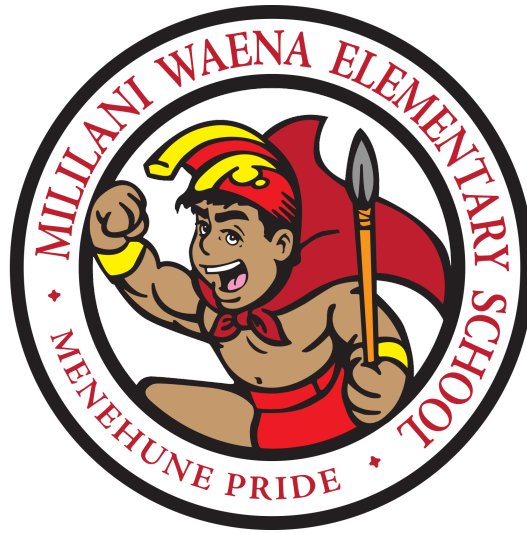


Mililani Waena Elementary School

Parent Handbook

School Year 2025-2026



95-502 Kipapa Drive, Mililani, HI 96789

234mweslearning@k12.hi.us

Telephone Numbers

Office: (808) 307-4000

Attendance: (808) 307-4080

Fax: (808) 627-7455

Office Hours

7:00 a.m. – 3:30 p.m. Monday through Friday
(Closed on State holidays)

MISSION

M - Motivated

W - Well-Rounded

E - Engaged

S - Self-directed Students

VISION

Mililani Waena empowers the whole child to become a lifelong learner who contributes to society.

CORE VALUES

- TRRFCC traits promote success by building positive character.
- Learning occurs at various rates and through different styles.
- Learning events should be connected to real-life experiences.
- We set high expectations for students and staff to reach their greatest potential.
- We learn together and support each other to reach our goals.
- Students are encouraged to take ownership of their learning and persevere through all challenges.



Board of Education Student Code of Conduct

- **Regular Attendance** - Students are expected to attend school regularly and to attend classes.
- **Punctuality** - Students are expected to be on time for school and classes.
- **Work Habits** - Students are expected to be prepared for and to participate in each class to meet performance standards, to have the necessary class materials, to complete classwork and homework accurately and on time, and to prepare for quizzes, tests and examinations.
- **Respect for Self & Others** - Students are expected to be honest, behave with dignity and treat others with respect and courtesy. Behavior of the individual should not interfere with the rights of others. This includes the use of appropriate language, actions and attire. Students are expected not to harass others verbally and physically. Students are expected to come to school free from the influence of tobacco products, alcohol or drugs. Students are expected not to use or possess such substances
- **Respect for Authority** - Students are expected to comply with all school rules and to obey all laws. Students are expected to respond in a respectful manner to all adults while under the jurisdiction of the school and while participating in school sponsored activities.
- **Respect for Property** - Students are expected to treat all property belonging to the school and to others with care.
- **Freedom from Fear** - Students are expected to contribute to a safe school environment free from fear. Acts of violence, weapons and contraband are never acceptable.

Formally adopted by the BOE on February 2, 1995 (Board of Education Policy #4010)

Student Behavior (Chapter 19)

In order to keep our schools safe, rules have been established relating to student misconduct; these rules also govern searches of students and seizures of property. Hawaii Administrative Rules, [Chapter 19](#), are derived from state law and address the issues of student misconduct, discipline, school searches and seizures, reporting offenses, police interviews and arrests, and restitution for vandalism. It's important that students and parents review this information to be aware of the consequences of a Chapter 19 violation.

