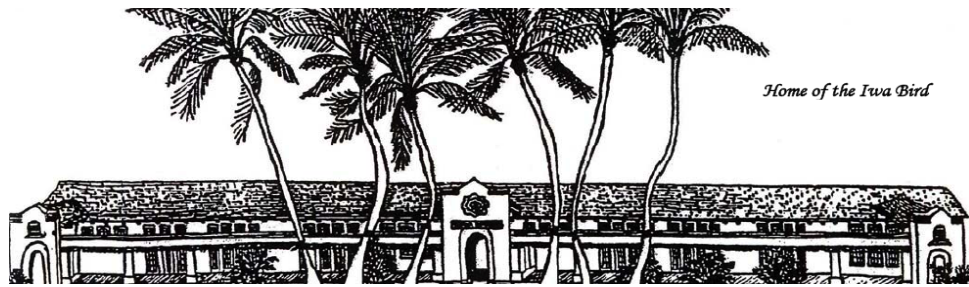


Hale`iwa Elementary School



Ke aka o Hale`iwa ...Kupono me ke aloha no ke ahona o ke ao

The ESSENCE of Hale`iwa...Live life to the fullest with honor, respect, kindness and love to make the world a better place

July 24, 2023

Dear Hale`iwa Families,

We hope that you and your child(ren) are excited about the new school year starting soon. To help everyone to know what to expect when school opens, we are sharing some of our major safety and security procedures. Please note that these procedures are in place for EVERYONE'S SAFETY: our students, our families and our staff.

Identifying Hale`iwa School Staff

ALL Hale`iwa staff should be easily identifiable by the staff ID badge that everyone should be wearing. Each badge should have the picture of the staff member, their name and it should clearly read "STAFF". Whenever our staff members are outdoors and actively providing supervision, they should also be wearing brightly colored safety vests. Parents please let your children know that if they need assistance at any time, they should seek out an adult that is wearing a school STAFF badge and / or a bright safety vest.

Morning Drop Off / Supervision

Please drop off your child(ren) no earlier than 7:15am each morning. **We are also requesting that parents drop off their child(ren) in the front parking lot and that they do not walk their child to class. Minimizing the number of non-school personnel on campus before school helps us to maintain our supervision of all students much more effectively.** There will be school personnel posted in the front to meet your child. There will also be school personnel available to escort our youngest students to their classrooms while they are in need of this support. All students will have a designated location to wait in the morning with an adult supervisor. Waiting areas are assigned by grade level and / or homeroom. Many of our students will wait in a classroom with an adult supervisor. The cafeteria and the library are other waiting areas for students with designated adult supervisors. ONLY school personnel will provide supervision in all of these areas. Students can eat breakfast in the cafeteria OR wherever they are assigned to wait in the morning.

ALL PARENTS MAY WALK THEIR CHILD(REN) TO CLASS FOR THE FIRST WEEK OF SCHOOL FROM Tuesday, AUGUST 8 TO Monday, AUGUST 14. After that, please drop off your child in the front and allow our school personnel to assist them.

Visitors on campus / snacks for classrooms

For the continued safety and security of our students, parents may not go to any classroom during the school day unless they are an official school volunteer who has completed the mandatory volunteer training. **For parents who want to bring treats for their child's class for a special occasion, please contact your child's teacher ahead of time to let them know. This is especially important because many of our students have allergies or sensitivities to foods.** If a parent wants to bring treats for the class, we encourage families to keep it small and simple and to consider non-edible items like pencils or erasers. Any treats for a classroom should be dropped off in the front office.

Lunch

All students in grades kindergarten through sixth grade will eat lunch in the cafeteria. As a friendly reminder, families must apply for free or reduced meals or pay full price. Please be sure to deposit money into your child's account before August 7, 2023.

Student pick up at the end of the day

School will finish at 2:15pm on Mondays, Tuesdays, Thursdays and Fridays. School ends at 12:35pm on Wednesdays. This is 5 minutes later on each day than in previous years. **Once again, we are requesting that parents do not go to their child's classroom to pick up their child.** Parents may wait in their cars in the parking lot or in the front of the school but not past the flag pole. **We will call for your child(ren) to come to the front when we see you in the car pick up line or in the front of the school. As with the morning drop off, minimizing the number of non-school personnel on campus after school allows us to keep track of students at the end of the day much more effectively.**

We ask for everyone's patience and understanding after school during student pick up. Our staff does our best to learn our families' cars and parents or family members who come to pick up our students. As soon as a staff member recognizes a family member, we will call for that student to come to the front of the school. This process does not always work as quickly as we would like it to – especially during the first few weeks. **We are also working hard to preserve as much instructional time as possible so we will NOT call for any students to come to the front before the final bell has rung at the end of the day either at 2:15 or at 12:35 on Wednesdays.** Traffic in the parking lot can back up all the way to Kaiaka Park at times. We encourage parents to arrive at school to pick up their child 10 minutes or later after the end of the school day bell to avoid the "after school rush". ALL children are supervised by their teachers at the end of the day. No child will ever be left unattended to wait alone if a parent is running a few minutes late so there is no need to be at school 10 to 20 minutes before the bell to wait for your child to be excused at the end of the day.

Tuesday, August 1 is just a week away! We look forward to seeing old friends and making new ones very soon! Please do not hesitate to reach out to us if you have any questions or need assistance. You may contact us at 808-637-8237 or via email at haleiwaschool@haleiwa.k12.hi.us.

Sincerely,

Malaea Wetzel
Principal