

Wheeler Middle School Operating Procedures and Policies



RESPECT

RESPECT is Wheeler Middle School's core value. Our school staff believes respect guides our interactions, encourages empathy, promotes open dialogue, and fosters collaboration. It is an integral to establishing a safe learning environment.

Respect extends beyond student interactions; it includes relationships with teachers, staff, and the wider school community. It's about valuing diversity and approaching others with kindness and open-mindedness. By emphasizing respect, we aim to develop not just informed learners, but responsible, empathetic citizens ready for a diverse and interconnected world. Let's all commit to making our school a place where respect is actively practiced and deeply valued.

BELLS
• We do not utilize bells. Please be aware when transitioning students. • Every grade level has their own bell schedule, recess, and lunch.
BELL SCHEDULE



Wheeler Middle School
2024-2025
Bell Schedule



Grade 6		
Times		Subject
7:40	7:55	Homeroom (7:45 doors close, student need a late pass)
7:58	8:39	Period 1
8:42	9:23	Period 2
9:23	9:38	6th Grade Recess
9:42	10:23	Period 3
10:26	11:07	Period 4
11:10	11:51	Period 5
11:51	12:26	6th Grade Lunch / Walking Down Time
12:30	1:11	Period 6
1:14	1:55	Period 7
1:58	2:40	Period 8

Grade 7		
Times		Subject
7:40	7:55	Homeroom (7:45 doors close, student need a late pass)
7:58	8:39	Period 1
8:39	8:54	7th Grade Recess
8:58	9:39	Period 2
9:42	10:23	Period 3
10:26	11:07	Period 4
11:07	11:42	7th Grade Lunch / Walking Down Time
11:46	12:27	Period 5
12:30	1:11	Period 6
1:14	1:55	Period 7
1:58	2:40	Period 8

Grade 8		
Times		Subject
7:40	7:55	Homeroom (7:45 doors close, student need a late pass)
7:58	8:39	Period 1
8:42	9:23	Period 2
9:26	10:07	Period 3
10:07	10:22	8th Grade Recess
10:26	11:07	Period 4
11:10	11:51	Period 5
11:54	12:35	Period 6
12:35	1:10	8th Grade Lunch / Walking Down Time
1:14	1:55	Period 7
1:58	2:40	Period 8

Electives		
Times		Subject
7:40	7:55	Homeroom
7:58	8:39	Period 1
8:42	9:23	Period 2
9:26	10:07	Period 3
10:07	10:22	8th Grade Recess
10:26	11:07	Period 4
11:07	11:42	7th Grade Lunch
11:46	12:27	Period 5
12:30	1:11	Period 6
1:14	1:55	Period 7
1:58	2:40	Period 8

Wednesday		
Times		Subject
7:40	7:55	Homeroom (7:45 doors close, student need a late pass)
7:58	8:56	Period 1/2
8:59	9:57	Period 3/4
10:00	10:58	Period 5/6
11:01	11:50	6th Grade Advisory
11:50	12:25	6th Grade Lunch / Recess
12:29	1:27	Period 7/8

RESPECT

Wednesday		
Times		Subject
7:40	7:55	Homeroom (7:45 doors close, student need a late pass)
7:58	8:56	Period 1/2
8:59	9:57	Period 3/4
9:57	10:32	7th Grade Lunch / Recess
10:36	11:34	Period 5/6
11:37	12:26	7th Grade Advisory
12:29	1:27	Period 7/8

giveit

Wednesday		
Times		Subject
7:40	7:55	Homeroom (7:45 doors close, student need a late pass)
7:58	8:56	Period 1/2
8:59	9:57	Period 3/4
10:00	10:49	8th Grade Advisory
10:49	11:24	8th Grade Lunch / Recess
11:28	12:26	Period 5/6
12:29	1:27	Period 7/8

GETit

Wednesday		
Times		Subject
7:40	7:55	Homeroom
7:58	8:56	Period 1/2
8:59	9:57	Period 3/4
9:57	10:32	6th Grade Lunch
10:36	11:34	Period 5/6
11:37	12:26	School Event Prep
12:29	1:27	Period 7/8

