

**Hawaiian Mission Academy**  
**Windward Campus**  
**Student Handbook**  
**2015-2016**



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**Kailua, HI 96734**

**808-261-0565**

**[www.hmawindward.org](http://www.hmawindward.org)**

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## **Hawaiian Mission Academy Windward Campus Handbook**

Hawaiian Mission Academy Windward Campus is one of nine schools supported by the Hawaii Conference of Seventh-day Adventists and is part of a worldwide network of elementary and secondary schools, colleges and universities.

We are a fully accredited K-8 elementary school located in beautiful Kailua, and have been providing quality Christian education to the students of Windward Oahu since 1945.

### **Mission Statement**

Our school is founded on Christian principles that foster both academic and spiritual growth as students, teachers, and parents work together to accomplish shared learning goals.

Our journey to excellence utilizes the best practices of educational methodology guided by current research to engage our students in active learning that will empower them to reach their full potential.

### **Vision Statement**

Hawaiian Mission Academy Windward Campus embraces an educational philosophy of Christ centered academic excellence that encourages students to become friends with God and prepares them for a life of service to a global community.

### **Accreditation**

Hawaiian Mission Academy Windward Campus is accredited by the National Council for Private School Accreditation, the Pacific Union Conference Board of Education, the North American Division Commission on Accreditation, and licensed by the State of Hawaii.

### **Admission Procedures**

A completed registration includes the following:

1. Completed registration forms
2. Registration fees
3. First month's tuition
4. Financial Agreement form
5. Health card (form 14)
6. Cumulative file from previous school that includes: standardized test scores; report cards; reference from previous teacher; previous school's release form.

**Birth Certificate** - Students entering school for the first time are to present a document that indicates their date of birth. This may be a birth certificate or a baptismal certificate. Please note that HMA Windward requires an original certificate to be copied. No duplicate copies, please. The original certificate will be returned.

**Nondiscrimination Policy** - HMA Windward admits students without regard to race, color, ethnic background, country of origin or gender and shall be accorded equal rights and privileges pertaining to facilities, general activities, scholarship and loan programs. All local boards of education shall administer all educational and financial policies on a nondiscriminatory basis.

**Physical Examination** - Physical examinations are required for all new students and those entering grade seven. The following immunizations are required.

- Poliomyelitis vaccine
- Measles (Rubella) vaccine
- Rubella vaccine (German measles)
- Mumps vaccine
- Diphtheria pertussis and tetanus (DPT)

- T.B. skin test or chest x-ray

A parent/guardian may request an exemption from receiving the listed immunizations for their son/daughter(s) by:

- Submitting a physician's written statement which states that the student is medically exempt as a result of having had the disease; or
- Submitting a signed statement from the parent that request an exemption due to personal beliefs.

**Registration** - Registration packets are available at the school office. A completed application for each student is required every year.

**Special Education** – We may be unable to accept students who have exceptional mental, physical or social needs which would require special staff or equipment. If a student is accepted, a waiver is to be signed by parents acknowledging that the school may be unable to meet the identified needs of special education students.

**Placement Considerations** - The first few years of school are very important in a child's school experience. It is during these first years that a child develops a self-image as a student. A successful beginning school experience is vital to the development of positive self-esteem. The school staff is available to aid each parent in making decisions for his/her child's first school experience.

Hawaiian Mission Academy Windward Campus reserves the right to administer grade placement tests to any pupil. The results of the test are used to help determine the grade in which the pupil will be placed. The final decision to grade placement is left to the school staff and principal.

**Kindergarten Placement** -The Kindergarten program is designed for a child who needs to mature before entering first grade. In general, a child is placed in Kindergarten if he/she is developmentally too young for first grade even though he/she is old enough chronologically. The Kindergarten curriculum prepares the student for first grade. The

minimum age requirement for Kindergarten is 5 years of age by December 31st of current calendar year.

**First Grade Placement** - All new first grade applicants must be evaluated for placement. Only students who evaluate as being ready for first grade will be placed in first grade. We admit students to 1st grade if they are 6 years of age by December 31st of the current calendar year.

**Criteria for Acceptance of Transfer Students** - Prior to accepting a transfer student from another school, home school or an informal type of educational setting the following is to be evaluated:

1. Prior school performance as evidenced by cumulative records, report cards, and/or conversations with personnel of the previous school attended.
2. Age and physical development.
3. Social development.
4. Student's and parents' attitude toward the Seventh-day Adventist Church and its educational system.
5. Willingness to cooperate with the school.
6. Performance on a standardized achievement and/or readiness test(s).

A conference involving a parent and the child may be held to determine the extent to which the applicant meets the above criteria.

