

HMA K-8 HANDBOOK 2011-2012



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hmak12.org

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Welcome to HMA K-8

WHO WE ARE

Hawaiian Mission Academy K-8 is a place where students can progress toward spiritual, academic, social, and physical excellence. Dedicated Christian parents, teachers, staff, and students cooperate in making this possible.

1. We are: The elementary and intermediate section of the fully accredited Hawaiian Mission Academy K-12, an Adventist Christian school, presently located on two campuses in the Makiki community of Honolulu.
2. Accredited by:
 - A. WASC, the Western Association of Schools and Colleges
 - B. Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities, Inc.
3. A member of HAIS, the Hawaiian Association of Independent Schools
4. A part of the worldwide Seventh-day Adventist educational system with over 1000 schools, colleges, and universities, throughout North America, including Loma Linda University Schools of Medicine, Dentistry, Nursing and Allied Health.

OUR MISSION

Hawaiian Mission Academy K-12 is committed to providing an excellent Christ-centered education that prepares students to achieve their highest potential academically, spiritually, physically, and socially in order to be of service to God and others.

OUR VISION

To provide a quality college preparatory education for grades K-12:

1. In a Christ-centered environment reflected in our:
 - A. Classroom management and discipline
 - B. Curriculum
 - C. Opportunities for service
 - D. Training to be Peacemakers in their spheres and communication.
2. Facilitated by a highly qualified, dedicated faculty
3. In a nurturing small school environment
4. Where low student-teacher ratio allows for all students to individually reach their full potential. (Every student in the graduating class of 2007 was enrolled in college for the year 2007-2008.)
5. By making use of current technology and media.

OUR TEACHERS

Our teachers are highly trained and credentialed for the levels and subject areas they teach.

Studies show that, because of our teachers and nationwide curriculum, students who have attended Adventist schools for their entire K-8 education score an average of 18% higher on the ITBS and ITED tests than the average public and private school student.

ADMISSIONS

1. STATEMENT OF NON-DISCRIMINATION

Hawaiian Mission Academy K-8 admits students of any race, gender, religion, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally (accorded or) made available to students at the school.

2. ENTRANCE AGE

Kindergarten

A child's first year in school is very important and is believed to provide the basic foundation needed to succeed in his/her educational career. Each child will be assessed to determine his/her kindergarten readiness. Admittance criteria will include, but not be limited to, the child's pre-academic knowledge, independence from caretakers, gross and fine motor skills, and interpersonal communication skills. In addition, it is required that students beginning kindergarten will reach the age of five by December 31st of the current school year. While maturity levels may vary, experience has shown that the older the child, the more likely he/she is to succeed in school.

First Grade

Students admitted to the first grade must demonstrate appropriate social, emotional, and academic abilities. Each student will be assessed and the admittance criteria will be applied. First grade students should reach the age of six years by December 31st of the current school year.

3. BIRTH CERTIFICATE

Children entering HMA K-8 for the first time are to present an *original* birth certificate.

4. MEDICAL REQUIREMENTS

Physical examinations are required for all children entering school for the first time in Hawaii. All new students will be required to provide the school with a completed DOE Form 14 Health Record filled out by a family physician which documents:

- A. Tuberculin test (Mantoux type) with negative results or follow-up x-ray. (TB test must be completed within one year prior to school entrance.)
- B. Complete or current immunizations
- C. Physical examination (must be completed within one year prior to school entrance).

New and returning students in grade 7 must provide documentation showing evidence of a recent physical examination, including scoliosis check. The following immunizations also need to be up to date: 2 MMR, 3 HepB, 1 or 2 Varicella. It is recommended that students have a physical examination every two years. You may submit a request for waiver.

5. ADMISSIONS

An admissions committee must approve all students. Returning students are approved on the recommendation of former teachers. New students will be approved after completion of the following steps:

- A.** Submission of completed application and fees
- B.** Submission of favorable references and records (i.e., most recent copy of standardized test results and grade report) for review
- C.** Attitude and cooperation level acceptable at time of interview
- D.** A minimum entrance test score of 40 percentile*
- E.** Promise of parental support and involvement (See page 9 item #6)
- F.** Proof of financial clearance from former school.

The bookkeeper will examine financial arrangements for each student before final approval is given for admission.

6. OTHER ADMINISTRATIVE POLICIES

A. TRANSFERS/RELEASE

The office must complete a DOE Form 211 for students transferring to another school. Students transferring from another school must submit a Form 211 completed by their previous school.

Students transferring to another school must complete a Request for Transfer/Withdrawal Form at the office as early as possible before the transfer.

Tuition charges continue for HMA K-8 students until proper student/parent forms are completed and clearance is obtained from the school's office. A Form 211 will be issued after all is cleared.