LIVEIT

BEFORE SCHOOL

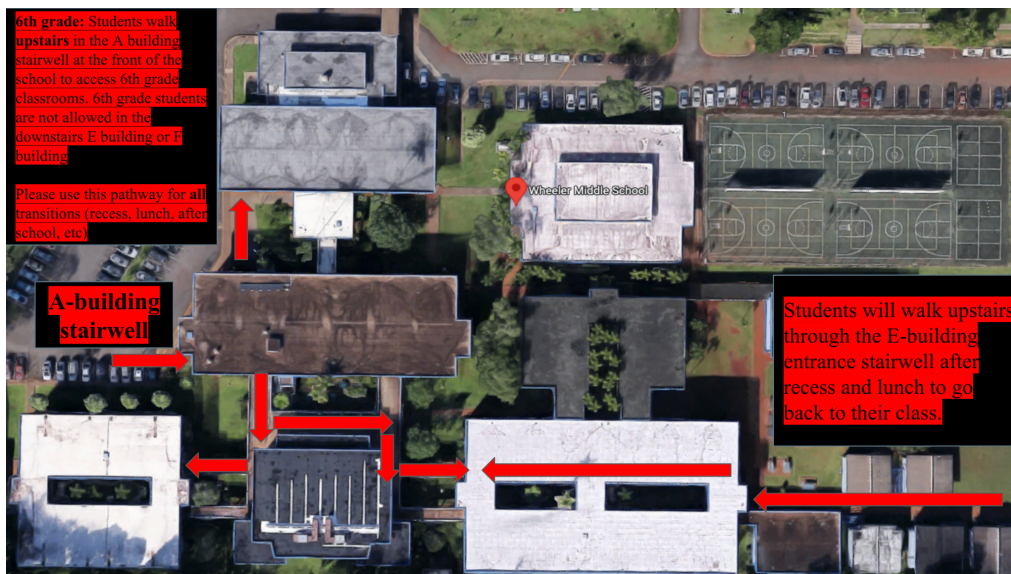
- **Homerooms:** Classroom doors will be open by 7:40 am.
- **Building Access:** The gates will be open by 7:20 am to accommodate early arrivals.
- **Homeroom Waiting:** Students arriving before 7:40 am should wait outside their homeroom classroom. Students will use quiet voices and walk at all times.

- **Do not Leave Campus:** Once you have arrived on campus you are not allowed to leave campus before school. This includes but is not limited to going to the Shoppette.
- **Tardy:** Homeroom doors will close at 7:45 am. Students must report to the office to get a tardy pass after 7:45 am.
- **Tardy Bus Riders:** Due to the driver shortage, buses may arrive on campus after 7:40 am. In the event students arrive late to campus because of the buses, front office staff will give them a bus tardy pass. Students arriving late because of the bus will not be marked tardy.
- **Breakfast:**
 - Students who want to eat breakfast must pick up their meal once they arrive on campus and must eat their meal outside their homeroom before 7:45 am. Students cannot eat inside the cafeteria due to Wheeler Elementary using the cafeteria. **Students will not be allowed to pick up breakfast after homeroom starts at 7:45 am.** Students discard food trash in the designated trash cans located outside of classrooms.
 - Students who arrive late from the bus are allowed to pick up breakfast past 7:45 am. They will pick up breakfast immediately when they are dropped off and eat their breakfast outside their homeroom.