Continuous Notice of Non-Discrimination

The Hawaii State Department of Education (Department) and its schools do not discriminate on the basis of race, color, national origin, ancestry, sex, gender identity, gender expression, sexual orientation, age, disability, and religion in its programs and activities. Please direct inquiries regarding Department nondiscrimination policies as follows:

Civil Rights Compliance Branch Hawaii State Department of Education P.O. Box 2360 Honolulu, Hawaii 96804 (808) 586-3322 or relay CRCB@k12.hi.us	Beth Schimmelfennig, Director Rhonda Wong, Compliance Aaron Oandasan, Title VI Toby Yamashiro, Title VII Nicole Isa-Iijima, Title IX Krysti Sukita, ADA/504
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MWES School Calendar 2025-2026

Important Dates

Jul 31	School Supply Drop Off from 4:00 - 6:00 PM
Aug 4	First Day of School (Grades 1 - 5, PreK)
Aug 4-7	Kindergarten Interviews
Aug 8	Kindergarten Transition Day (1/2 day)
Aug 8	Kindergarten Parent Orientation
Aug 11	Kindergarten Full Day Whole Class
Oct 22 - Oct 31	Parent Teacher Conferences (PTCs)
Nov 21	MWES Fun Fair
May 22	MWES Songfest
May 28	Student's Last Day

School Quarters / # Instructional Days

1st Quarter (Aug 4 to Oct 3):	42
2nd Quarter (Oct 13 to Dec 19):	47
3rd Quarter (Jan 6 to Mar 13):	46
4th Quarter (Mar 23 to May 29):	45

School Breaks

Oct 6 - Oct 10	Fall Break
Dec 22 - Jan 2	Winter Break
Mar 16 - Mar 20	Spring Break

Teacher Workdays (No School for Students)

July 29	Teacher Work Day
July 30	Professional Development Day #1
July 31	Professional Development Day #2
Aug 1	Teacher Work Day
Sept 17	Professional Development Day #3 (Complex)
Jan 5	Teacher Work Day Between Semesters
Feb 9	Teacher Institute Day
Apr 24	Professional Development Day #4
May 29	Last Day for Teachers

Official State Holidays

Aug 15	Statehood Day
Sept 1	Labor Day
Nov 11	Veteran's Day
Nov 27	Thanksgiving
Nov 28	School Holiday
Dec 25	Christmas Day
Jan 1	New Year's Day
Jan 19	Dr. Martin Luther King Jr. Day
Feb 16	President's Day
Mar 26	Prince Kuhio Day
Apr 3	Good Friday
May 25	Memorial Day

Adjusted Schedules

Oct 22 - Oct 31	Early 1:00 pm Dismissal (for PTCs)
Nov 19	2:05 Dismissal Schedule
Nov 21	Early 1:00 pm Dismissal Schedule (Fun Fair)
Dec 17	2:05 Dismissal Schedule
Dec 19	Early 1:00 pm Dismissal Schedule
May 27	2:05 Dismissal Schedule
May 28	Early 1:00 pm Dismissal Schedule

JULY							AUGUST						
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20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28	29	30
							31						
SEPTEMBER							OCTOBER						
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21	22	23	24	25	26	27	19	20	21	22	23	24	25
28	29	30					26	27	28	29	30	31	
NOVEMBER							DECEMBER						
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16	17	18	19	20	21	22	21	22	23	24	25	26	27
23	24	25	26	27	28	29	28	29	30	31			
30													
JANUARY							FEBRUARY						
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MARCH							APRIL						
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29	30	31					26	27	28	29	30		
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24	25	26	27	28	29	30	28	29	30				
31													