B. DISCLOSURE OF STUDENT INFORMATION

HMA K-8 will not disclose any information about any student to any person or business without the written permission of that student's parents or guardians. The only exception will be in the sharing of information with the Parent-Teacher Organization to facilitate their work and planning.

* HMA K-8 is not equipped with the resources to service students needing intensive assistance.

FINANCIAL INFORMATION

1. FUNDING

Hawaiian Mission Academy K-8 is funded through student tuition and through generous financial assistance from the members of the constituent Seventh-day Adventist Churches and the Hawaii Conference of Seventh-day Adventists. All HMA K-8 students benefit from lower tuition rates due to this financial assistance. Additional funding for special purchases may come from the school's and the PTO's fund-raising efforts.

Members of the Seventh-day Adventist Church, who are attending and financially supportive of their local Seventh-day Adventist Church in Hawaii, benefit from a further discounted tuition rate.

2. REFERRAL BONUS – a BIG help on your tuition!

If a new student comes to HMA K-8 because of your referral, your child's account, (or the account of your choice) may be credited up to \$200. When the referee completes the first full semester a \$100 credit will be applied to the account chosen. When the referee completes the second full semester the remaining \$100 credit will be applied to the account chosen.

3. APPLICATION FEES

A non-refundable application fee must accompany each application.

New Students

First-time application fee. \$50.00

Returning Students

Application fee by March 18, 2011.....\$25.00

Application fee after July 15, 2011\$50.00

The submission of an application form accompanied by the application fee prior to the actual registration date will reserve a place for a returning student.

4. TUITION

The following rates will be in effect for the 2011–2012 school year.

Regular rate.....	\$6,927.00
ESL rate*	\$10,632.00
Comprehensive Fee* (all students).....	\$250.00
Tuition Recovery Insurance	\$235.52
(Unless year is paid in advance - 3.4% of tuition rate)	

Because Adventist Churches financially support Adventist Schools, an SDA rate is available to members of the Seventh-day Adventist Church who are attending a local Seventh-day Adventist Church in Hawaii. Please see the registrar or the bookkeeper for more information.

The comprehensive fee, the first installment of tuition and the tuition recovery insurance is due at the time of registration.

*ESL tuition and Comprehensive Fee are required to be paid in full at the time of registration. ESL tuition is not subject to pre-payment & family discounts.

Obligation to Pay The Full Amount

Parents/Guardians/Financial sponsors accept an obligation to pay the full annual tuition as unconditional. After the first day of school no portion of fees paid will be refunded or outstanding balance cancelled in the event of absence, withdrawal, or dismissal from the school without finance committee action.

Refund Insurance Plan

In order to provide financial protection for themselves and HMA K-8, any parent, guardian, or financial sponsor who pays on an installment basis must subscribe to the 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 Tuition Refund Plan (TRP) brochure for details of the plan and its reimbursement categories to the school.

Tuition Payable Annually, by Semester, or Monthly. Tuition paid in full at the time of registration is given a five percent (5%) pre-payment discount, whereas a two percent (2%) discount is given to those paying by semester. Payment for the 2nd semester must be received by HMA K-8 on or before **December 16, 2011**. Those receiving tuition aid are not eligible for pre-payment discount.

Monthly tuition is payable in 10 monthly installments due by the 15th of each month.

Automatic Deduction of Installment Payments is encouraged to be made from your bank account (ACH) or by credit card (VISA, MasterCard, & Discover Card) on the 15th of the month (or the following business day if the 15th falls on a weekend or a holiday). Authorization forms must be completed and submitted to the office at the time of

registration by those choosing the monthly automatic bank or credit card deduction payment option.

The Comprehensive Fee is a once-a-year, non-refundable charge that covers the cost of student accident insurance, library expense, national achievement testing, yearbook, depreciation of textbooks, and use of consumable books. A student enrolling after December 31 will pay a Comprehensive Fee of \$205.00.

Family Discounts

A five percent (5%) tuition discount is applied to each child (after the first) for families with more than one child enrolled in HMA K-8.

5. ACCOUNT DETAILS

A. DELINQUENT ACCOUNTS

HMA K-8 requires that all account balances be paid in full each month. Should an account be delinquent for up to 60 days, HMA K-8 will exercise its right to terminate education services to the child(ren). The child(ren) will be re-admitted only after 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.

B. UNPAID ACCOUNT RAMIFICATIONS

- 1) Students having unpaid accounts with HMA K-8 will not be permitted to complete registration until the account has been paid in full. Students transferring to HMA K-8 from other schools will not be permitted to register until financial clearance has been obtained from the other school.
- 2) 7th & 8th grade students having an outstanding balance on their family account, including balances for siblings are not allowed to go on the Washington D.C. trip.
- 3) 8th grade students with outstanding balances, who are 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.

C. REFUNDS

After the first day of school no portion of fees paid will be refunded or outstanding balance will be cancelled in the event of absence, withdrawal, or dismissal from school without finance committee action.