### **Financial Information**

HMA Windward is supported in part by tuition payments, in part by the Seventh-day Adventist churches of Windward Oahu, and in part by the Hawaii Conference of Seventh-day Adventists, which is composed of churches throughout the entire State of Hawaii. The five constituent churches that provide major financial support to us are: the Hauula, Kailua, Kaneohe, Waiola, and Waimanalo Seventh-day Adventist Churches.

HMA Windward, like any business, needs a steady cash income in order to meet its monthly financial obligations; therefore it cannot allow student tuition accounts to become overdue. Please don't hesitate to come in and discuss your financial situation if an unforeseen emergency arises. Your pastor and church can often assist in emergencies or in unusual circumstances.

### **Tuition Policies and Procedures**

- Before a student is enrolled in school, the parent or guardian must accept financial responsibility for the student by signing a "Financial Agreement" form.
- Tuition payments are made through FACTS Tuition Management System. FACTS, is the nation's leading provider of tuition payment plans. We will assist you as needed in signing up with FACTS.
- Students may not register until the previous year's account is paid in full.
- Students transferring from another private school must have their previous accounts fully paid before enrolling at HMA-WC.
- If a parent withdraws a student before the end of the school year, or enters during the year, tuition charges will be prorated on a daily basis.
- Accounts for 8th grade students must be current in order for them to participate in their 8th grade trip.
- A student account must be paid in full in order for the 8th grade student to receive his/her diploma.
- If a student account becomes 30 days past due, services may be withheld until the account is paid in full. Student accounts must be current or being paid in accordance with an approved plan for the student to start each new quarter.

**Collections** - When an account becomes more than 30 days past due, a notification letter will be sent to the student's parent/guardian. It is the

responsibility of the parent/guardian to make payments in full at our school or pay online. If the parent is unable to meet the monthly tuition payments in a timely manner, the parents need to submit a plan for making the payments. Parents are advised to contact their pastor and see if financial support may be available from their local church. Delinquent accounts will be reviewed monthly. Education services may be withheld pending approval of a payment plan.

**Registration Charges** - All fees that pertain to the student are due at registration time. The yearly registration fee must be paid in full before students will be allowed to attend class.

**Scholarships** – We use the Hawaii Conference of Seventh-day Adventist 5-Step Tuition Assistance application procedure if a student needs scholarship support. Applications are available in the school office.

### **Tuition Charges and Fees**

Standard Rate - \$6650 per year

Military Rate - \$6150 per year

SDA Rate - \$4400 per year

- Bank charges for returned checks will be charged back to the students account.
- Student placement tests are \$25.
- Early registration fee is \$390 if paid by May 30th and \$440 thereafter.
- As a convenience to parents of HMA Windward, the school accepts Visa and MasterCard as a form of payment.

### **Discounts**

Family discounts for the monthly tuition are as follows.

- o 2nd child \$15 per month
- o 3rd child \$30 per month



o 4th child \$50 per month

Tuition paid in advance, prior to the start of a semester, will receive a 2% discount.

**FACTS Tuition Management** We have partnered with FACTS Management Company to help us manage our tuition payment program. FACTS is used by many schools locally and over 5,000 schools nationally. By taking advantage of the security and convenience of payment processing and information technology offered by FACTS, we believe it will ultimately enable us to reduce our operational costs, thus minimizing tuition rate increases. FACTS tuition payment management allows you to do the following:

1. **Payment Dates:** You may choose either of the payment dates offered of each month as your payment date. Automatic payments can be made from a checking or savings account or from a variety of credit cards, if applicable.
2. **Enrolling in FACTS:** You will receive an invitation from FACTS with information necessary to enroll. Included in the invitation will be the website you will need to access.
3. **Convenience & Security:** Along with multiple payment plan options, your payments are processed securely through a bank-to-bank transaction.
4. **Consumer Account:** You may check your personal account or make payments online from the convenience of your home or office anytime.

Parents who have failed to pre-pay tuition prior to the start of a new semester or have accounts 30 days past due, will be required to enroll in the FACTS program prior to the start of the following semester.

**Extended Care** - HMA Windward offers an extended care program for parents who need before and/or aftercare for their children. Before care begins at 7 AM. No students should arrive before that time. Once on campus, students are to check in with the supervising staff and remain in the supervised areas. Our afternoon extended care time is

from 3:30 P.M. until 5:30 P.M. All children not picked up by 3:30pm will be checked into after school extended care and must be picked up by 5:30 PM. When the school is a half-day, the extended care program begins at 12:15 P.M. The extended program will not be involved in any fundraising activities. No student will be transported off campus during the extended time program. A special program is not provided for handicapped persons. Faculty and staff will direct students who are signed up in the after-care program to the aftercare personnel.

