

# HMA

# KA LAMA IKI

PARENT/STUDENT HANDBOOK  
2017-2018



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## ADMISSIONS

Hawaiian Mission Academy Ka Lama Iki is operated by nine constituent churches of the Hawaii Conference of Seventh-day Adventists. Our educational program is in harmony with Seventh-day Adventist standards and ideals, identifying God as the source of values and truth. While no religious test is required of any student entering Hawaiian Mission Academy Ka Lama Iki, it is expected that all who attend will respect, honor and support the religious principles on which the school is founded.

### NON-DISCRIMINATION

Hawaiian Mission Academy Ka Lama Iki admits students of any gender, race, color, national, or ethnic origin to all of the rights, privileges, programs, and activities generally accorded or made available to students in the school. It does not discriminate on the basis of gender, race, color, national, or ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, or other school-administered programs.

### APPLICATION PROCEDURE

To apply for enrollment, please fill out an application online which should include the following:

- Application form
- Copy of birth certificate
- \$50 non-refundable application fee
- Copies of the child's last report card and standardized test report
- Three completed recommendation forms

After receiving the above information, the administration will review the application, schedule an interview, and contact the parent/guardian accordingly.

### ENROLLMENT PROCEDURE

To complete enrollment, the following must be submitted online:

- Signed Tuition Agreement
- Consent to Treatment
- Medical Forms
- Authorized Student Pick-up List
- Internet Acceptable Use Policy
- Photograph/Video Release Form

## MEDICAL REQUIREMENTS

All students are required to have a completed *Department of Education Student's Health Record* (Form 14) on file, which includes:

### *PHYSICAL EXAMINATION*

A physical examination is required for all new students. A current physical and scoliosis examination is required for *all* seventh grade students.

### *TUBERCULIN TEST (MANTOUX TEST)*

A TB test with negative results or follow-up x-ray is required for all students. TB test must be completed within 12 months of school entrance.

### *IMMUNIZATIONS*

All students must present documentation of meeting all State of Hawaii immunization requirements. These include:

- Polio (IPV or OPV): 4 doses
- Diphtheria, Tetanus, and Pertussis (DTP or DTaP): 5 doses
- Measles, Mumps, and Rubella (MMR): 2 doses\*
- Hepatitis B: 3 doses\*\*
- Varicella (or disease history): 1 or 2 doses\*\*\*

\* Two doses of measles vaccine are required, with at least one of them being MMR vaccine.

\*\* Required for school attendance for all students born after December 31, 1992 and for 7th grade attendance.

\*\*\* Effective July 1, 2002, two doses of varicella vaccine are required if the first dose is administered on or after the 13th birthday.

Children may be exempt from immunization requirements for medical or religious reasons, if the appropriate documentation is presented to the school. Medical exemptions must be obtained from your child's doctor (a U.S. licensed physician). No other exemptions are allowed by the State.

## FINANCIAL CLEARANCE

Verification that there is no outstanding balance on any previous school account must be confirmed. No student will be allowed in school without the financial agreement completed.

## ENGLISH AS A SECOND LANGUAGE (ESL)

A student from another country who has such limited written and spoken English that he/she is unable to function at grade-level may be admitted as an ESL student in an immersion classroom. Acceptance and placement of an ESL student is made on an individual basis. Additional documentation, such as an I-20, will be required. Full tuition payment is required before student will be enrolled.



## SPECIAL EDUCATION AND ACCOMMODATIONS

HMA Ka Lama Iki may be unable to accept a student who has exceptional mental, physical or social needs because we do not have the equipment or staff necessary for special education. Students with documented medical or learning disability should follow these steps if desiring a Christian education in a mainstream classroom.

1. Apply online and submit application fee.
2. Contact school office as soon as possible to set up an educational consultation with principal.
3. After consultation, office will set up testing date for student and teacher.
4. If special services or accommodations, such as a skills trainer or special equipment, are to be provided for the student by the family, a meeting with all relevant parties (e.g., parents, teacher, principal, skills trainer, etc.) is required before student is accepted into program. An agreement will be put in place outlining special services or accommodations required and any other relevant information for student's success.
5. If a student is accepted, a waiver is to be signed by parents acknowledging that the school may be unable to meet the identified special education needs of the student.
6. The student's progress and success in the classroom will be reviewed at the beginning of each new semester and special education needs re-evaluated if necessary.

Note: If at any point in the application process, it is determined by administration that HMA Ka Lama Iki cannot provide adequate special education services, the application fee will be refunded.

## GRADE PLACEMENT

Hawaiian Mission Academy Ka Lama Iki reserves the right to administer a grade placement assessment to any new student. The final decision on grade placement is left to the school administration.

### *KINDERGARTEN*

A student entering kindergarten must reach the age of 4 years-9 months by the first day of school and demonstrate kindergarten readiness. Readiness includes, but is not limited to, the child's pre-academic knowledge, independence from caretakers, gross and fine motor skills, and interpersonal communication skills.

### *ACCELERATION*

Student acceleration ahead of his/her age grouping occurs on occasion. If a parent is considering this option, contact must be made with school administration no later than October 31 of the year prior to acceleration. To qualify, student is expected to have a composite score at the 90th percentile or above on the most recent standardized achievement test battery and must demonstrate satisfactory evidence of academic, emotional, and social readiness for acceleration to the school staff and to the parents.

## TRANSFERS

A *Department of Education Form 211* must be completed for a student transferring in to Hawaiian Mission Academy Ka Lama Iki. Students transferring from Hawaiian Mission Academy Ka Lama Iki to another school must complete a *Request for Transfer/Withdrawal Form* at the office before a *Department of Education Form 211* is issued. Tuition charges will accrue until proper student/parent forms are completed and clearance is obtained from the school office.

## FINANCIAL INFORMATION

Student tuition and fees help Hawaiian Mission Academy Ka Lama Iki fund its program. In addition, generous financial assistance from the constituent Seventh-day Adventist churches and the Hawaii Conference of Seventh-day Adventists help to keep Adventist Education affordable for all students.

### PAYMENT SCHEDULE

All fees are due in July, or at the time of registration, if after July. Tuition, lunch and supervision costs are due monthly, August through May.

### TUITION

Annual or semester payments may be paid by cash, check or credit card. Monthly payments must be registered for automatic ACH or credit card deductions. Full tuition is charged to a student who starts school late if student has been preregistered.

### OBLIGATION TO PAY

Parents, guardians, and/or financial sponsors accept an obligation to pay the full annual tuition and fees. The school cannot refund tuition or cancel unpaid obligations if your child withdraws during the academic year. Military relocation and/or deployment are exempt.

### TUITION INSURANCE

In order to provide financial protection, any parent, guardian, or financial sponsor who pays on an installment (month-to-month) basis must subscribe to the DEWAR Tuition Refund Insurance Plan. Those who pre-pay the year's tuition may also protect that investment by purchasing this insurance plan. Please refer to the *DEWAR Tuition and Fees Refund Plan* for details of the plan and its reimbursement categories to the school.