The schools expenses are incurred on an annual basis; therefore, the school cannot afford to refund the tuition or cancel unpaid obligations if your child withdraws during the academic year. However, every year students withdraw from school for one of the following reasons: personal, injury or sickness, change of objective, death of parent or student, disciplinary dismissal, scholastic failure, financial problems, emotional difficulties, or transfer of family.

Because of the aforementioned reasons, the Tuition Refund Plan (TRP) is implemented for the purpose of reimbursing HMA K-8 for its tuition costs if the student is unable to complete the year. Please refer to the Tuition Refund Plan (TRP) brochure for details of the plan and its reimbursement categories to the school.

Full tuition is charged to a student who starts school late if a space has been reserved for that student.

In the event that it is necessary to withdraw the student before the first day of school, one half (1/2) of the Comprehensive fee is refundable, provided the school is notified in writing before the first day of school. In cases where a student has been approved for financial aid, but for financial reasons must withdraw before the start of school, the full amount is refunded. The same rule applies to late entrants - their first day of school is determined at the time of their registration.

D. RETURNED CHECK OR REJECTED ACH TRANSACTION

A service charge of \$25.00 will be made for returned checks or returned ACH transactions due to insufficient funds (NSF) or for any other reason. A second attempt to deposit the returned check or re-submit the ACH transaction will be made within 2 business days. Should the second attempt fail to clear the bank, another returned check fee of \$25.00 will be charged and cash payment will be required from the check issuer.

6. FINANCIAL ASSISTANCE

HMA K-8 has limited resources for students and families needing financial assistance to pay tuition. Since eligibility is determined by demonstrated need, a detailed Financial Aid Application and supporting documents are required **annually**. Application for assistance must be submitted to the office by July 1, 2011 to be processed for the 2011-2012 school year.

Applicants will be notified by August 1, 2011 of the HMA K-8 Finance Committee's decision.

Students receiving financial assistance are expected to demonstrate reasonable efforts in maintaining good academic and behavioral standing at HMA K-8. Continuation of financial aid is contingent upon a student's satisfactory academic and/or behavior records and student accounts being kept current throughout the school year.

Additional financial aid for Adventist students may be available from your local Seventh-day Adventist Church and/or the Hawaii Conference of Seventh-day Adventists. Arrangements must be made with them and with the school before any financial aid can be applied to your account. Until the school is presented with written confirmation from the church and/or the Conference, you will be expected to pay full tuition.

7. SCHOOL LUNCH

The school makes available a vegetarian (non vegan) lunch program. Lunch is available daily, and may be available when the school is on a half-day schedule.

School lunch is served with milk, but a student who wants to have extra milk can obtain a milk ticket in addition to his/her lunch ticket. **School lunch and milk tickets are billed for 20 uses upon issuance.** Unused or partially used lunch and/or milk tickets will be credited to the account or refunded at the end of the year or if the student withdraws.

Students must purchase lunch tickets in advance, which will not be charged to student accounts. They will be not be given a school lunch until they have paid for a meal card.

The following school lunch rates are effective for the 2011–2012 school year.

Regular lunch ticket (Grades K to 3 rd)	\$80.00	(\$4.00 per meal)
Regular lunch ticket (Grades 4 th to 8 th)	\$100.00	(\$5.00 per meal)
Milk ticket (Grades K to 8 th)	\$15.00	(\$0.75 per milk)

8. OTHER CHARGES

A. LOCKER FEE

Locker Fee (Grades 7 and 8)\$10.00

B. GRADUATION

Graduation Fee (Grade 8)\$75.00

C. DAMAGED PROPERTY

Lost or damaged books and other defaced or damaged property will be billed to the related account. Depending on the financial consequence of a student's infraction or negligent act, a fee may be charged for repair, replenishment, or replacement of items affected.

D. GUM

Gum is not to be chewed on campus. Since gum damages the carpets and furniture it attaches to, each student found chewing gum **will** be charged a \$5.00 fine.

9. PAYMENT OF CHARGES OTHER THAN TUITION

Other charges are billed and are payable on the 15th of the month following the date of the statement. These monthly charges are payable by automatic deduction from your bank account (ACH) or by credit card (VISA, MasterCard & Discover Card). If the 15th falls on a weekend or a holiday, bank deduction or credit card charges will be made on the following business day. Authorization forms for ACH or credit card payments must be completed and submitted to the office at the time of registration. Any other mode of payment must be arranged with the bookkeeper.

10. LATE PAYMENT FEES

A late fee of \$15.00 is assessed on accounts that have an outstanding balance after the 15th of each month.

OPERATIONS AND POLICY

1. SCHOOL HOURS

School begins at 8:00 a.m. daily. Classes dismiss at 2:45 p.m. Mondays through Thursdays and 2:15 p.m. on Fridays.