WALKING PATHWAYS

6th grade

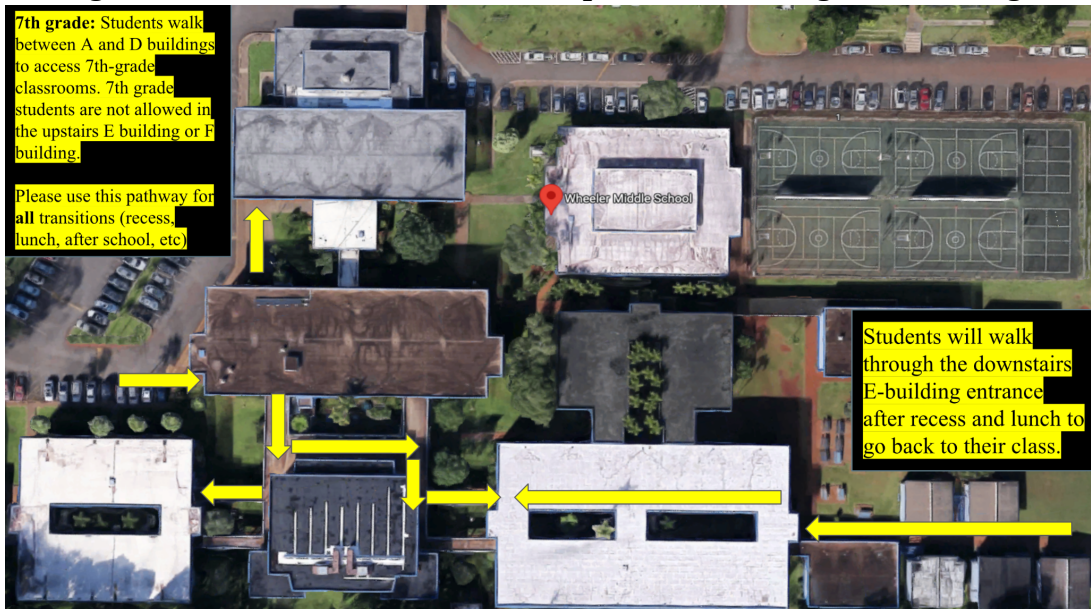
- Students walk upstairs in the A building stairwell at the front of the school to access 6th grade classrooms
- 6th grade students are not allowed in downstairs E building or F building



7th grade

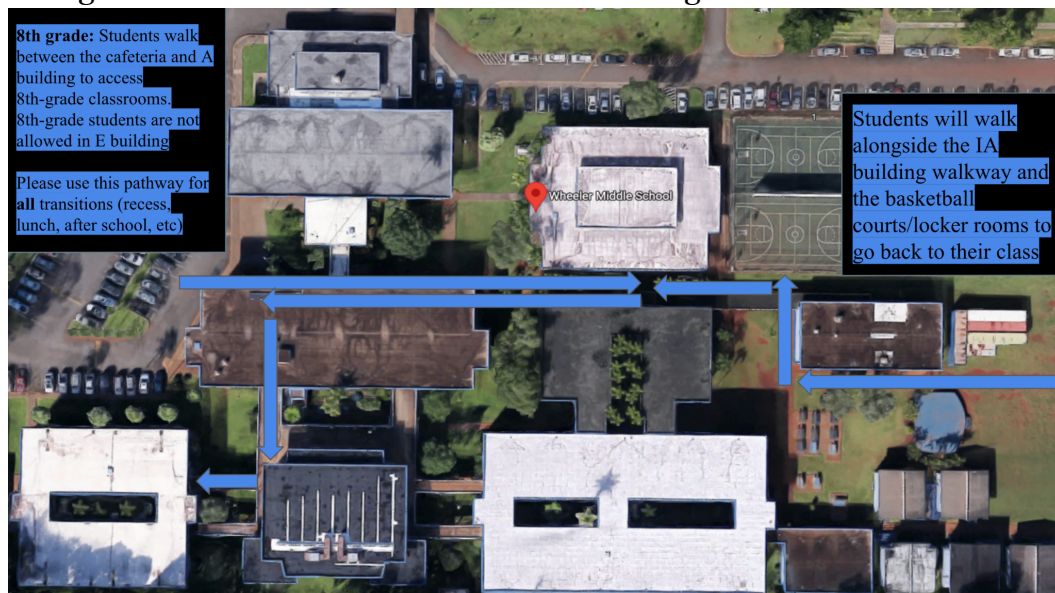
- Students walk between A and D buildings to access 7th grade classrooms

- 7th grade students are not allowed in upstairs E building or F building



8th grade

- Students walk between the cafeteria and A building to access 8th grade classrooms
- 8th grade students are not allowed in E building



HALLWAYS

- Walk:** Walk at all times
- Quiet Voices:** Use quiet voices to be respectful of other classes
- Pick Up Trash:** Clean up your area
- Use Kind Words:** Use respectful language