### PREPAYMENT DISCOUNT

A 5% discount will be applied to tuition paid in full by the first day of school. A 2% discount will be applied to tuition paid in full by the first day of each new semester. This prepayment discount may be forfeited if the account is not kept current of additional monthly charges (school lunch, supervision, etc.).

### FAMILY DISCOUNT

A 5% multi-child discount is available. This discount is applied toward the tuition of the second, third, or more children enrolled at Hawaiian Mission Academy Ka Lama Iki.

## REFERRAL BONUS

If a new student enrolls to Hawaiian Mission Academy Ka Lama Iki because of your referral, your child's account will be credited up to \$200. When the referee completes the first semester a \$100 credit will be applied to the referrer's account, or an account of your choice. When the referee completes the second semester the remaining \$100 credit will be applied to your account, or an account of your choice.

## DELINQUENT ACCOUNTS

All accounts are required to be paid in full by the end of each month. Should an account be delinquent beyond the 1<sup>st</sup> of the month, Hawaiian Mission Academy Ka Lama Iki will exercise its right to terminate education services to the student until the delinquent balance is paid in full. Accounts that continue to be unpaid after educational services have ceased will be turned over to a collection agency.

## UNPAID ACCOUNT RAMIFICATIONS

The following action will be applied to unpaid accounts:

### *REGISTRATION*

A student with an outstanding balance with Hawaiian Mission Academy Ka Lama Iki will not be permitted to complete registration until the account has been paid in full, unless suitable arrangements have been made with the School Board Finance Committee.

Students transferring in from another school will not be permitted to register until financial clearance has been obtained.

### *WASHINGTON D.C. TRIP*

A 7<sup>th</sup>/8<sup>th</sup> grade student with an unpaid school account, including balances for siblings, will not be allowed to attend this bi-annual trip.

### *GRADUATION*

A student with an outstanding balance, who is otherwise eligible to graduate, will be permitted to participate in the graduation service if the family account, including charges for siblings, is paid in full 7 business days prior to graduation day.

## INSUFFICIENT FUND FEE

A service charge of \$25 will be made for returned checks or returned ACH transactions due to insufficient funds (NSF). A second attempt to deposit the returned check or re-submit the ACH transaction will be made within two business days. Should the second attempt fail to clear the bank, another returned check fee of \$25 will be charged and cash payment will be required on the student account.

## FINANCIAL AID

Hawaiian Mission Academy Ka Lama Iki has limited financial assistance for families demonstrating need. A financial aid application and supporting documents must be submitted for each student requesting assistance. Applications must be submitted to the school office **by July 15**. Applicants will be notified as soon as a decision is made.

Students receiving financial assistance are expected to demonstrate satisfactory efforts in maintaining good academic and behavioral standing at Hawaiian Mission Academy Ka Lama Iki. Continuation of financial aid is contingent upon the student's satisfactory academic and behavior records and student's account being kept current throughout the school year.

#### DAMAGED PROPERTY

Lost or damaged school property will be billed to the student's account.

## GENERAL SCHOOL INFORMATION

#### CALENDAR

The school calendar is posted online and any changes throughout the year are announced in the weekly newsletter to parents.

#### SCHOOL HOURS

8:00 a.m. – 3:15 p.m. (M - Th)

8:00 a.m. – 12:00 p.m. (Friday)

#### SUPERVISION HOURS

Morning and afternoon supervision are available for a fee. Morning supervision is available from 6:00 a.m. – 7:45 a.m. Afternoon supervision is available from 3:30 p.m. (12:15 p.m. on Fridays) – 5:30 p.m. Refer to the *Tuition and Fees Schedule* for rates.

#### SECURED CAMPUS

Hawaiian Mission Academy Ka Lama Iki adheres to a secured campus policy. Students are not permitted to leave the school grounds once they arrive without having proper approvals from a parent and the school designee to leave. No student may leave or be taken off campus without notifying the teacher and school office. If someone other than the parent is taking the student, the office must have permission in writing. The parent or designee must sign the student out in the office before leaving the school campus.

#### VISITORS

Student must obtain permission from their teacher and administration *before* bringing visitors to school. Visitors must sign in and out at the school office. Parents are welcome to visit classes in session when an appointment is made with the teacher. However, as a courtesy to the students and teacher, no parent shall interrupt a class to converse with the student or teacher.

## LUNCHES

Hawaiian Mission Academy Ka Lama Iki requests that lunches be well-balanced and consistent with Seventh-day Adventist teachings and health standards. Also, caffeinated drinks should not be sent with lunches. Students may bring a lunch from home or purchase a vegetarian hot lunch from the school. Lunches need to be prepaid (for the day or the week) in the main office, or online, and will not be provided on credit. Refer to the *Tuition and Fees Schedule* for rates.

## ATTENDANCE

Daily attendance is a critical factor in achieving educational success. Students are expected to be in their classroom by 8:00 a.m. Parents are asked to notify the school if their child is going to be absent.

### EXCUSED ABSENCE

There are times when an absence is beyond the control of the student or parent. The following are examples of excused absences: illness or injury (more than five consecutive days requires a note from a physician), medical or dental appointments, court appearances, funeral attendance, and school sponsored events.

### UNEXCUSED ABSENCE

Social excursions such as family vacations, shopping trips, haircuts, etc. should be scheduled outside of school hours. It is the parent's responsibility to assist the student with the academic loss from unexcused absences.

### TRUANCY

Truancy is absence from part or all of class without the consent of parents or school personnel. Truancy includes, but is not limited to, skipping class; leaving campus without permission; loitering anywhere on campus without appropriate school supervision; or leaving class without permission from the teacher. Truancy will result in immediate discipline.

## THE CLASSROOM

In keeping with the school's philosophy and mission, students are required to participate in all classroom studies, which include Bible, language arts (English, reading, spelling, and handwriting), mathematics, social studies, science, technology, music, art, and physical education. The North American Division and Pacific Union Conference of Seventh-day Adventists approve our curriculum.

### PRAYER

Prayer is talking and listening to God. We consider it a vital part of the education of our students and something in which you, as a parent, will want to be involved. We encourage parents to pray for their child, child's teacher and class every day. Every child's need (academic, social, spiritual, and personal) receives the ministry of prayer from the staff and students of Hawaiian Mission Academy Ka Lama Iki.

## BIBLE AND DEVOTION

The Bible is the most important textbook used in our school. Therefore, formal Bible training will be a part of every school-day schedule to encourage personal spiritual growth. Students spend a portion of each day in class devotions. Devotions will be a time of sharing God's Word, as the students understand it, as well as personal ministry and worship. We believe the emphasis placed on spiritual health and Christian values will give strength and stability to every other area of the student's academic and personal life.

## COMMUNITY SERVICE

Students apply Christian principles through community service and outreach. Many practical and presentational skills will be used in aiding relief agencies, visiting nursing homes, and helping private citizens.

## MUSIC EDUCATION

Creative experiences, movement, theory, rhythm, note reading, and music appreciation are progressively taught through classroom music. Performance areas include singing (choir) and hand bells. Attendance at performances is highly encouraged.

