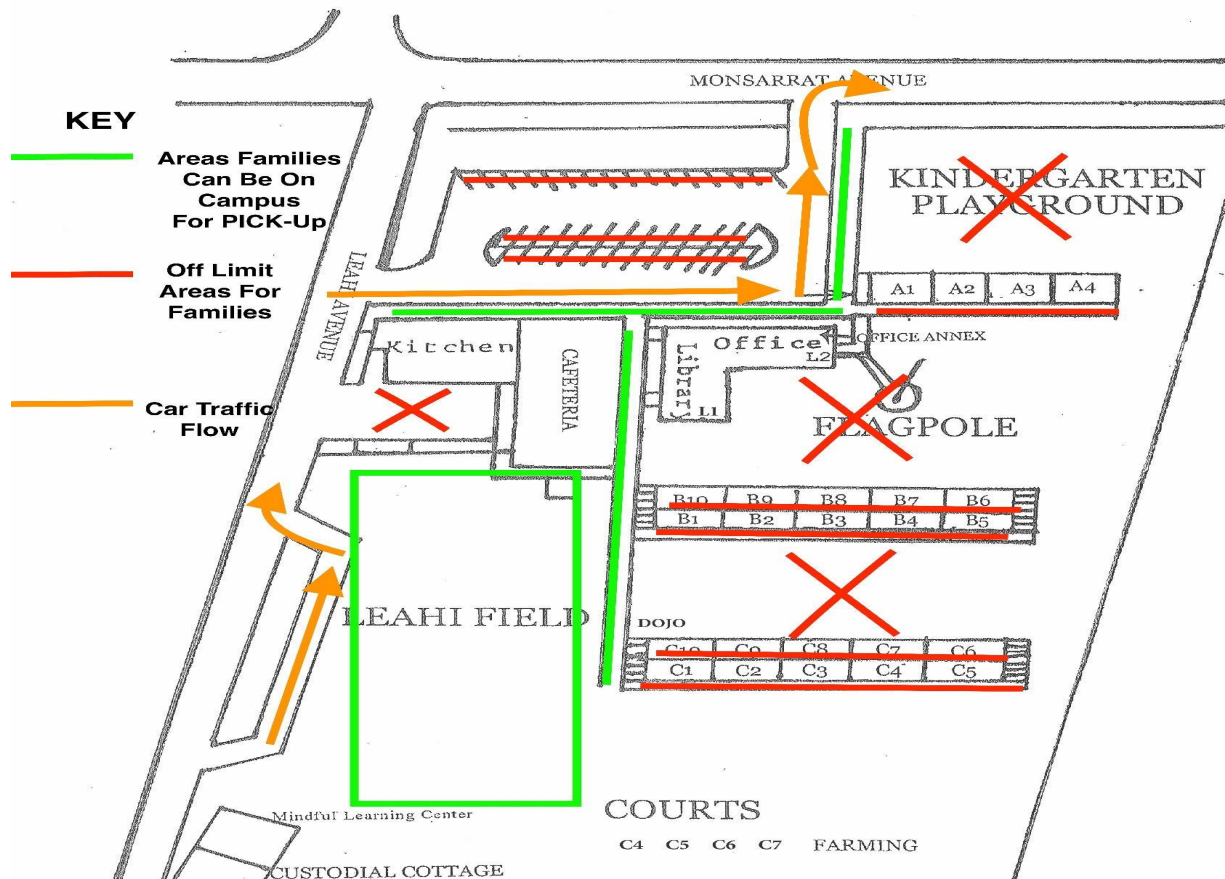
Please plan accordingly, coming early is not always the best option, as we will be doing airport style pickup in our front lot. We cannot have the traffic backing up onto Leahi Avenue. ***If your child is NOT out when you come through the line, you will be asked to loop back around.*** Keep in mind if you have multiple children to pick up, that it may make more sense to give them more time and arrive slightly

later.

For A+ families, coming to pick up your child during the 2:15-2:45 pm window is also not recommended, as parking on campus is not available.

Parents can come onto campus (and are encouraged to) 5 minutes before the end of day to meet their child(ren). Parents just need to park off campus. If picking your child(ren) up via walk up, please make sure your child(ren) know where to meet you daily. Otherwise students will be sent to their designated areas.

## AFTER SCHOOL STUDENT PICK-UP LOCATION MAP (\*as of April 14, 2022)



### The Mindful School Song

In the shade of Diamond Head  
You will find our Mindful School.  
Children's laughter fills the air  
Warm, bright smiles they welcome you.

Proud our colors blue and white,  
To them we shall be true.  
Feel the warmth of Waikīkī,  
Let our song call out to you.

This is Waikīkī,  
A place where children learn and play.  
The Mindful School,  
And forever it shall stay that way.

Here at Waikīkī,  
To be mindful is the only way.  
A family,  
Our hearts will always stay  
At Waikīkī, Waikīkī  
At Waikīkī, Waikīkī.

# SCHOOL SONG

## Waikiki School Alma Mater

On the slopes of  
Diamond Head,  
With the sunlight & the trees  
A place where children  
learn & play  
That's at Waikiki  
school  
We are friends &  
true we'll be  
To our colors blue &  
white  
We are friends &  
true we'll be  
To our colors blue &  
white

WAIKIKI SCHOOL ALMA MATER - Lyrics composed by two Waikiki School students, Junko Peterson and Jana Fujii. Music composed by Ms. Janet Kaya, teacher, Mrs. Florence Sasaki, librarian and Mrs. June Hirokawa-Masuno, educational assistant.