- **Hands and Feet to Self:** Keep hands, feet, and objects to yourself
- **Use Grade-Level Walking Pathway.**

RESTROOMS & WATER BREAKS

- Students are encouraged to use the bathroom and take water breaks during recess and lunch to maximize instructional time.
- Students that need to use the bathroom during class will ask their teacher for permission. Teachers will allow one student at a time to leave the class for the bathroom.
- Cell phones are not allowed during restroom or water breaks. If parents need to contact students, or students need to contact parents, they can notify their teachers and call the front office.
- **Smart Passes:** Teachers utilize smart passes to log bathroom usage during instructional time. Students will access smart passes via a computer set up by their teacher. Students will select the room they are in and their assigned grade level bathroom. Once students create the pass, the Smart Pass application timestamps when they leave and when they return.
- Students report directly back to class after recess and lunch. Students can use the restroom ten minutes after class starts.
- Students are expected to use the bathroom facilities assigned to their grade level. The assigned restrooms are as follows:
 - **6th Grade:** E-Building (upstairs)
 - **7th Grade:** E-Building (downstairs)
 - **8th Grade:** IA Building
 - **Fine Arts:** C-Building
- General misconduct of bathroom privileges are unacceptable and will be subject to disciplinary action.

RECESS & LUNCH

- **Walking to Recess and Lunch:** Teachers will escort all students to the field. Students will walk in a single-file line, use quiet voices and keep their hands and feet to themselves.
- **Field or Courts:** These areas are for recreational activities during recess and lunch.
- **Behavior:** Students are expected to be respectful and play safely with others.
- **Cleanliness:** Students are responsible for cleaning up and throwing away their trash.
- **Walking back to class:** A whistle will be blown to signal the end of recess and lunch. Supervisors will organize students in line based on their upcoming class. Teachers pick up their students and walk them back to class single-file line. Students will use quiet voices and keep their hands and feet to themselves.
- **Recess and Lunch with Teacher:**
 - Students must get their teacher's permission to be inside a classroom for recess or lunch.

- Teachers will escort students to the cafeteria.
- Students will finish their lunch first before using computers.
- Students are to remain in class for the entire recess and/or lunch and be supervised by the teacher.

RAINY DAY

Indoor Recess:

- All students will remain in their classrooms during recess. Students are expected to use quiet voices and walk at all times. Security and support staff will provide coverage for teachers if needed.
 - Grade 7 will report to Per 3 for indoor recess. Grade 6 & 8 will already be with their core teachers.

Indoor Lunch:

- **Monday, Tuesday, Thursday, and Friday:** All students will have lunch inside the cafeteria.
- **Wednesday:** Due to Wheeler Elementary having a conflict with our lunch schedule, all students will have lunch inside their classroom. Security and support staff will provide coverage for teachers if needed.
- **Recess and Lunch with Teacher:**
 - Students must get their teacher's permission to be inside a classroom for recess or lunch.
 - Teachers will escort students to the cafeteria.
 - Students will finish their lunch first before using computers.
 - All waste materials should be disposed of in the large trash cans situated outside the classroom.
 - Students are to remain in class for the entire recess and/or lunch and be supervised by the teacher.

AFTER SCHOOL

- **Dismissal Time:** School ends at 2:40 pm. Students will use their designated walking paths to exit campus.
- **Leaving Campus:** Students who walk or ride home are expected to leave campus immediately at dismissal. Loitering on campus after school hours is not permitted.
- **Bus Riders:** Students who ride the bus home will wait inside the cafeteria. Security and Educational Assistants will supervise students inside the cafeteria.
- **After-School Programs:** Students who are participating in after-school programs will report to their assigned classroom or designated area immediately at dismissal. When after-school programs finish, students can be picked up at the front of the school.

ATTENDANCE

Absences: “Hawaii State Compulsory School Attendance Law Hawaii Revised Statutes, Section 302A-1132, states that unless excluded from school or excepted from attendance, all children who will have arrived at the age of at least six years, and who will not have arrived at the age of eighteen, by January 1st of any school year, shall attend either a public or private school for, and during, the school year and any parent, guardian, or other person having the responsibility for, or care of, a child whose attendance at school is obligatory shall send the child to either a public or private school.” **Parents or guardians are legally responsible to ensure that their child attends school every day.**

Absences: To ensure accountability for students, please call the school at 808-305-9000 to report a child’s absence.