Students who have not left the campus by 12:15 P.M. on half days or 3:30 P.M. Monday-Thursday will be automatically enrolled in the after-care program.

Extended care fees are \$3.50 per half hour. Family rates (for more than one child) are \$5.00 per half hour. Charges are assessed for any portion of a half hour of extended care. Late charges are assessed after 5:30pm at the following rate: \$10 for every 10 minutes or fraction thereof.

### **Additional Extended Care Information**

- 1) All students currently enrolled in HMA-WC will be allowed into the program.
- 2) Our student capacity is 20 students.
- 3) Fees will be included in your monthly statement.
- 4) Food will not be served by staff members, but students may supply their own snacks.
- 5) If a student becomes ill during the Before and After School Program, a parent or guardian will be called.
- 6) Any changes to the Before and After School Program policies will be noted in our weekly newsletter 30 days prior to implementation.

### **General Information**

**Curriculum** - We offer a traditional K-8 curriculum that has been developed by the North American Division of Seventh-day Adventists

and approved by the Pacific Union Conference of Seventh-day Adventists. Our journey to excellence utilizes the best practices of educational methodology guided by current research to engage our students in active learning that will empower them to reach their full potential.

Our school environment is founded on Christian principles that foster both academic and spiritual growth as students, teachers, and parents work together to accomplish shared learning goals.

**School Board** - Our local governing body is the HMA Windward School Board. This board is composed of representatives of constituent Seventh-day Adventist churches, Castle Medical Center, the Hawaii Conference of Seventh-day Adventists, and the Pacific Union Conference of Seventh-day Adventists.

Board meetings are generally held at the school on the 2nd Monday of each month at 6:30 P.M. All members of the school and constituent churches are welcome to attend the general session of these board meetings. Any constituent member may, in accordance with the by-laws, suggest items for the board agenda and be present when these items are discussed. Any regulations that are passed in the school board, as well as those determined and communicated by HMA Windward administration are as binding as this handbook.

**Insurance Coverage** - Christian Educators Insurance Trust, Policy #CEB 08000, is a primary insurance coverage if parents do not have any private insurance.

**Asbestos** - HMA Windward has been tested and is asbestos free. Documentation is in the school office.

**Adult Visitors** - All adult visitors must report to the school office. Visitors are asked to use the front doors, sign in at the office, and wear a visitor/volunteer badge at all times.

- Parents are encouraged to visit their student's classroom. To do so, please make arrangements ahead of time with your student's teacher.

**Student Visitors** - Students are welcome to visit a classroom if arrangements have been made with the teacher in advance. A student visitor must be of elementary school age and must receive permission from the teacher the day before the visit. A visit of more than one day must be cleared in advance with the school Administration. In case of an emergency, a written consent to treatment letter must be completed before a visitor is welcomed into the classroom.

**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 unlimited. This policy seeks to explain how your information is collected and used and also to define your privacy rights as a student or parent/guardian at this school.

As part of the admissions process, and throughout a student's enrollment, the school will occasionally request personally identifiable information from students and parents/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.

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 the media release policy for more information.

**Student records** - This school 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.

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.

Requests by parents to inspect and review records during regular school hours shall be granted no later than five days following the date of the request. The procedures shall include notification to the parent of the location of all official student records, if not centrally located, and providing qualified certificated personnel to interpret records where appropriate.

**Transfer of Cumulative Record** - When a student transfers to another school, either Seventh-day Adventist or public, the cumulative record, or a copy thereof, shall be transferred to the school where the student intends to enroll upon written request of the student or parents if the student is under 18 years of age.

**Current Address and Phone Numbers** - Please help us protect your children from needless delay in case of an accident by making sure that all emergency information is updated and on file in the school office.

**Grades** - Reports are issued at the end of each of four grading periods. First period grades are issued to parents during Parent-Teacher-Student Conferences. Subsequent quarter grades will be mailed. Marked on this

report card will be a number indicating how many absences and how many tardies the student has received during the quarter. This number reflects the number of school days during which the student was not present.

Grading Symbols are as follows:

Kindergarten

NT = Needs Time

B = Beginning

P = Progressing

I = Independent

Grade 1-2

E = Doing Very Well

S = Making Acceptable Progress

N = More Progress Needed

Grades 3–8

A = Superior; B = Above Average; C = Average; D = Unsatisfactory;  
F = Failure

Midterm progress reports are issued approximately halfway through each quarter to students in grades K–8. Parents of all students are encouraged to remain in close contact with the classroom teacher regarding their child’s academic progress. Student grades are available on-line for both parent and student review. Ask your child’s teacher for Internet access to our grading program.