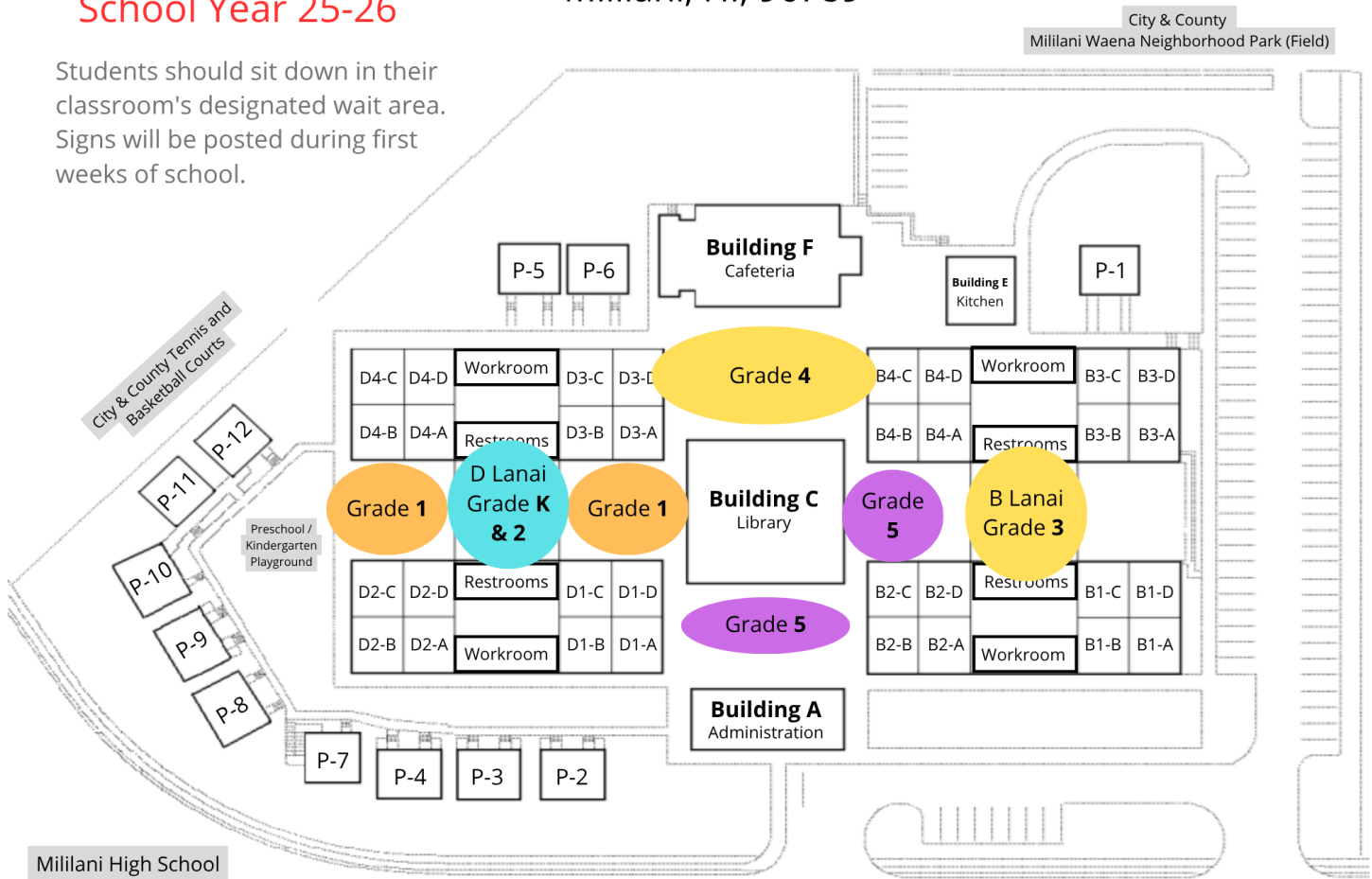
- * Official State Holiday - School Office Closed
- Teacher Workdays (No school for Students)
- School Breaks
- First/Last Day of School

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Morning Wait Areas School Year 25-26

Students should sit down in their classroom's designated wait area. Signs will be posted during first weeks of school.



Attendance

School Begins: **7:50 am**
Tardy Bell: **8:00 am**

Daily Attendance

Students are expected to attend school daily and be on time. The official school day for students begins at 7:50 a.m. and ends at 2:05 p.m., except on Wednesdays when the school day ends at 1:00 p.m. Students will be marked tardy if entering their classroom after **8:00 am**.