Tardy: Students who arrive at school after 7:45 a.m. are tardy. Students must report to the office to check in. Please call the school or send a note with your child to explain any extenuating circumstances.

Truancy: “The State of Hawaii Department of Education, defines truancy as unauthorized absences from school. Currently, Section 302A-1135 of the Hawaii Revised Statutes states that If any child of school age persists in absenting oneself from school, the family court judge, upon a proper petition, citation, or complaint being made by the schoolteacher or any other officer or agent of the department, or police officer, or any other person, shall cause the child, and the father or mother, guardian, or other person having charge of the child, to be summoned to appear before the judge. Upon its being proved that the person responsible for the child had not used proper diligence to enforce the child’s regular attendance at school, the responsible party shall be guilty of a petty misdemeanor. This section shall not apply to any child not liable to compulsory attendance at school.”

Unexcused Absence Policy

- **3 unexcused absences:** Teacher will contact parents.
- **6 unexcused absences:** Student Support Advisor (SSA) will contact parents to identify solutions to reducing absenteeism.
- **9 unexcused absences:** Written notice will be sent to parents to stress the importance of improving child’s attendance.
- **12 unexcused absences:** Parent conferences will be scheduled with grade-level administrators, SSA, and teachers to discuss and address unexcused absences.
- **15 unexcused absences:** Parent conference with Military School Liaison Officer (SLO), grade-level administrator, SSA, and teachers to discuss and address unexcused absences. This is to ensure the improvement of student attendance.

Unexcused Tardy Policy

- **3 unexcused tardies:** Teacher will contact parents.

- **6 unexcused tardies:** Student Support Advisor (SSA) will contact parents to identify solutions to reduce tardiness.
- **9 unexcused tardies:** Parent conferences will be scheduled with grade-level administrators, SSA, and teachers to discuss and address unexcused tardies.

GRADING

Reporting Grades on Infinite Campus:

All teachers are required to update the grades on Infinite Campus at least once a week. We strongly recommend parents and students sign up for notifications from Infinite Campus to review academic grades.

Grade Reports and Progress Updates

- **Mid-Quarter Progress Reports:** These reports are given **halfway** through every quarter to update progress on academic grades. Teachers will communicate to parents if a student's academic grades are a D or F and identify strategies to improve the grade(s).
- **End-of-Quarter Report Cards:** These reports give a final summary of a student's academic grades.

1st Semester Failing Grades:

- Teachers will communicate to parents, their grade-level administrator, and SSAs if a student receives an F for the semester.
- Parent conferences will be scheduled with grade-level administrators, SSA, and teachers to discuss and address academic performance.

Failing at the end of 3rd Quarter:

- Students who are still failing by the end of the 3rd quarter will need an individualized support plan. Parent conferences will be scheduled with grade-level administrators, SSA, and teachers to co-create an individualized support plan for the student.

Grade Check for Extracurricular Activities:

- Students participating in sports or other extracurricular activities may not be allowed to participate in these activities if they have failing or unsatisfactory grades. Coaches, club supervisors, and SSAs will complete grade checks verified by Panorama.

Academic Recognition:

- Students who earn at least a 3.5 GPA at the end of the Quarters 1, 2 and 3 will be recognized at a Grade Level Assembly.
- Students who earn at least a 3.5 GPA at the end of the Quarters 1, 2 and 3 and were not suspended during the quarter, will be invited to participate in a Pizza Celebration sponsored by the PTSO.

BUS

Bus applications are available in the school office or online. Parents need to fill out the application and return it with payment. Students will not be allowed to ride the bus unless payment is received. Payment is made at the school office and bus badges will be issued to the students.

Students must follow all bus rules noted in the application. Students who misbehave on the bus may be denied rides* and shall be subject to disciplinary action as defined in Chapter 19 of the Board of Education's Hawaii Administrative Rules.