## PHYSICAL EDUCATION

Physical education is part of the regular school program. A student may only be excused for short-term participation if a note is received from the parent verifying a limiting physical condition. A student may only be excused for frequent or long-term participation if a note is received from a physician.

## FAMILY GROUPS

Students are organized into cross-age groupings for special activities and team building. Collectively, students work on their leadership skills, community involvement, cross-age interaction, democratic process, and school spirit.

## FIELD TRIPS

Enriched instructional opportunities are provided through well-planned field trips. Adequate supervision is supplied to ensure the safe conduct of each child on such trips. Permission slips are sent home accordingly. Volunteers who drive students for field trips must submit a copy of current driver's license and vehicle insurance before transporting students. A vehicle used for the transportation of students must meet state regulations for maintenance and operation.

## TECHNOLOGY EDUCATION

The school has a variety of technology to assist students in life-long learning through resource sharing and communication with people in our community, nation and world. A wireless network is set up to allow students and teachers access to the Internet from any location on campus. Only authorized users and wireless devices will be allowed to use the wireless network. The Internet is a powerful resource for expanding the educational experience of each student. Access to e-mail and the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages

with Internet users throughout the world. Unfortunately, it is true that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or offensive. We believe, however, that the benefits to students in the form of information resources and opportunities for collaboration exceed any disadvantages and therefore support the school's choosing to make the Internet available to our students. Because ultimately, parents and guardians are responsible for setting and conveying the standards that their children should follow when using media and information sources, we respect each family's right to decide whether or not to apply for access.

Students will adhere to Christian principles when using technology and will:

- Be responsible and courteous in all communications.
- Be responsible with all computer hardware and software.
- Keep their passwords to themselves.
- Respect the confidentiality of folders, work, and files of others.
- Learn about and observe copyright laws.
- Not view websites that promote crime, violence and/or pornography.

Any activity not in accordance with these general rules may result in a loss of access as well as other disciplinary, monetary or legal action.

Students are required to sign and abide by the *Internet Acceptable Use Policy*.

## ILH SPORTS

Students in 7<sup>th</sup> and 8<sup>th</sup> grade may participate in intermediate level ILH (Interscholastic League of Honolulu) basketball and/or volleyball.

## ACADEMICS

### KINDERGARTEN GRADING SYSTEM

I = Independent; Achieves objectives and performs skills independently

P = Progressing; Progressing toward achieving objectives and skills

NT = Needs more time to develop

### GRADES 1-2 GRADING SYSTEM

All grading at this level is done until mastery has been reached. Once a child has accomplished the objectives indicated, satisfactory (S) progress has been made. When a child successfully completes the objectives and is able to extend his learning and understanding beyond the objectives indicated; extended (E) or excellent has been made. If a child cannot progress beyond the awareness stage of the concepts/objectives presented, reteaching has not been successful, (N) or needs improvement is recorded.

## GRADES 3-8 GRADING SYSTEM

Standing	Percentage	Grades 3-8	GPA Score
Excellent	93-100	A	4.0
	90-92	A-	3.7
Above Average	87-89	B+	3.3
	83-86	B	3.0
	80-82	B-	2.7
Average	77-79	C+	2.3
	73-76	C	2.0
	70-72	C-	1.7
Below Average	67-69	D+	1.3
	63-66	D	1.0
	60-62	D-	0.7
No Pass/Fail	59	F	0

### HONORS

The following scale is used to award academic achievement:

#### *PRINCIPAL'S LIST*

GPA 3.8 – 4.0

#### *HONOR ROLL*

GPA 3.5 – 3.79

#### *HONORABLE MENTION*

GPA 3.18 – 3.49

In addition to these academic awards, students are recognized for individual achievement, including but not limited to character, service, responsibility, improvement, etc.

### STUDENT PROGRESS REPORTS

Formal quarterly grades are issued at the end of each nine-week period and mid-quarter reports are issued at the halfway point of each quarter. Parents may login to *ParentsWeb* at the school website for weekly progress updates.

### CONFERENCES

Formal conferences are scheduled following the first and third quarters. At these conferences, grades are handed out and the parent and teacher are able to discuss student progress. Additional conferences will be arranged as requested by parent or teacher.

The times just prior to the start of the school day and just following the close of the school day are very busy for the classroom teachers. These are **not** times when the teachers can hold impromptu conferences with parents. Please arrange informal conferences outside of these times.



## ACCESS TO AND TRANSFER OF STUDENT RECORDS

Parents of currently enrolled or former students and students 18 years or older have the right of access to the cumulative and permanent student records maintained by the school relating to the children in the family or the individual student. Access shall be granted no later than five business days following the date of the request.

## DRESS STANDARDS

Students of Hawaiian Mission Academy Ka Lama Iki are to be well groomed throughout the school day and at all school-related functions. Appearance contributes to a student's attitude in class and the respect earned from others. Uniform polo shirts, PE t-shirts and PE shorts are available for purchase.

	BOYS	GIRLS
Daily Polo Shirt	Navy blue or light blue polo shirt with embroidered school insignia.	Navy blue or light blue polo shirt with embroidered school insignia.
Daily Pants/Shorts	Long pants or knee-length docker-style shorts in khaki or navy blue. No cargo pocket, cord or denim allowed.	Long pants or knee-length docker-style shorts in khaki or navy blue. No cargo pocket, cords or denim allowed.
Daily Skirt/Skort	Not allowed.	Knee-length skirt, dress-jumper, or skort in khaki or navy blue. No cord allowed.
Belt	Black or brown dress belt only. Belt use is <i>optional</i> on pants or shorts that sit appropriately at the waistline. Belt use will be <i>required</i> on pants or shorts that fall below the waistline or exposes underclothes.	Black or brown dress belt only. Belt use is <i>optional</i> on pants, shorts, skirt or skort that sits appropriately at the waistline. Belt use will be <i>required</i> on pants, shorts, skirt or skort that fall below the waistline or expose underclothes.
Shoes	Athletic-type shoes. No sandals, slippers, boots, or hiking shoes allowed. Offensive logos, advertisements, or decorations not allowed (i.e. skulls, illegal substances, silhouettes).	Athletic-type shoes. No sandals, slippers, boots, or hiking shoes allowed. Offensive logos, advertisements, or decorations not allowed (i.e. skulls, illegal substances, silhouettes).
Socks	Must be visible above the top of the shoe.	Must be visible above the top of the shoe.
Hair	Hair shall be clean and neatly groomed at all times. Hairstyles and/or hair colors that attract undue attention or that create a distraction are not allowed. Hair shall be kept out of the eyes/face.	Hair shall be clean and neatly groomed at all times. Hairstyles and/or hair colors that attract undue attention or that create a distraction are not allowed. Hair shall be kept out of the eyes/face.
Hat, Cap, Sunglasses	Plain hats, caps and/or sunglasses may be worn outside of school buildings and are to be removed upon entering any building. No logos, advertisements, or decorations allowed.	Plain hats, caps and/or sunglasses may be worn outside of school buildings and are to be removed upon entering any building. No logos, advertisements, or decorations allowed.