- **Present** means that the student is physically present in school for at least half the school day
- **Absent** means that the student is not physically present in school, leaves before 11:00 am, or arrives after 11:00 a.m.
- A student is **tardy** if arriving at school after 8:00 a.m. and before 11:00 a.m. Students arriving after 8:00 a.m. must report to the front office and obtain a tardy slip before being admitted back to class.

Excused Absences

The following reasons are considered excused absences:

- Illness, injury, quarantine
 - A doctor's note is required for three or more consecutive days of absence
- Doctor/Dental appointment verifiable by a doctor's note
- Death in the family
- Court attendance verifiable by a court document
- Special cases with prior approval by Principal
- Family emergency as approved by Principal
- Severe weather conditions

All other student absences are considered Unexcused.

Illness Guidelines *Updated SY 24-25*

The new SY 24-25 guidance is no longer specific to COVID-19. Students should stay home if experiencing symptoms of a respiratory virus. Symptoms may include, but are not limited to: chest discomfort, chills, cough, decrease in appetite, diarrhea, fatigue (tiredness), fever or feeling feverish, headache, muscle or body aches, new loss of taste or smell, runny or stuffy nose, sneezing, sore throat, vomiting, weakness, wheezing. Individuals may return to campus once symptoms are improving and are fever-free for 24 hours (without fever-reducing medication). No testing is required. Students with chronic conditions, (e.g. asthma, allergies), can still attend school if symptoms are related.

Reporting an Absence:

In the event your child is absent from school, please contact the school in one of the following ways:

- **Option 1 (Phone)**
Call the school's absentee line at **(808) 307- 4080** before 9:00 a.m. on the day of your child's absence.
- **Option 2 (Email or Seesaw)**
Email the school via 234mweslearning@k12.hi.us **OR Seesaw Message** your child's teacher regarding your child's absence.
- **Option 3 (Written Letter)**
Submit a letter regarding the absence to the school office or your child's teacher.

*When reporting an absence, please record your **child's full legal name**, the **reason for absence**, and the **date of absence**.*

Extended Absences (e.g. Trips)

If your child will be absent from school for an extended time (e.g., a family trip), please **submit a letter** to the principal stating your child's full legal name, the reason for absence, and the dates of absence.

Missed Work Requests

Families can request missed work on the second consecutive day of their child's absence. Requests must be made before 9:00 a.m. and will be available for pick up in the front office between 2:05 p.m. and 3:30 p.m. (Wednesdays from 1:00 p.m. to 3:30 p.m.). If your child will be absent for reasons other than illness, please contact your child's teacher in advance to make the necessary arrangements for picking up homework.

Chronic Absenteeism and Excessive Tardiness

In the state of Hawaii, students are considered chronically absent when they accumulate **15 or more absences**, regardless of whether they are excused or unexcused. Students who accumulate 15 tardies are considered excessively tardy. Students who are chronically absent or excessively tardy will be referred to the counselor and administrator for follow-up actions.

If you have any questions or concerns about attendance, we are here to help. Please contact our school at 808-307-4000.