While on the bus, students shall:

- Keep hands and head inside the bus at all times
- Not scream, talk or laugh loudly, engage in horseplay, or otherwise behave in a manner that may divert the driver's attention and result in an accident
- Treat bus equipment as valuable furniture. The offender or the offender's parents shall pay for damage to seats, windows, and other equipment
- Not eat or drink any beverages on a regular trip to and from school unless necessary for medical reasons
- Not tamper with the bus or any of its equipment
- Keep books, packages, coats, and all other objects out of the aisle
- Remain in the bus in case of a road emergency, unless directed to do otherwise by the bus driver
- Not throw anything inside the bus or out of the bus window
- Remain in their seats while the bus is in motion
- Not fight or engage in any other behavior that may endanger health or morals
- Not vandalize the bus (graffiti, trash, destruction of property, etc)
- Obey the driver

There is a progression of warnings before bus privileges are revoked:

- **Warning #1:** The student is counseled and parents are notified.
- **Warning #2:** The student is suspended for one day from the bus.
- **Warning #3:** The student is suspended for the school year from the bus.

****If your child is suspended from riding the bus, you will not receive a refund for the unused portion of the bus pass.****

DRESS CODE

- **Appropriate Attire:** All clothing should be appropriate for a school setting. Clothes should not be excessively tight, revealing, or have inappropriate content for a learning environment. Some examples of inappropriate attire include but are not limited to:
 - Strapless, crop tops, halter tops, or shirts/blouses that expose the belly, back, or cleavage
 - Pants and clothing that reveals underwear, or the backside

- Clothing that promotes drugs, alcohol, violence, gang-related items, or contains offensive or inappropriate language or images
- Students in violation of the dress code policy will be required to change into appropriate clothing. Parents may be asked to bring in a change of clothes.
- Repeated violations may result in disciplinary action.
- Students are encouraged to wear their RESPECT shirts on Friday.

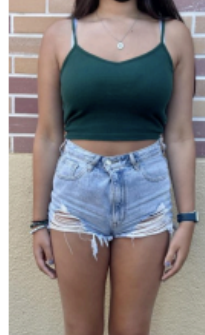


Dress Appropriately
School is where you work



Making clothing choices that are clean, fit well, are comfortable and protect you from exposure.

Clothings that promote behavior that is prohibited by Chapter 19 student conduct should not be worn to school or school functions.



CELL PHONE

- **Classroom Policy:** Cell phone usage is prohibited in classrooms, unless explicitly allowed by teachers for educational purposes. Teachers have the authority to confiscate the device and turn it over to the school administration. Parents must come to the front office to pick up their child's cell phone.
- **Emergencies:** If parents need to contact students, or students need to contact parents, they can notify their teachers and call the front office.
- **Appropriate Use of Technology:** Students are expected to practice ethical and respectful behavior when using their cell phones during unstructured time. Inappropriate use of social media platforms, applications, taking photos, videos, or audio recordings are subject to disciplinary action.

POSITIVE BEHAVIOR INTERVENTION SYSTEM (PBIS)

- **PBIS:** Our school adopts the PBIS framework to correct, counsel, promote and foster positive behavior.
- **Advisory Program (Choose Love):** During advisory students learn to manage their emotions, achieve goals, and establish healthy relationships. This is vital for academic success and personal development.
- **Panorama:** We use Panorama to track academic, behavior, and social-emotional development. Our support team identifies strengths and areas for student improvement and creates personalized learning plans and interventions.

CONSEQUENCES & DISCIPLINE

Consequences and discipline will be given to ensure a safe learning environment for all students at Wheeler Middle School. Parents and students should be aware of the following potential disciplinary action:

- **In-Class Discipline:** Our teachers take primary responsibility for maintaining classroom discipline. We believe that students learn best from the natural consequences of their actions within their everyday environment.
- **Escalation of Misbehavior:** Grade level administrators and/or SSAs will follow up with students who disregard our school expectations.
- **Parental Involvement:** Parents will be contacted to assist in addressing persistent behavioral issues.
- **Consequences:** Consequences for violating behavior expectations may include loss of recess and lunch privileges, In-School Suspension (ISS), and out of school suspension.
- **Athletics and Extracurricular Activities:** If a student receives any type of suspension they will be excluded from participating in athletic and/or extracurricular activities.