PE Clothes (5 <sup>th</sup> -8 <sup>th</sup> )	Ash gray t-shirt and knee-length navy blue nylon shorts with school insignia.	Ash gray t-shirt and knee-length navy blue nylon shorts with school insignia.
Outerwear	HMA Ka Lama Iki hooded sweatshirt or windbreaker, or a plain sweatshirt, cardigan sweater, or windbreaker jacket in a solid or combination of navy, black, white and/or gray. No logos, advertisements, or decorations allowed.	HMA Ka Lama Iki hooded sweatshirt or windbreaker, or a plain sweatshirt, cardigan sweater, or windbreaker jacket in a solid or combination of navy, black, white and/or gray. No logos, advertisements, or decorations allowed.
Jewelry & Accessories	One wristwatch may be worn. Other adornments (e.g. bracelets, necklaces, earrings, rubber wristbands, etc.) are not allowed.	One wristwatch may be worn. Other adornments (e.g. bracelets, necklaces, earrings, rubber wristbands, etc.) are not allowed.
Make-up	Not allowed.	Any makeup, including nail polish, shall be neat and conservative in a natural/neutral shade.
Fridays Only (optional)	School issued t-shirt (Jogathon, Sports Day, etc.) and blue jeans.	School issued t-shirt (Jogathon, Sports Day, etc.) and blue jeans.

## GENERAL DRESS GUIDELINES

All clothing, whether uniform or casual dress for special days, shall be neat and clean, free of stains, rips, tears and excessive wrinkles. They shall fit the student appropriately, not being too big or small. Shirts, whether tucked in or left out, shall look neat. The stomach/mid-drift should not be visible, even when arms are lifted. Undergarments, shirts and/or shorts, shall not be visible. Casual attire for special days or events should be modest (one piece swimsuits or tankinis, knee-length shorts or skirts, no tank tops or sleeveless). Offensive logos, advertisements, and/or decorations are not permitted at all on campus.

The administration reserves the right to determine the appropriateness of apparel and grooming.

## MEDICATION POLICY

### HAWAII CONFERENCE STUDENT MEDICATION POLICY

Ideally medications should be given at home. It is recommended that parents and physicians schedule medication(s) so that students do not need to take medicine during the school day. If a student requires medication during the school day, the following criteria **must** be met:

1. School personnel will administer no medications, prescriptions or non-prescriptions, without a written authorization form completed by both an individual licensed by the State of Hawaii to prescribe medication and by the parent/guardian. The form, *Physician's Order for Administration of Oral Medication by School Personnel*, is available in the school office and online at the Hawaii Conference Office of Education website.

2. The required documentation for administration of medication includes:
  - a. Name of student
  - b. Name of medication
  - c. Condition for which prescribed
  - d. Possible side effects
  - e. Dosage including amount and time to be given and for how long (number of days)
  - f. Qualified healthcare professional's name, signature, and phone number
3. Prescription medications must be brought to school in a pharmacy-labeled bottle that contains instructions on how and when to administer the medication. Over-the-counter medications must be received in the original container and will be administered according to the physician's written instructions.
4. Medications with documentation should be brought directly to the school office by the parent/guardian.
5. School personnel will **NOT** supply any medication, only administering medication(s) provided by parents with the above noted physician and parent's documentation.
6. A medication log form will be maintained by school personnel for medication(s) required by the student.
7. No medications, either prescription or over-the-counter are to be carried by student at any time while on campus or on a school-affiliated activity or trip with the following exceptions:
  - a. Student identified with the possibility of life-threatening medical emergencies may need to carry medications such as:
    - i. Asthma inhalers
    - ii. Insulin
    - iii. Severe allergic reaction kits (EpiPens)
    - iv. Anticonvulsants
  - b. Students are only allowed to carry and self-administered medication with the signed consent of the physician, parent, and student. The *Self-Medication Administration Consent Form* is available in the school office and online at the Hawaii Conference Office of Education website.

In fairness to those administering medication and to protect the safety of students, there will be no exceptions to this policy.

## POLICY AND PLAN FOR EMERGENCY MEDICAL CARE

We keep a *Consent to Treatment* form on file for each student. The managing supervisors are trained in CPR and first aid. Supervisors have a telephone in close proximity and will attempt to contact a parent or the specified non-parental emergency contact individual in the event of an injury that is judged to require professional medical attention. If the parent or emergency contact cannot be reached immediately, the student will be transported to Kapiolani Medical Center for Women and Children.

## INSURANCE COVERAGE

The school has liability insurance for students through Christian Educators. Details may be obtained from the school office.

## BEFORE AND AFTER SCHOOL SUPERVISION

Hawaiian Mission Academy Ka Lama Iki's *Before and After School Supervision Program* exists to meet the needs of parents who need to leave their student at school outside of school hours.

The program provides a safe and caring environment for Hawaiian Mission Academy Ka Lama Iki students while they await the start of the school day or wait for after school pick-up.

Any student on campus more than 15 minutes before or after scheduled school hours will be automatically enrolled in the *Before and After School Supervision Program* and billed accordingly. This includes students who remain on campus, are in close proximity to campus, or leave and return to campus. Please note that Cartwright Field Park (across the street and down from the school) is not supervised in the before and after school program.

## CHILDREN ACCEPTED

Only current Hawaiian Mission Academy Ka Lama Iki students are accepted into the *Before and After School Supervision Program*.

## CAPACITY

60-student maximum.

## HOURS OF OPERATION

6:00–7:45 a.m. (M-F)

3:30–5:30 p.m. (M-Th); 12:15–5:30 p.m. (Friday and noon dismissal days)

## ADMISSION REQUIREMENTS AND ENROLLMENT PROCEDURES

Students enrolled at Hawaiian Mission Academy Ka Lama Iki are automatically eligible for the *Before and After School Supervision Program*.

## FEES AND PAYMENT

Charges for the *Before and After School Supervision Program* will be included in the monthly Hawaiian Mission Academy Ka Lama Iki billing. Current supervision rates are listed on the *Tuition and Fees Schedule*.

## SNACKS

Students may bring a snack from home.

## PERSONAL BELONGINGS

Students are to keep personal belongings within close proximity at all times. Students are discouraged from bringing money or items valued at more than \$5.

## FUNDRAISING

The *Before and After School Supervision Program* does not regularly conduct fundraisers. If a fundraiser is held, participation would be optional.

## SICK STUDENTS

If a child becomes ill during the *Before and After School Supervision Program*, the parent/guardian will be called.

## PROGRAM CHANGES

Any changes to the *Before and After School Supervision Program* during the school year will be noted in the school's newsletter, *Ka Mea Hou*.

## ADDITIONAL INFORMATION

As required by the State of Hawaii Department of Human Services Child Care Licensing:

- No field trips are taken by the Before and After School Supervision Program.
- No transportation is provided to and/or from the school.
- The Before and After School Supervision Program does not have special provisions for special needs of individual students. However, a cot may be used for a student to rest while awaiting parent/guardian pick up after notification has been made regarding a student's illness.
- The Before and After School Supervision Program does not disclose any information regarding a student without obtaining prior written authorization from the parent/guardian except in the case of an emergency.