Student After-School Pick-Up

Dismissal Times

Monday, Tuesday, Thursday, Friday: **2:05 pm**

Wednesday: **1:00 pm**

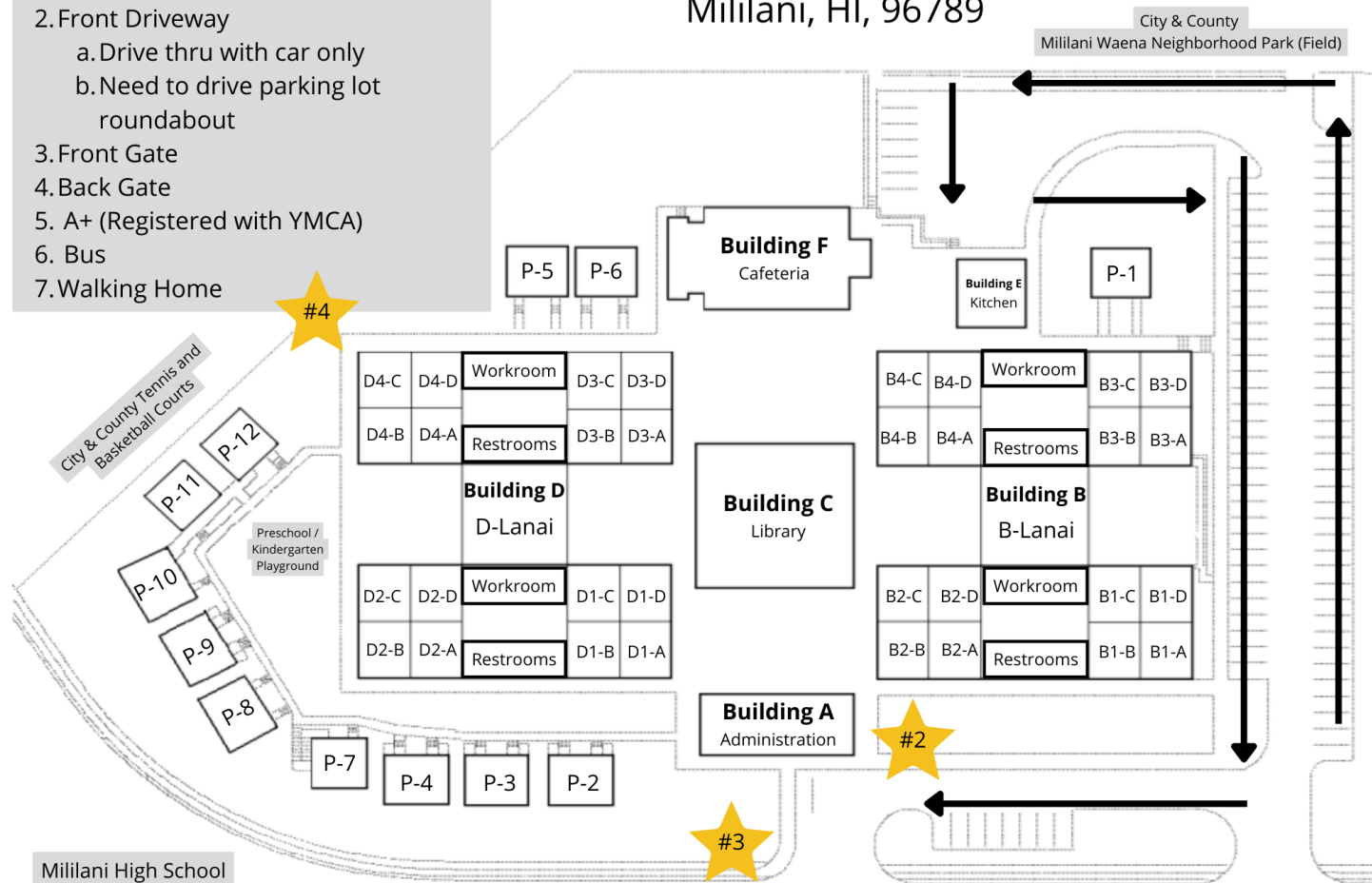
Student Pick Up Codes

1. Student Classroom
 - a. Campus opens 2:00 PM
2. Front Driveway
 - a. Drive thru with car only
 - b. Need to drive parking lot roundabout
3. Front Gate
4. Back Gate
5. A+ (Registered with YMCA)
6. Bus
7. Walking Home

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95-502 Kipapa Dr.

Mililani, HI, 96789



The Front Driveway, Front Gate, and Back Gate are available meeting places for you to meet your child(ren). A staff member will NOT be equipped with a walkie-talkie to call names.