**Parent/Teacher/Student Conferences** - After the close of the first and third quarter, usually October and March, special days are set a side on the school calendar for parent/teacher conferences for grades K-8. All parents are requested to attend PTS conferences.

Conferences outside of these times will be arranged on an individual basis for students at any level. If parents wish to meet with the teacher, they must call the school office and request a time when both parents and the teacher can meet.

**Child Custody** – When there is a court document outlining custody arrangements, a copy should be provided to the school to assist and facilitate implementation of court ordered student custody issues. 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.

**Attendance** - Students must attend class regularly to meet the academic and social criteria set for them by the State of Hawaii, the Pacific Union Conference of Seventh-day Adventists, and the Hawaii Conference of Seventh-day Adventists.

- Absence or tardiness due to illness, medical/dental appointments, or a death in the immediate family are considered excused if the student's parent or guardian sends a written note to the homeroom teacher or calls the school office to explain why their child was absent or tardy.
- Written excuses do not need to come from a physician or dentist.
- Students who have been absent or tardy may be required to complete work they have missed, at the teacher's discretion. Generally, a teacher will allow one extra day to complete required work for each day the student has missed.
- Parents anticipating family vacations or other absences must contact the teacher at least one week in advance of departure to request their child's required work assignments. This work should be completed before or during the period of the absence, at the teacher's discretion.
- Students arriving at school after 8:15am must report to the office and sign in to avoid being marked absent for the day and initiating a parent notification of an absence.

- Students leaving school for appointments during school hours must be signed out by a parent or authorized guardian prior to departure.
- Students not picked up by a parent or authorized guardian by 3:30pm will be signed into our After School Care Program and be charged accordingly.
- Students enrolled at HMA-WC are expected to attend the following programs:
  - The annual Christmas program
  - Five Education Sabbath church programs
  - The annual May Day program
  - Music/Bible grades will be determined, in part, by participation in these programs

**Field Trips** - Field trips, planned specifically for children at each grade level, are part of the educational experience at HMA Windward.

- Parent chaperones are needed on many of the trips. All accompanying parents are chaperones and are there to supervise the students in their care. The responsibility of being a chaperone demands the full attention of the parent/adult in charge of their group.
- Volunteer drivers for field trips must have a valid driver's license and be covered by a current auto insurance policy.

**School Hours** - The school is in session from 8:00 A.M. to 3:15 P.M., Monday through Thursday, and 8:00 A.M. to Noon on Friday. No student is allowed to leave the school grounds during school hours. Written permission must be given for release of students to anyone other than those listed on the emergency release forms.

**Phone Use** - Students may use the phone in the front office, if they have permission from their teacher. Students will be allowed to place calls or be called to the phone only for a genuine emergency. The school phone is for business use only.



**Cell Phones** - Students may bring cell phones on campus, but they may not be used during the school day without the specific permission of a teacher. All student cell phones are to be turned off and stored in their lockers. If a student's cell phone rings during the school day, the teacher may confiscate the phone until the end of the day or give it to the principal for further action.

Texting by students at any time is not allowed on the school campus. Student cell phones will be confiscated by staff members if used at school during school hours. If a cell phone has been taken away by a staff member, please contact the principal.

**Home and School Association** - Similar to the PTA in the public school system, our Home & School Association is maintained by parents and teachers of the school.

Several meetings and activities are planned during the school year. This organization has proved to be one of our school's assets. Your participation and support is encouraged to:

- Unify activities of the home and school.
- Assist with school activities for each classroom.
- Give leadership to fund-raising activities that provide special equipment or services for the school.
- Provide a forum for discussion of problems of the home and school.
- Help plan and assist with school functions such as Fall Festival, Christmas Program, Jog-a-Thon, May Day Program, etc.

**Care of School Property** - Students are to take good care of school property both inside and outside of the building. When a school activity involves the church, students are to exercise the same care and concern. Students will be expected to pay for the replacement of damaged school property or materials for which they are responsible.

**STATEMENT OF NOTIFICATION** - The Federal law requires a public announcement to be given to school patrons regarding any asbestos material in our school. HMA-WC has been checked by a certified asbestos person and has been declared asbestos free by the State of Hawaii. This report is in the school file. This document is available for those wishing to see it.

### **Natural Disasters**

HMA Windward will follow the lead of the local Department of Education in case of any emergency and/or disaster. Listen to the radio or TV. HMA Windward will remain closed if an emergency is detected.

