

WHEA Parent Notification Policy

Last Updated: March 2025

At WHEA, when students are on campus for instruction or school-sponsored activities, they are governed by “in loco parentis,” a Latin term meaning "in [the] place of a parent" or "instead of a parent." The term refers to a common law doctrine that denotes the legal responsibility of some person or organization to perform some of the functions or duties of a parent.

While no universal law requires schools to contact parents for every instance of student misbehavior, academic difficulty, course/class/project switch, or restorative social-emotional practices, WHEA has drafted this policy for parents to set basic expectations for communication standards.

General Policy

- Suppose an incident involving a student occurs on campus or during a school-sanctioned activity such as a field trip. In that case, the administration will assess the severity of the incident and the safety of students per existing school policies. If deemed necessary by the Administration:
 - An effort will be made to contact the parent(s) via phone so the parent can hear the information directly from the administrator or staff member who is most familiar with the incident and outcomes.
 - An email may be sent to parents. Email provides more formal documentation of the incident.
 - Text messages may be sent to parents who cannot be reached via voice phone. Text messages originate from cellular phones; therefore, the decision to connect via text messages will be specific to the administrator or staff member to whom the phone belongs.
- If a parent or guardian wants to know something going on at school regarding their minor child, they always have the right to call the Director, Associate Director, teacher, or the office. The direct WHEA office line is 808-327-4751 and is staffed between 8 am and 4 pm HST.
 - Teachers and administrators often work during school hours and will return your call when appropriate.

By implementing this policy, WHEA ensures a safe, structured, and welcoming environment for students, staff, and guests. Thank you for cooperating to keep our campus secure and foster a positive learning atmosphere.