**** Please notify the front office (808) 307- 4000, if there are any changes in your child's pick-up. Same day Seesaw/Email messages may not be seen by the teacher in time for pick up.**

- For information regarding school buses, please contact the front office.
- For information regarding A+ afterschool care, please contact YMCA of Mililani: (808) 625-1040

Meal Information

BREAKFAST PRICE

Regular Student Meal	\$1.10
Reduced Price Meal	\$0.30 NO CHARGE
Adult Meal	\$3.50

Milk Only \$0.90

LUNCH PRICE

Regular Student Meal	\$2.50
Reduced Price Meal	\$0.40 NO CHARGE
Adult Meal	\$7.50

Meal Account Deposits

Deposits into student meal accounts can be made at the front office (cash or check only). Families are encouraged to also go online at www.ezschoollpay.com for school balances, set alerts for notifications, and also deposit money for meals (credit card, for a nominal fee)

Accounts with excess funds will be refunded when your child leaves the school or the State.

Account Balances

Schools no longer are able to make unlimited "lunch loans" (breakfast and/or lunch) to students who do not have money in their meal accounts. Within the school year if you receive a **white strip** of paper with your child's balance this is a **low balance** reminder, which will be sent out once a week. If you receive a **green strip** of paper this means you are in **loan status (negative balance)**, which is sent out twice a week. Please pay the loan indicated on the paper and deposit money for future meals. Telephone reminders will be made at least once a week. In order to keep loans at a minimum, all children with negative account balances will not be able to purchase breakfast. We request that they bring a home lunch until the loan is paid and money deposited in their meal account.

Meal Assistance (Free/Reduced Meals)

Should you need to apply for Meal Assistance please do so online at www.ezmealapp.com. You do not have to submit a paper application if an online application is submitted. By applying online you will receive your assistance results faster than a written application. You are responsible for the payment of all meals until you receive your meal assistance status.

Thank you for your cooperation with your child's meal account. Should you have any questions or if you would like an update on your child's meal account balance please call (808) 307-4000.

MEAL COST PER MONTH

Month	Number of School Days	Breakfast (\$1.10 per)	Lunch (\$2.50 per)
August, 2025	19	\$20.90	\$47.50
September, 2025	20	\$22.00	\$50.00
October, 2025	18	\$19.80	\$45.00
November, 2025	17	\$18.70	\$42.50
December, 2025	15	\$16.50	\$37.50
January, 2026	18	\$19.80	\$45.00
February, 2026	18	\$19.80	\$45.00
March, 2026	16	\$17.60	\$40.00
April, 2026	20	\$22.00	\$50.00
May, 2026	19	\$20.90	\$47.50

MEAL COST PER QUARTER

Quarter	Number of School Days	Breakfast (\$1.10 per)	Lunch (\$2.50 per)
Quarter 1	42	\$46.20	\$105.00
Quarter 2	47	\$51.70	\$117.50
Quarter 3	46	\$50.60	\$115.00
Quarter 4	45	\$49.50	\$112.50

MEAL COST FOR ENTIRE SCHOOL YEAR 2025-2026

	Number of School Days	Breakfast (\$1.10 per)	Lunch (\$2.50 per)
Total for Entire Year	180	\$198.00	\$450.00

Mililani Waena Elementary School **DRESS STANDARD**

Education includes learning to behave and dress appropriately. Parents and children are responsible for children dressing in clean, appropriate clothing for school each day. The following general guidelines are subject to administrative discretion.

1. Inappropriate dress includes clothing that promotes gangs, drugs, alcohol, tobacco, violence, and/or indecent language.
2. Inappropriate dress also includes clothing that exposes the student's chest, backs, and/or midriff, such as tank tops (excluding sleeveless blouses) and spaghetti-strap tops.
3. Use of make-up and hair color is inappropriate for school.
4. Wearing shoes is recommended for school. However, shoes are required for working in the cafeteria, attending a field trip, physical education classes, and playing on the basketball courts and playground.
5. Hats, caps and hoods may not be worn.
6. Students are expected to practice good hygiene and grooming.

The dress standard applies to all school personnel and volunteers who serve as role models for appropriate behavior and dress for students. If a student does not abide by the dress standard, parents will be contacted to provide appropriate clothes so the education of others will not be interrupted.