# GENERAL EXPECTATIONS

## STUDENT

The academic program is designed to be challenging and enriching, with each student learning from, as well as contributing to, the program to the best of his/her capability. Students are expected to meet all responsibilities, including assignment completion, active classroom participation, and preparation for assessments. Students should seek help from their teachers without hesitation.

## PARENT/GUARDIAN

A student's educational growth is maximized by the parents' interest and support. Parents are expected to guide their children to become independent learners through modeling, by providing a proper study environment at home, being aware of and showing interest in their child's educational progress. Regular contact with the child's teacher is encouraged. Parent should initiate contact with the child's teacher without hesitation.

## *CUSTODY*

When there is a court document outlining custody arrangements, a copy should be provided to the school. The school will abide by the specifications of such a document. The school will remain as neutral as possible in any custody disputes. In any legal dispute between parents, school personnel will provide information to the courts, attorneys, parents, or their agents only in response to a lawful summons or subpoena.

## TEACHER

The teacher's primary responsibility is to create a positive learning environment and to provide learning opportunities that are enriching and age-appropriate. To maintain a quality program, teachers continuously develop their teaching skills and knowledge. Teachers shall communicate regularly with students and parents.

## BEHAVIOR

Hawaiian Mission Academy Ka Lama Iki is committed to providing a safe environment for learning and developing healthy relationships through the use of peacemaking, mutual respect, responsibility and safety.

By attending our school, students choose to adopt a Christian lifestyle. Each student agrees to accept the moral responsibility associated with education in a Christ-centered school, whether on or off campus. Our students should strive to help provide a positive, safe and orderly environment and commit to the eternal principles of honor, integrity and morality.

## *DISCIPLINE*

The main goal of discipline is not to punish but to restore the student to a right relationship with God, others and self. We love our students and want them to experience God's healing grace in an environment that provides safe and secure boundaries as you learn to grow like Jesus.

At the times when restorative discipline is needed we will utilize a graduated process to help students successfully address needed issues. Some behaviors may be deemed by the administration to warrant an accelerated disciplinary process. The administration reserves the right to change these policies and regulations as needed

The school reserves the right to discipline off-campus behavior that is contrary to the behavioral expectations of its students.

## ***LEVEL ONE***

The teacher may choose an appropriate intervention or consequence which may include, but is not limited to, speaking to the student, talking to a parent, confiscating materials, giving a written assignment, and/or sending a discipline report to the principal via RenWeb. When a student receives a discipline report, the parents receive an email copy.

### **Level One Offenses:**

1. Leaving classroom or an assigned location without permission.
2. Littering: Intentional dropping, throwing or leaving items and not picking them up.
3. Boisterous behavior: Overly loud and obnoxious behavior. Bodily contact with another person in a jesting manner.
4. Running: Anything other than normal walking on campus except during recess in the gym.
5. Chewing gum: Chewing gum or providing gum to others.
6. Eating: Food is to be eaten only at the appropriate time in assigned places. No food in classroom.
7. Dress: Violation of dress code. See *Dress Code Non-Compliance*.
8. Language: Unacceptable slang expressions.
9. Unauthorized materials: Items not conducive to classroom learning or environment are not permitted (toys, personal electronic devices, or other unauthorized materials not approved by teacher). See *Personal Devices*.
10. Reckless play: Any type of play that puts self or others at risk.
11. Behavior disruptive to classroom or learning: Words, actions or non-compliance with classroom or school rules that cause disruption to classmates or teacher or interrupt instruction. Hindering individual learning (sleeping, inattention, not working on present assignment when asked, etc.).
12. Teasing or annoying another person.

## ***LEVEL TWO***

Level two offenses require a report in RenWeb. Parents will receive an email with the report and this is placed in the student's file for future reference. The teacher will consult with the principal and violations could result in, but are not limited to, any of the following (as determined by severity of offense):

- Student meeting with principal
- Immediate phone call to parents
- A written assignment
- School/community service to perform
- Related privileges revoked
- Conference with parents, teacher and/or principal, and student(s) if necessary
- In or out of school suspension

## Level Two Offenses:

1. Fighting, violence, physical aggression or intimidation: Includes but not limited to hitting, shoving, punching, kicking, slapping or grabbing.
2. Small vandalism: Acts that deface; acts that create inconvenience, but not permanent damage.
3. Inappropriate language or gestures: Swearing, vulgarity or using inappropriate language, remarks again or about others, including racial slurs.
4. Forging signatures: Improper use of another person's name
5. Disrespect: Speaking to adults or other students in a way that show a lack of respect for them as persons.
6. Lying: Being untruthful by word or by actions.
7. Frequent or habitual violations of level one regulations.
8. Cheating: See *Academic Integrity*.
9. Bullying others: An attempt to violate another student's right. (This can be physical or spoken harassment, mishandling another student's property, cyberbullying, any physical or sexual threat, etc.)
10. Aiding and abetting: Urging another student to do something that is against school regulations or against the law, covering up for a student who has done something that is not right and in violation of the school rules.
11. Irresponsible or inappropriate use of school or private property. This also includes use of school computers and/or Internet. See *Internet and Electronic Usage*.
12. Unauthorized and inappropriate materials or conversations: Any that are obscene and/or violent or promote alcoholic beverages, tobacco products, illicit drugs, sex, anti-Christian products, etc.
13. Failure to cooperate: Refusal to cooperate with a request made by a person of authority.
14. Leaving campus or school-sponsored event without permission from teacher, principal or supervisor.
15. Failure to complete a disciplinary assignment: Failure to fulfill any assignment or agreement that has been made because of misbehavior.
16. Attitude: Displaying attitudes that undermine the ideals of the school. Rolling eyes, tone of voice, talking behind teacher's back and/or making fun of others, etc.

## **LEVEL THREE**

Because security and safety of our students is of our utmost concern, the following behaviors will not be tolerated and will result in, at minimum, an out-of-school suspension and could result in, but is not limited to, required counseling, an extended suspension, or expulsion.



### **Level Three Offenses:**

1. Severe or repeat violations of level two regulations (especially bullying; physical or sexual aggression, intimidation, threats or harassment).
2. Persistently advocating ideas that are destructive of Christian principles or the moral teachings of the Seventh-day Adventist Church.
3. Theft: Taking school or personal property of value.
4. Major vandalism: Intentionally causing serious damage to school property or other personal property.
5. Tobacco, alcohol, drugs: Bringing to campus, possession or use of whether on or off campus.
6. Fireworks, knives, matches, weapons: Bringing to campus, possession or use of.

### *DRESS CODE NON-COMPLIANCE*

**First offense:** Student will be reminded of dress code policy and asked to comply.

**Second offense:** Parent will be notified of dress code violation by email or in person.

**Third offense:** A discipline report will be made in RenWeb and copy will be sent to the parent. (If uniform is available to borrow from office, student will be asked to change.)

**Fourth offense:** Parent will be called and asked to bring uniform to school or student will be required to go home and change.

### *INTERNET AND ELECTRONIC USAGE*

Since the network is provided for students to conduct research and communicate with others, access is given to students who agree to act in a considerate and responsible manner. Parental permission is required. Access is a privilege—not a right. Access entails responsibility.