In the event of an emergency all teachers, supervisors, and support personnel will provide for the safety of our students, until such a time as parents can safely come and claim their children. When the parent arrives, the child will be released into parental custody. In the event that HMA Windward must evacuate, we will take our students to the following evacuation area:

Castle Medical Center Parking Lot: 640 Ulukahiki Street, Kailua, HI 96734

### **Emergency Action and Crisis Management**

In preparation in the event of a natural or man-made emergency requiring secured classrooms and buildings such as a hurricane, tsunami, trespasser, bomb threat, or release of an unknown substance into the air that threatens the health safety of our students and school personnel, our school has emergency response plans developed. In the event of an emergency, your child will be cared for by our staff in accordance with school plans and guided by emergency response personnel such as the Hawaii County Police Department, Fire Department, Civil Defense and Emergency Medical Services. At these times, please cooperate by not rushing to campus, listen to the radio or television for information and instructions, avoid calls to the school, so the phone lines are open for emergency responders and pick up your child(ren) at the regular dismissal time or otherwise directed.

When the principal is present at the school, he or she will direct all emergency actions that need to be taken. In his or her absence a designated teacher will be in charge.

## **STUDENT HEALTH INFORMATION**

Physical examinations are required of all students as follows:

- A. Upon entering school for the first time.
- B. At grade 7 (this shall include the scoliosis examination).

A physical examination shall be considered current, except scoliosis examination, if taken not more than twelve months prior to any of the above dates and the report is submitted to the school.

**Immunization Requirements** - Immunization requirements for students of the Hawaii Department of Education apply to Seventh-day Adventist schools. Proof is required for school admittance and must be presented to the school office when the student initially registers.

**Exemption From Required Immunization** - A student may be exempt from receiving the required immunizations by submitting:

1. A written statement from a physician which states that the student is medically exempt as a result of having had the disease; or
2. A signed statement from the parent stating that the student is exempt because of personal beliefs. This personal exemption shall be recorded on the immunization record.

**Illness** - The Public Health Department informs us of conditions for which children are to be excluded from school until either recovered or diagnosed and cleared for inclusion by a physician. Unless otherwise indicated, students are excluded from attendance until they have been free of symptoms for 24 hours. The conditions for exclusion are:

- Chicken pox – excluded until at least six days after first vesicles appear or Dr.'s orders, or all vesicles are dry (whichever occurs last).

- Common cold – excessive coughing and nasal discharge.
- Fever of 100 degrees or greater.
- Fifth's Disease – excluded with fever.
- Flu - excluded with acute symptoms, fever chills.
- Head lice – excluded until free of nits.
- Impetigo – excluded until 48 hours of antibiotic therapy, and as long as sores drain.
- Jaundice
- Measles – return with doctor/health dept. permission.
- Meningitis – return with doctor/health dept. permission.
- Mumps – excluded until swelling disappears.
- New onset of rash with concurrent or preceding fever.
- Pink eye – excluded until eyes are clear with no discharge.
- Ringworm – excluded until therapy is initiated.
- Rubella – return with doctor/health dept. permission.
- Scabies – excluded until treated.
- Stiff neck or headache with fever
- Strep throat – excluded until 48 hours after antibiotic therapy is started.
- Vomiting

The school reserves the right to send children home if they feel the child is sick or contagious. It is important that parents keep their children home if he/she is sick.

**Medication** - Students requiring medication at school, including non-aspirin pain relievers, must have a form from the parent or doctor stating which medication is required and give a brief description of the medication and how it is to be administered. Forms are available at the office. The medication must be left at the school office where the student may request it when necessary. Medication must be provided by the parents and must be in its original container.

Any student who is required to take medication during the regular school day as prescribed by a physician may be assisted by the school nurse or other designated school personnel if the school has on file the following:

- A. A written statement from such physician detailing the time schedules, amount, and method by which such medications is to be taken and,
- B. A written statement from the parent or guardian of the student indicating the desire that the school assist the student in matters set forth in the physician's statement.
- C. Such medication must be delivered to the school in the original container bearing the pharmacy label. This label is to contain the name and place of business of the seller, the serial number and the date of such prescription, the name of the person for whom such a drug is prescribed, the name of the member of the medical profession who prescribed the drug, and must bear directions for use as prescribed by the member of the medical profession.
- D. Authorized students may need to carry emergency medication e.g. asthma inhalers, insulin, severe allergic reaction kits, or anticonvulsants. Documentation required for students who are allowed to carry and self-administer medication must include the signed consent of the physician, parent and student.

**Managing Food Allergies** - Food allergies can be life-threatening. The risk of accidental exposure to foods can be reduced in the school setting if students, parents, and physicians work together to minimize risks of

exposure to allergens and provide a safe educational environment for food-allergic students.