1:1 Digital Device Program

The following standards are school rules that have been put in place to maintain the strength, integrity and sustainability of the 1:1 Digital Device program.

Device Usage:

- Students will only use digital devices for school-related purposes
- Students will not download or install any software on the digital devices
- Students are forbidden to make changes on the computer
 - Physically: stickers, decorative items, or ink markings
 - Settings: Changing preferences, removing profiles, or bypassing Internet filtering.
- The use of digital movies, games, and online sites are not allowed at any time unless the student's teacher specifically grants such permission.
- Students are prohibited from using any form of electronic media to harass, intimidate, or otherwise annoy another person or group (cyber bullying)
- Students are responsible for securing their usernames and passwords

Device Maintenance:

- Students are personally responsible for the proper care, use, and handling of the device
- If a student's device is not working properly or needs repair, the student is responsible for promptly taking it to the designated school personnel
- If a student's device is lost or stolen, the student or student's parent/guardian is responsible for generating a police report within 24 hours and providing the school with documentation of the report.

Health & Safety Guidelines

Stay Home When Sick

At a minimum, students and staff should stay home until fever free for 24 hours after the fever ends (without fever-reducing medications). The timeline for each person will vary. Staying home when sick is an important mitigation strategy to minimize the spread of common infectious diseases in schools.

Parents are encouraged to check to conduct Daily Wellness Check for common symptoms:

- ☐ Fever (higher than 100°F or hot to the touch)
- ☐ Chills
- ☐ Cough
- ☐ Shortness of breath or difficulty breathing
- ☐ Fatigue
- ☐ Muscle or body aches Headache
- ☐ New loss of taste or smell
- ☐ Sore throat
- ☐ Congestion or runny nose
- ☐ Nausea or vomiting
- ☐ Diarrhea

Hand Hygiene and Respiratory Etiquette

Hand hygiene and respiratory etiquette (i.e., covering coughs and sneezes) is a mitigation strategy to keep from getting and spreading respiratory illnesses including COVID-19. Educate students and staff to:

- Avoid touching eyes, nose, mouth, and mask.
- Cover coughs and sneezes with a tissue.
- Throw used tissues in the trash and wash or sanitize hands immediately after.
- Teach and reinforce handwashing with soap and water for at least 20 seconds.
- If soap and water are not readily available, use hand sanitizer containing at least 60% alcohol.

Masks (optional)

Wearing a [well-fitting mask](#) consistently and correctly reduces the [risk of spreading the virus](#) that causes COVID-19. Anyone who chooses to wear a mask should be supported in their decision to do so. Masking is optional.

School Point of Contacts ph: 808-307-4000 / 234mweslearning@k12.hi.us

Topic	Point of Contact
A course, assignment or resource	Classroom Teacher
A technology related question or problem	Classroom Teacher, who will then contact Tech Coordinator
A personal, academic, behavioral, or social-emotional concern Section 504 Services for students who have a 504 plan & new Section 504 referrals	<u>Counselor</u> Grades K or 3: Mr. Ryan Mitani Grades 1 or 4: Mrs. Angie Iaea Grades 2 or 5: Mr. Dane Matsunaga
Other Areas of Concern	<u>Vice Principal</u> Grades K, 4: Mrs. Deborah Hagihara Grades 1, 2: Mrs. Laurie Uyeno Grades 3, 5: Mr. Erik Kubota
Special education services for students who have an IEP	Your IEP Care Coordinator
Special education referrals	Student Services Coordinator - Mrs. Tiffany Honda
Parent Volunteering	Parent Community Networking Coordinator - Mrs. Yabes
A+ After School Program	YMCA of Mililani: (808) 625-1040
Breakfast and lunch deposits and meal menu	Office Staff
Reporting an absence	Classroom Teacher or School Office