Students are responsible for Christian behavior and communication on the Hawaiian Mission Academy Ka Lama Iki computer network, as well as anywhere on the school campus. It is presumed that users will comply with school standards and will honor the agreements they have signed. Hawaiian Mission Academy Ka Lama Iki takes very seriously the responsibility for appropriate use of the Internet. School staff will guide students toward resources acceptable within the framework of the general school standards. If a student should access inappropriate material, Hawaiian Mission Academy Ka Lama Iki will not be liable and the student will forfeit Internet privileges.

### *PERSONAL DEVICES*

Students are not encouraged to BYOD (Bring Your Own Device). Those that choose to, do so at their own risk. The school will not be held liable for damage or theft of such devices. Students are expected to respect the learning environment by using personal electronics appropriately and sign and abide by the following policy. These guidelines apply, but are not limited to the following:

- Personal laptop and tablet use will be allowed in the classroom only for educational purposes under the supervision of the teacher. These devices are not permitted before school, during lunch, or after school.
- Personal music devices are not permitted in the classroom, before school, during lunch, or after school.
- Personal mobile phone use is not permitted during school hours without administrative permission. Phones should be stored in locker or backpack, turned off or on silent. Parents should call the office for any necessary communication with their child(ren).
- Personally owned devices allowed to use the wireless network are subject to occasional inspection and verification that they are in compliance with the school's network policy.
- The school reserves the right to inspect any personal device brought to school if there is reasonable suspicion of improper use.

Students out of compliance with the *Personal Devices* policy will have their device confiscated and it will be available for pick up in the office at the end of the day. Communication with school administration and the parent/guardian may be required before return of device in the case of repeat offenses. Parental permission to use personal device will not supersede school policy without approval from administration.

#### *ACADEMIC INTEGRITY*

Cheating is taking dishonest advantage of teachers and/or other students. Cheating includes, but is not limited to the following behaviors:

- Glancing during a test or quiz
- Non-sanctioned "team" work on an assignment
- Habitual absenteeism on test/assignments day
- Failure to cite sources adequately on assignments
- Copying a research paper or assignment
- Changing answers
- Possession or use of cheat notes
- Stealing a paper, test, or answer key
- Carrying a test out of a room
- Copying from someone else's paper or test
- Excessive "outside assistance" on an assignment
- Allowing another student to copy from one's examination
- Communicating in any way with another student during an exam (including digital messages)
- Taking photographs of a test or quiz
- Inventing or altering data for a lab experiment or field project
- Submitting another person's work as your own
- Changing academic records outside of normal procedures
- Resubmitting returned and corrected academic work under the pretense of grader evaluation error

The general policy for a student who cheats will be to receive a grade of 0 (zero) on the work and a prompt phone call to the parent or guardian. A student who continually cheats may lose credit for the class and may also be suspended or expelled from school.

## HARASSMENT POLICY

Federal and State laws prohibit harassment in any form. Harassment also goes against our Christian beliefs and against basic human dignity. This policy governs behavior of individuals toward members of the opposite gender as well as members of the same sex.

Any individual, staff or student, who willfully causes discomfort to another person through use of intimidation or force, will be dealt with in a manner appropriate to the age or development of the offender. All charges of harassment will be investigated. Harassment, whether spoken, pictorial, or gestured--whether involving students or staff--will be handled by the appropriate authorities. Consequences will range from verbal warning to immediate dismissal.

### *HARASSMENT DEFINED*

Harassment means a person acts with intent to harass, bully, annoy or alarm if he or she:

- Strikes, shoves, kicks, or otherwise touches a person in an offensive manner or subjects such person to offensive physical contact.
- Insults, taunts, or challenges another person in a manner likely to provoke a violent response.
- Makes verbal or non-verbal expressions for reasons of, including but not limited to, race, color, national origin, ancestry, sex, religion, disability, or sexual orientation which create an intimidating, hostile, or offensive school environment, or interfere with the education of a student, or otherwise adversely affects the educational opportunity of a student.
- Name calls, makes rude gestures, insults, or constantly teases another person who feels humiliated, intimidated, threatened, and/or embarrassed.
- Makes a telephone call without purpose of legitimate communication.
- Makes repeated communications anonymously, or at extremely inconvenient hours, or in offensively coarse language.
- Causes fear as to prevent others from gaining legitimate access to or use of school buildings, facilities or grounds such as, but not limited to, restroom facilities.
- Causes others to feel uncomfortable, pressured, threatened, or in danger as a result of sexually related verbal or physical activity (sexual harassment).
- Displays or possesses a "look-alike" gun or weapon.

## *SEXUAL HARASSMENT*

HMA Ka Lama Iki is committed to providing a school environment free from sexual harassment for all students. Incidents of harassment should be reported in accordance with these procedures so school authorities may take appropriate action. Students who sexually harass others are subject to discipline, up to and including dismissal. Employees who engage in sexual harassment are subject to discipline, up to and including termination.

**Definition:** Sexual harassment is unwelcome sexual advances or requests and other conduct of a sexual nature which is offensive. Harassment can be spoken, written, physical and/or distributed through electronic means. It includes offensive pictures, graffiti, jokes, and gestures. If submission to offensive sexual conduct is made a condition of academic status, progress, benefits, honors, or activities, it is prohibited sexual harassment. Sexual harassment also occurs when the offensive behavior or material creates a hostile school environment.

**Reporting Procedures:** Students who have experienced sexual harassment shall report the incident to school authorities as soon as possible. If the harassment is between students, the student shall report the incident to the classroom teacher or principal. If the harassment comes from an adult, the student should report directly to the principal or another responsible adult.

## **BULLYING**

All members of the school community are committed to ensuring a physically and emotionally safe environment. We strive to value the rights of all people to learn without fear.

A student shall not intimidate or harass another student through words or actions. Such behavior includes, but is not limited to, direct physical contact, such as hitting or shoving; verbal (or non-verbal digital) assaults, such as threatening, teasing or name calling; and social isolation or manipulation. When such conduct is repetitive or appears likely to be repeated, it is considered bullying.

Our school expects students and/or staff to immediately report incidents of bullying to the principal. Staff members are expected to immediately intervene when they see or hear a bullying incident.

Parents will be notified when their student has been involved in acts of bullying. Students who bully may be subject to discipline. Law enforcement will be notified if appropriate.

## **CHILD ABUSE REPORTING**

All staff at Hawaiian Mission Academy Ka Lama Iki are required to report any instances of suspected sexual misconduct or child abuse to the principal and child protection agency as specified by state laws. All employees and volunteers who have contact with students are required to complete training regarding sexual misconduct and child abuse reporting requirements. Persons who are mandated by law to report suspected child abuse are protected from retaliation and civil or criminal liability under applicable state laws.