**Family's Role** - Notify the school of the student's allergies. Allergies should be noted prior to entry into school or immediately after diagnosis. Children with severe allergies should have a State of Hawaii, Dept. of Education, Form SH36, Request to Store and Administer Emergency Rescue Medications or Daily, Routine, and Scheduled Medications on file prior to starting school. This form must be signed by the attending physician and parent(s).

Depending on the nature and extent of the student's allergy, the measures listed may include, but are not limited to: Posting allergy listing and prescribed course of action (e.g. side of refrigerator); Designating special tables during snack and/or lunch; Discouraging particular food items from certain classrooms; Educating school personnel, students, and families about food allergies.

Implementing particular protocols around cleaning surfaces touched by food products, washing of hands after eating, etc.

Work with the school team to develop a plan that accommodates the student's needs throughout the school, including the classroom, the cafeteria, after-care programs, during school-sponsored activities, and on the school bus.

Provide written medical documentation, instructions, and medications as directed by a physician.

Provide properly labeled medications and promptly replace medications after use or upon expiration.

Review policies and procedures with the school staff, the child's physician, and the child (if age appropriate) after a reaction has occurred.

Provide current emergency contact information and update regularly.

Educate the child in the self-management of their food allergy including:

- safe and unsafe foods;
- strategies for avoiding exposure to unsafe foods;
- symptoms of allergic reactions;
- how and when to tell an adult they may be having an allergy-related problem;
- how to read food labels (age appropriate).

### **Standards of Student Conduct**

- All students are entitled to a quality education. Any student action, behavior, or practice, which interferes with the school's learning environment will be managed by the teacher in charge. Standards of courtesy decency, morality, proper language, honesty, respect for real or personal property, and wholesome relationships with others are expected of all students.
- HMA Windward students will be courteous and treat others, as they want to be treated. Each student and adult will have an equal opportunity to participate in all phases of school life without fear of intimidations, threats, coercion, disruption, or exposure to foul language. Each person shall be treated with respect and as a person of worth.
  - Students are expected to conduct themselves in an appropriate manner by refraining from profanity, obscene gestures, taking God's name in vain, and other disrespectful behavior.
  - Any on or off campus behavior or activity by a student that inadvertently or intentionally negatively affects the HMA-WC learning environment may result in remedial or disciplinary action.
- Each student must conduct himself so as to favorably represent the God who created him, his parents, and himself. Any practice that tends

to nullify a Christian atmosphere or defeat the purpose of the school is unacceptable.

- Each student must be respectful and obedient to all adults. Respect and consideration will be shown to faculty, staff, peers and guests at all time.
- Each student must be courteous and respectful to other students.
- Students are to leave the following items at home: toys, magazines, candy, gum, personal items of value, radios, electronic games, game watches, tape recorders, skates and skateboards. Bikes, skates and skateboards may be used only for transportation to and from school.
- Students must respect school property, the property of others, observe all campus safety rules, and keep the grounds and buildings clean and free from markings.
- Students are not to use foul language or tell inappropriate stories.
- The use or possession of tobacco, alcoholic beverages, drugs and gambling devices is prohibited at all times.
- No firearms and weapons of any kind are allowed on the school campus.
- Students must be on time for classes and appointments.
- An attitude of respect and reserve is to be maintained between boys and girls.
- Major offenses for our school shall include, but not be limited to:
  - Vandalism
  - Physical assault
  - Chemical abuse
  - Sexual misconduct
  - Defiance
  - Inappropriate language
  - Possession of a weapon or banned substance on campus



Such offenses may result in an immediate “out of school” suspension pending resolution of the problem, which may include a recommendation by the principal to the school board for dismissal from school.

**Search Policy** – 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 school officials 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, a student’s automobile, clothes, and/or backpack (or similar personal items) when there is reasonable suspicion that a student may be in possession of drugs, weapons, alcohol, or other contraband in violation of a school rule, school policy, or law. A student’s personal computer, tablet, smart-phone, or other technology may also be searched when there is reasonable suspicion that the devices contain 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.

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, telephones, clothes, and student or parent/guardian owned vehicles. Student property may be searched under certain circumstances to maintain student safety or to enforce school rules or policies.

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. The school may search school property at any time for any reason pursuant to the school’s search and seizure policy. School property may be searched at

any time for any reason. 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.

This policy 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 policy.

**Relational Aggression** -This is defined as any behavior that harms others through damage or threat of damage to relationships or feelings of acceptance, friendship or group inclusion including, but not limited to the following: unwelcomed teasing, name calling, excluding, humiliating, spreading rumors, “practical jokes”, threatening negative actions, disrespecting another’s property, coercing or manipulating power in a relationship.