Online Resources

Information About Curriculum	Mililani Waena Academic Focus
Health Hotline	Hawaii Department of Education Health Hotline
Personal Crisis Hotline	Crisis Text Line
Crisis Text Line	Text ALOHA to 741741 Hawai'i CARES at 808-832-3100 (O'ahu) or call 911
Accessing Digital Tools	Digital Tools How To
Hawaii Department of Education Updates	hawaiipublicschools.org



**STATE OF HAWAII
DEPARTMENT OF EDUCATION
KA 'OIHANA HO'ONA'AUAO
P.O. BOX 2360
HONOLULU, HAWAII 96804**

OFFICE OF THE DEPUTY SUPERINTENDENT

June 20, 2025

Dear Parent(s)/Legal Guardian(s) and Students:

The safety, social-emotional health, and well-being of our students continue to be a top priority for the Hawai'i State Department of Education (Department). The Department is committed to fostering culturally responsive, supportive, and inclusive learning environments in all schools and classrooms. In line with this commitment, the Department emphasizes the following:

Hawai'i Administrative Rules, Chapter 19

The *Hawai'i Administrative Rules (HAR), Chapter 19 Student Misconduct, Discipline, School Searches, and Seizures, Reporting Offenses, Police Interviews and Arrests, Restitution for Vandalism, Complaint Procedure and Investigation of Discrimination, Harassment (Including Sexual Harassment), Bullying and/or Retaliation* includes definitions, behavioral offenses, and procedures for filing complaints of discrimination, bullying, harassment (including sexual harassment), and retaliation. This rule also guides schools to maintain a safe and inclusive learning environment, ensure appropriate responses to student misconduct, and protect the rights and well-being of students in compliance with state regulations.

It is important that you discuss this rule with your child(ren) to ensure his or her understanding of this rule. A copy of this rule can be found at bit.ly/HIDOE-Chapter-19. Additionally, in this link, there is a template titled, "Department of Education Hawai'i Administrative Rules Title 8, Chapter 19 Complaint Form," which is used for filing complaints of student-to-student discrimination, bullying, harassment (including sexual harassment), and retaliation to be used by parent(s)/legal guardian(s) or other adults on behalf of students. Individuals who do not have access to or prefer not to use this complaint form may make a complaint in either writing or orally to the school, complex area, or Civil Rights Compliance Branch.

Speak Now Mobile Application

The *Speak Now* anti-bullying application (app), visit bit.ly/HIDOE-Speak-Now, recommended for students in grades 4-12, is a reporting tool that provides students another way to report incidents of bullying on Department campuses, transportation, and during Department-sponsored activities that they have either experienced or witnessed. Reports may be submitted anonymously. The free application is available to download from the Apple App and Google Play stores.

AN AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY EMPLOYER

School Safety

The Department is dedicated to ensuring all schools have safe and secure environments. Enhanced safety measures such as regular drills, adequate security personnel, and law enforcement partnerships will continue to be utilized to maintain school safety. For more information about safety at school, visit the bit.ly/HIDOE-Keeping-Our-Schools-Safe portal.

Social and Emotional Learning

The Department recognizes the importance of addressing the social and emotional learning (SEL) of our students and provides resources, support, and professional development for educators and families to promote these skills, which may include practices such as restorative discipline and trauma-informed care. For more information about SEL, visit the bit.ly/HIDOE-SEL portal.

Student Behavior, Mental Health, and Overall Well-Being (Here to HELP)

The Department is committed to fostering a positive school climate that promotes the well-being of all students by working toward creating inclusive learning environments that respect and value the diversity of all students. This includes providing appropriate resources and services for students who are in need of support. For more information about Here to HELP, visit the bit.ly/HIDOE-Here-to-HELP portal.

Should you have questions and/or would like to request a printed copy of the HAR, Chapter 19, please contact your child's respective school administrator for assistance.

Thank you for your partnership and cooperation in keeping all students safe and well.

Sincerely,



Heidi Armstrong
Deputy Superintendent

HA:ms