## GRIEVANCE POLICY

Hawaiian Mission Academy Ka Lama Iki encourages parent participation and is receptive to suggestions, opinions, and constructive criticism. The proper channels for concerns are:

Please observe the following procedure:

1. Contact the teacher involved, or the teacher of the student involved, outside of class hours, and discuss the circumstances or situation as you understand it.
2. If unsatisfied with the response or decision, and the matter remains unresolved, contact the school principal, and discuss the matter with him/her.
3. If no resolution is reached, the matter will be presented to a grievance committee comprised of board chairman, pastors, and principal.
4. If needed, a final meeting with the School Board can be scheduled. The School Board is the final authority for resolution of grievances or change of school policies and procedures.

Major problems can be avoided if you are:

- Open and direct, handling questions before they become problems.
- Careful in your choice of words and timing so that you remain calm and constructive.
- Convinced that each person wants what is best for your child.
- Willing to give the other person time and space to understand and consider your opinion or request.

Trust in each other's honesty and goodwill is the biggest aid in solving problems so that both people win.

## PRIVACY

Your privacy is important to the school and is understandably an area of concern for every student and parent/guardian. The school values your right to privacy and seeks to preserve and protect it. However, your right to privacy is not limited. This policy seeks to explain how your information is used and also to define your privacy rights as a student or parent/guardian at Hawaiian Mission Academy Ka Lama Iki.

### *PERSONALLY IDENTIFIABLE INFORMATION*

As part of the admissions process, and throughout a student's enrollment, Hawaiian Mission Academy Ka Lama Iki will occasionally request personally identifiable information from students and parent/guardians. This will likely include, though not be limited to, the students' and parents/guardians' names, addresses, email addresses, phone numbers, and the student's date of birth and social security number. The school will also generate personally identifiable information about its students in the form of student records, which may include academic records, health records, and disciplinary records. This information is necessary for the school to provide its services to its students and parents/guardians and will only be utilized by the school or its agents for that purpose. For more information, see the policies on student records.

The school does not sell, trade, or otherwise transfer to outside parties your personally identifiable information. This does not include trusted third parties who assist the school in conducting its business

or providing its services to you, so long as those parties agree to keep this information confidential. We may also release your information when we believe release is necessary to comply with the law.

The school may desire to publicize student participation and achievement on its website or in its publications. This may include school utilization of photographs, videos, writings, and voice or performance recordings of a student or parent for educational, promotional, and/or athletic purposes in the school's promotional materials, newsletters, press releases, website, videos, media outreach, and other such publications. Unless students/parents/guardians formally opt out, they agree to permit such use by the school. See media release policy for more information.

### *STUDENT RECORDS*

Hawaiian Mission Academy Ka Lama Iki is a private religious school that does not accept federal funds. As such, it is not subject to the provisions of the Federal Educational Rights and Privacy Act (FERPA). However, your records will only be readily available and accessible to authorized personnel, the student, or the parent/guardian. See the Access to Transfer of Student Records policy for further information about what your records contain and who may access them.

### *SCHOOL PROPERTY*

Student property is generally defined as the student's own body and any item owned by the student or worn by the student. Student property includes, but is not limited to, student-owned backpacks, bags, purses, computers or electronic devices, phones and clothes. Student property may be searched under certain circumstances to maintain student safety or to enforce school rules or policies. See the search and seizure policy for more information.

### **SEARCH**

The school search policy is effective for all students in attendance. This policy is designed to balance the privacy of the individual student while allowing HMA Ka Lama Iki school staff to maintain a safe environment for all students. The school administration has the right and responsibility to conduct (in the presence of an adult witness, when possible) a search of student property, including the student, clothes, and/or backpack (or similar personal items) when there is a reasonable suspicion that a student may be in possession of illegal substances or other contraband in violation of a school rule, school policy, or law. A student's personal computer, tablet, phone or other technology may also be searched when there is reasonable suspicion that the device contains information relevant to a serious violation of a school rule, school policy or law. The school will use reasonable efforts to make the search minimally invasive and targeted.

School property may be searched at any time for any reason. School property includes, but is not limited to, desks, lockers, school computers or electronic devices, classrooms, common areas, school athletic equipment, school vehicles, and any other property owned or controlled by the school. Students have no privacy rights or expectation of privacy in the utilization of any school property. Law enforcement may be contacted, where appropriate, before, during, or after a search. When appropriate, the school may report violations of law to appropriate authorities. Parents will be notified after any search.

## MISCELLANEOUS

### SCHOOL BOARD

The school board is responsible for the operation of the school within the guidelines and policies adopted by the North American Division of Seventh-day Adventists, the Pacific Union, the Hawaii Conference Education Department, and the local board. The school board meets ten times a year on the second Tuesday of the month.

### TELEPHONE

The school phone is provided to serve the needs of the teachers and administration. Students may have limited use of the telephone in the office. To minimize disruptions to the learning environment, messages will be taken and given to the student or teacher as soon as classroom schedules permit.

### KA MEA HOU

A weekly newsletter is emailed each week. It contains the most current school information, including the lunch menu and upcoming events. Minimal hardcopies may be available for pick-up on Friday afternoons in the school office.

### VOLUNTEERS AND PTO

A *Parent Teacher Organization* helps to organize programs, fundraisers and socials for the school. Anyone interested in being a part of the PTO should notify the office.

Hawaiian Mission Academy Ka Lama Iki encourages parent and family participation in school activities. There are many ways to get involved, including supervising and transporting for field trips, assisting teachers with grading, organizing school events and activities, and many more options. Any volunteer who has works regularly or in direct contact with our students is required to complete Shield the Vulnerable training. More information is available in the office.

All volunteers and PTO members must uphold the standards of Hawaiian Mission Academy Ka Lama Iki in word, dress, conduct and Christian influence.

### SCHOOL CLUBS

Clubs and other special groups may be organized as student and staff interests, needs, and abilities may warrant. To obtain authorization for such an organization:

- Board, administration and staff approval must be acquired.
- Purposes, objectives, or goals must be clearly stated, and these purposes must be in harmony with the philosophy and objectives of the school.
- Officers must meet the standards required of student body officers or class officers.

# SAFETY AND EMERGENCY PROCEDURES

## ASBESTOS DISCLOSURE

Hawaiian Mission Academy Ka Lama Iki has buildings, some of which have and/or may have asbestos containing materials (ACM) in a non-friable condition that *presents no hazard* to anyone. Asbestos is contained in floor tiles in portions of the main hallway and the office, and in insulation on the underside of sinks in some of the upper grade classrooms.

Asbestos is possibly contained in wallboard in various places in the main building and computer lab, as well as in the roofing materials on all buildings. This use of asbestos *poses no health risk* to students or employees. Carpeting covers the ACM in the main hallway and the office.

Hawaiian Mission Academy Ka Lama Iki's ACM are inspected semi-annually and managed according to AHERA regulations. Record of our management and training are in our school management plan that is on file in our office and at the Hawaii Conference office. Our management plan is available on request.

Our designated local Education Agency manager is the Superintendent of Education for the Hawaii Conference of Seventh-day Adventists. The superintendent can be reached at 808-595-7591.

## EMERGENCY CLOSINGS OR ANNOUNCEMENTS

If school opening is delayed, or a school day is canceled because of weather, road conditions or other unforeseen situations, it will be announced by 6:30 AM via the RenWeb alert system by text message, phone call and/or email. It will also be posted on ParentsWeb. Please be sure to keep your family's personal contact information updated on ParentsWeb.