Harassment, threats, or abuse of any kind will not be tolerated. Any such offense will be reported immediately and will be investigated by the school administration. A written record of the offense will be kept and depending on the severity; may be reported to the police department for further action.

**Sexual Harassment** - HMA Windward is committed to providing a school environment free from sexual harassment for all students. Incidents of harassment should be reported so school authorities may take appropriate action. Students who sexually harass others are subject to discipline and possible dismissal.

Sexual harassment is unwelcome sexual advances, requests or other conduct of sexual nature, which is offensive. Harassment can be spoken, written, or physical behavior, but also includes digitally distributed offensive pictures, graffiti, jokes, gestures, foul or inappropriate language and stories.

**Reporting and 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 students shall report the incident to the classroom teacher.

**Bullying** – All members of the school community are committed to ensuring a physically and emotionally safe environment for our students therefore, no student is allowed to intimidate or harass another student through word or actions. Such behavior includes, but is not limited to, direct physical contact, such as hitting or shoving; verbal or non-verbal assaults, such as threatening, teasing or name calling; and social isolation or manipulation. When such conduct is repetitive it is considered bullying.

**Violent Acts or Threats of Violence** - Any violent acts or perceived threats of violence or aggressive behaviors will be treated as serious offenses. Students who commit violent acts or who perpetrate verbal or written threats of violence will be suspended and sent home pending investigation. After the investigation is completed, the offender may be exonerated, expelled, suspended, or put on probation. If allowed to return to school, they may be required to undergo psychological evaluation and or counseling before returning to school. The student must also complete the discipline process of the school.

Classroom teacher rules may vary and will be communicated to students and parents during the first two weeks of the school year.

**Suspension or Expulsion** - The possession of any weapons, firearms, bullets, knives, clubs, explosives, fireworks or other items used to inflict pain or harm will result in potential dismissal from school, arrest, and prosecution. Students using (whether on or off campus) or bringing to school any illegal items will be suspended and may be expelled from school. Students using or bringing to campus any items such as but not limited to: beverages containing alcohol, illegal drugs, or tobacco in any form will be subject to potential dismissal from school, arrest, and prosecution. Also, any serious incidence of theft or property damage; or

any other illegal activity that violates the law will be reported to the police department for further action.

Students may also be suspended or expelled for lack of academic effort, insubordination, repeated infractions, or other serious misconduct.

If action by the faculty or School Board is needed as a result of a suspension, a meeting will be arranged at the earliest opportunity convenient to its members.

**Property Rights** - Each student is expected to respect the property of the school, teachers, and fellow students. Students are required to pay for damages to the school or someone else's property that result from their actions. Waste of either personal or school supplies is to be avoided. The school takes no responsibility for books, clothing, money or other personal property left by anyone on the school grounds or in the school building.

**Violating the Standards of Conduct** - When a student violates a standard of conduct or behavior, the matter may first be dealt with in the student's classroom. As such, a student may be referred to the office for administrative action depending on severity and frequency of the offense.

Parents will be notified when their child refuses to respond to correction. When a student is facing disciplinary action from the school, the parents have the option of initiating a grievance process with the school board.

**Grievance Procedure** - Because communication can sometime break down and result in misunderstandings, a grievance procedure has been established. Since students are our prime concern, the following steps are offered to help mediate problems that require special attention. It is recommended that the following steps be utilized in sequence.

Step one. A parent/teacher conference should be held in order to identify the problem and isolate the facts. This first step should resolve

the majority of problems. Parents should not approach teachers during the school day unless cleared through the office.

Step two. A parent/teacher conference, with the principal, may be held if the concerns remain unresolved at the first meeting.

Step three. Before further action is taken, a second parent/teacher/principal conference may be held with the problem area stated in written form.

Step four. Any unresolved problems may be brought before an applicable committee of the school board. This action requires a request by the parent through the principal or the school board chairman. Results of a committee action will be reviewed by the full school board in executive (closed) session.

**Citizenship Program** - In order to actively inform parents about their child's behavior, a Citizenship Grade Program has been established.

Every student will start the quarter with 100 points/percent. They will be given a citizenship grade that will be included in their weekly progress report. If points have been lost during the week, the report will also have a statement explaining reasons for the points lost.

This grade becomes part of the students' permanent school record and is recorded on their quarterly grade report.

**Dress Code** - Complete HMA Windward uniforms are mandatory for each school day. Uniforms should be neat, clean and sized appropriately to the student. Students who come to school without the proper attire will be considered unprepared for school and will not participate in school activities until the dress infraction is corrected.

- Uniforms can be purchased at the office. HMA-WC logo t-shirts can be worn as an option on Friday only.
- Students participating in Education Sabbath and other programs should wear black and white attire. Check with teachers for specific requirements.