## NATURAL DISASTERS

Hawaiian Mission Academy Ka Lama Iki is in a low-risk zone according to the Department of Civil Defense. In the event of a natural disaster Hawaiian Mission Academy Ka Lama Iki *will remain open* with all teachers, supervisors, and support personnel remaining with the students to provide responsible, safe care and to ensure the welfare of all students until such time as parents can safely come and claim their children. If a parent does arrive to collect his/her child, the child will be released into parental custody.

We believe it is very important that you are aware of the major disasters we might have to face and the procedures we will follow should one of them affect us. We are providing you this information to inform you that we are making necessary preparations for the safety and welfare of the children. If you have any questions, the principal will be glad to personally discuss and fully explain our procedures to you.

For additional information, refer to the Disaster Preparedness Info section at the front of the phone book. You can also contact the Oahu Civil Defense Agency at 808-523-4121 and they will mail information to you.



## *FIRE*

Drills are held monthly. The signal for a drill or an actual fire is a bell that rings on campus. Those who have difficulty walking or have other physical limitation will be aided during drills. For those who can walk, we will leave in an orderly fashion, according to the evacuation plan posted in the facility and, under staff supervision, proceed directly to the basketball court at Cartwright Park. Directions for dismissal will be given on site.

In the event of an *actual fire* our evacuation procedures and destination will be the same as for a drill and the staff will assist.

## *TSUNAMI*

A tsunami is a series of waves generally caused by earthquakes on or near the ocean floor anywhere in the Pacific Basin. Alerting for a tsunami is accomplished by the issuance of tsunami watches and warnings.

A tsunami watch means an earthquake has occurred somewhere in the Pacific that could produce a tsunami, but the presence of waves has not yet been confirmed. A tsunami watch means to prepare.

A tsunami warning means that waves have been confirmed and all coastal areas of Oahu, identified on the maps in the front of the telephone book, must be evacuated. We have adopted the following procedure in the event that tsunami watches or warnings are announced or a local tsunami-producing earthquake occurs.

Our facility is *not* in a tsunami evacuation zone, so we do not have to consider evacuation when a tsunami watch or warning is issued. We will remain in place under either condition and there should be no significant change to our normal routine. Please do not leave work or rush to the school if a watch or a warning is announced. We will take care of your children until pickup can be safely accomplished. If you are in or can get to a safe area close to where you work, do so. It is recommended you remain in the safe area until the "All Clear" is announced. Delaying such unnecessary travel will assist in preventing traffic gridlock on our streets and allow emergency vehicles and those who must evacuate to move freely.

If a tsunami warning is issued or a local tsunami-producing earthquake occurs before our school opens, classes will be canceled and we will be closed.

## *HURRICANE/TROPICAL STORMS*

Hurricanes and tropical storms are intense weather systems, usually generated over warm Pacific waters from June through November, that are capable of producing damaging surf, destructive winds, and heavy flooding. Alerting for these storms is accomplished by the issuance of hurricane or tropical storm watches and warnings.

The National Weather Service issues hurricane or tropical storm watches approximately 36 hours prior to the arrival of hazardous storm effects on Oahu. Hurricane or Tropical Storm warnings are issued when the storm effects could affect Oahu in 24 hours or less. When a watch is issued, we will monitor the

storm and make decisions to close before the issuance of a warning. The timing of the closure will generally coincide with the end of a normal working day and should not inconvenience you, if you are at work.

The Hurricane/Tropical Storm public evacuation shelter closest to the school is Makiki District Park. If the sequence of weather events occurs, it is unlikely that movement directly from the school to a shelter will be necessary. However, our plans will consider evacuation, as we deem appropriate.

#### *EARTHQUAKE*

Should an earthquake of significant magnitude occur on Oahu, we could anticipate possible damage to our facility, the loss of electrical power, telephones, and water, as well as considerable disruption to the road networks around us. Even if you live close by, you may not be able to reach us. If we are indoors when an earthquake occurs, we will stay indoors and immediately take cover next to tables or any other thick object. If outdoors, we will stay outdoors and move toward the center of the campus, away from electrical lines, tall buildings, and trees.

When the shaking stops, the staff will treat and care for anyone who is injured and then evaluate the condition of the school.

If the facility is sound, we will remain in place and listen on our battery-operated portable radio for Civil Defense instructions. If the facility is damaged or could sustain damage as the result of an aftershock, we will gather our first aid kits and ourselves and attempt to move to Cartwright Field Park or an open area in the neighborhood. We will sustain ourselves until civil authorities can provide assistance.

#### *OAHU CIVIL DEFENSE AGENCY NOTE*

Hawaiian Public evacuation shelters will not be opened until they too, have been inspected for structural integrity. Although such inspections have a high priority, delays because of damaged road systems or other hazards can be expected.

#### *FLOODING*

Our school is *not* located in an identified flooding zone. However, during extremely heavy periods of rain, or under tropical storm or hurricane conditions, flooding in our area is possible. In the event we are advised to evacuate or should water begin to rise around our buildings, we will immediately move to the second floor of the back building or another facility designated by the Oahu Civil Defense Agency.

#### *“RULE OF THUMB”*

A good rule-of-thumb for determining if the school is open or closed is if it is announced over radio or television that the public schools are closing for some disaster-related event that has or will affect Oahu; we will also, in all likelihood, be closing. Under no circumstance, however, will we close until all school participants have been picked up.

Do not call the school during emergencies. Keep the telephone lines open and available for those who have urgent needs. The school will send out information via mass email and/or text to keep parents informed.

## **REVISIONS TO THE HANDBOOK**

The policies in this handbook may be changed from time to time by the school. Changes will be made available either online or in writing and continued enrollment in the school constitutes your acceptance of any changes to the handbook.

## NOTES

## NOTES

## WHO WE ARE

### KA LAMA IKI: LITTLE LIGHTS CARRYING GOD'S WORD TO THE WORLD

Hawaiian Mission Academy Ka Lama Iki was established to provide excellent education in a distinctive Seventh-day Adventist Christian environment. As part of the largest Protestant educational system in the world, our faculty and staff continue the educational tradition of encouraging and nurturing children to develop and perform at their highest potential. Our school is designed to provide learning opportunities where children acquire the skills and understanding needed to function effectively in current society and to guide them in developing attitudes and character traits compatible with a Christian lifestyle and worldview.

Hawaiian Mission Academy Ka Lama Iki nurtures students to develop spiritual, intellectual, social, and physical strengths in becoming compassionate and responsible lifelong learners and leaders.

Living like Jesus...Learning, Loving, Leading since 1895.

## CREDENTIALS

### ACCREDITATION

Hawaiian Mission Academy Ka Lama Iki is accredited by the National Council for Private School Accreditation, and the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities, Inc. (AAA).

### LICENSING AND MEMBERSHIP

Hawaiian Mission Academy Ka Lama Iki is licensed by the Hawaii Council of Private Schools and is a member of the Hawaii Association of Independent Schools.

## CONTACT INFORMATION

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