- In the interest of safety, modesty, and simplicity, students should not wear jewelry (bracelets, rings, chains, earrings, body art, etc.) while on campus or during any school related functions. Students may wear watches and medical ID tags.
- Students should refrain from excessive use of makeup.
- Hair should be kept clean and neatly groomed at all times. Hairstyles that attract undue attention or that create a distraction for the student or the class should not be worn. Extreme styles are not acceptable for girls or boys. A multi-colored, un-natural, or extreme color of hair is not acceptable.
- Hats, caps, or hoods are not to be worn in the classrooms.
- Athletic type shoes must be worn at all times.
- No T-shirts or shorts are to be worn under the school uniform.

It is our desire to honor the Lord Jesus Christ and to see Him reflected in the lives of our students. Our dress code emphasizes modesty, neatness and safety. Each child should meet the dress code standards before they arrive at school. Students, who arrive at school dressed inappropriately, may be asked to contact their parents to request appropriate clothes be brought to school to correct the problem.

### **Computer and Internet Use**

The Internet provides our students and staff with access to the world through links with media, colleges and universities, and other sites throughout the world. Because of its enormous size, the Internet's potential is boundless. However, with the great potential for education also comes the potential for abuse. Because access to the internet provides connections to other computer systems located all over the world, users must understand that neither HMA-WC nor any staff member controls the content of the information available on these other systems. Through filtering devices, HMA-WC will do all in its power to limit the availability of controversial and offensive materials

through our systems. We do not condone the use of such material by any student or staff member.

The use of our computer network and Internet access is a privilege and not a right. Inappropriate use will result in restriction or cancellation of access privileges. Behaviors that can result in suspension/revocation of access privileges include but are not limited to:

- Involvement in any activity prohibited by law.
- Using profanity, vulgarities, obscenities, or other language that is offensive to or degrades others.
- Intentional use of invasive software such as “viruses”, “worms,” and other detrimental activities.
- Attempts to log on as a system administrator.
- Viewing, storing, transferring, or transmitting obscene, sexually explicit, or pornographic materials.
- Using or transmitting any type of chain letter, hate mail, threatening messages, harassment, or racial, sexist, or discriminatory remarks.
- Sharing your own or another’s password or using another’s password.
- Transferring, utilizing, or storing materials in violation of copyright laws or license agreements.
- Trespassing in another’s folders, work, or files.
- Intentionally altering the contents, organization, or structure of any school computer.
- Checking email without teacher approval.
- Using any type of instant messaging or other form of social media without teacher permission.
- Internet access without teacher approval.
- Being in the Computer lab without supervision or permission.

Any on or off campus use of digital devices by students that inadvertently or intentionally negatively affects the HMA-WC learning environment may result in remedial or disciplinary action for those involved.

All users of the HMA-WC school network and internet will be held fully responsible for the use of their account to transfer or store materials. Any inappropriate activities carried out will be considered to be the actions of the account holder.

Students may not reveal their personal name, home address, home phone number, or phone numbers of other individuals while on-line. Students must notify a parent/guardian and a teacher immediately if any individual is trying to contact them for illicit or suspicious activities. Students may not use chat rooms or any social networking sites while on school computers.

### **STUDENT PLEDGE**

I accept that my participation at Hawaiian Mission Academy Windward Campus is a privilege. I have read and understand this document, and I pledge to accept the moral responsibility associated with education in a Christ centered school, whether on or off campus.

It is my desire to choose to uphold school policies at all school functions and live by the guidelines of the handbook and any other regulations, which may be deemed necessary by the administration or school board.

I understand that my attendance at Hawaiian Mission Academy Windward Campus is conditional and based upon keeping my commitment. If I make choices contrary to this commitment, I will actively cooperate with the redemptive discipline process of this school.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_



**PARENT PLEDGE**

I have read the Handbook and am in agreement with its Mission Statement, and guiding principles. I will actively support these and the regulations in the handbook or any other regulations deemed necessary by the administration or school board.

I pledge myself to work with the school not only to meet these goals, but also to maximize my child’s educational experience. My financial obligation is clearly understood and I agree to pay my child’s account each month unless I arrange otherwise with the school administration or finance committee in advance.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

**Media Release** - This is to certify that I give permission to photograph and/or videotape my student for use on the school’s, and in various school publications and printed media. I understand that all rights, title and interest in the photography for said media outlets belong to the school and that I will receive no financial compensation for the use of these pictures and/or videotape. I further understand that the school may edit, copy, alter, or revise the photographs and/or videotape for use in their media outlets and that they will retain control over the use and distribution of the photographs and/or videotape. I have read this form and I understand its meaning.

Student Name \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_