2. ATTENDANCE

In harmony with Hawaii Conference and state regulations, attendance on each school day is required. Two valid excuses for an absence are: (1) the student's illness; (2) a death in the family. Other absences may be permitted, but not considered "excused" and *make-up work for those classes must be arranged with the teacher at least five working days prior to the absence.* Academic loss from absences is the responsibility of the parent. Extended periods of absence may jeopardize a student's readiness for promotion to the next grade level.

Students are expected to be on time to school as a development of good life-long habits. Parents, please help your children to arrive by 7:55 a.m. Students who are not in their classrooms by 8:00 a.m. are counted tardy.

- A. In our record keeping, three (3) unexcused occurrences of tardiness' are considered equal to one (1) absence. A total of three (3) unexcused absences within one (1) quarter are the limit allowed before the parent is contacted by the principal.
- B. **A fine of \$5.00 will be assessed for each unexcused tardiness or absence once the parent has been notified.**

3. CLASSROOM ACTIVITIES

HMA K-8's program of study includes Bible, reading, phonics, spelling, handwriting (K-6), oral and written language, math, social studies, science (which includes health education, drug education, and sex education for grades 5-7), art, music, computer, and physical education. The school uses material that is approved by the North American Division and Pacific Union Conference of Seventh-day Adventists as well as the state of Hawaii.

HMA K-8 has a self-contained classroom structure for kindergarten through grade 6 and a modified team-teaching approach in grades 7 and 8.

A. Prayer

Prayer is talking and listening to God. We consider it a vital part of the education of your child and something in which you, as a parent, will want to be involved. We encourage you to pray for your 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 at Hawaiian Mission Academy K-8.

Your children are involved in prayer from the beginning of their day in classroom devotions and throughout their day as they interact with one another.

B. Bible and Devotion

We believe 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. Children will also spend a portion of each day in class devotions. Devotions will be a time of sharing God's Word, as the children 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.

C. Community Service

As a chemist learns by testing theories in his laboratory, so HMA K-8 students will apply Christian principles in community service and outreach. Many practical and presentational skills will be used in aiding relief agencies, visiting nursing homes, and helping private citizens. Students in 7th and 8th grades are to complete 30 minutes of community service per week on an ongoing basis.

D. Computer Education

The school has a PC computer lab and Apple laptops utilized by the staff and students to cover a curriculum including introduction to computers, keyboarding, spreadsheets, multimedia, Power Point, and Internet research for class/school presentations. Web based activities are frequently used in core curricular areas.

E. Music Education

- 1) Creative experiences, movement, theory, rhythm, note reading, and music appreciation are progressively taught through classroom music.
- 2) Performance areas include singing (choir) and English hand bells. **Attendance at performances is required and constitutes a part of the student's grade.**
- 3) Private lessons can be arranged in keyboard and strings. The school provides accommodations for selected free-lance teachers to give such lessons. These teachers offer services on a private basis and all financial arrangements are transacted between the patron and the teacher.
- 4) Classroom teachers retain the right to limit music involvement for students who find it difficult to maintain their grades in the basic studies.

F. Physical Education Classes

Physical education is part of the regular school program. A student may only be excused if a note is received from the parent verifying a limiting physical condition. If the student is frequently unable to participate, a physician's explanation will be required.

To protect your child's health and safety, athletic shoes with good traction are required for participation in all outdoor activities.

4. ESL (English as a Second Language) Education

A. When does a student qualify as ESL?

ESL is defined as a student who has come directly from another country and has such limited written and spoken English that he/she is unable to function at grade level. (The exception being a kindergarten & 1st grade student who is mainstreamed without extra help.)

Acceptance and grade placement of ESL students are made on an individual basis.

B. ESL students placement

Kindergarten and 1st grade age students are placed in their regular classroom.

All other students are placed in the 2nd grade classroom with our ESL specialist and ESL aides until their English language skills improve to the point of being able to adequately function at higher-grade levels. Most students begin moving to higher-grade levels after one semester.

There is an increased tuition rate to cover the cost of additional books and materials, teacher aides, and a lower student/teacher ratio.

5. GRADES

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

Grading System ————— Grades 3–8

A = Highly commendable
B = Commendable work
C = Average
D = Minimum level
F = Below minimum level
I = Incomplete

Incomplete (marked “I”) will be placed on grade reports if there is substantial evidence that the student was unable to complete class work. Deficiencies must be made up within a time period set by the teacher. The time period will not exceed the following 9-week grading period. Failure to remove the incomplete will result in the recording of an “F” grade.

Midterm progress reports are issued approximately halfway through each quarter to students in grades 4–8. Parents of all students are encouraged to remain in close contact with the classroom teacher regarding their child(ren)’s progress.

Grade Point Average ————— Grades 3–8

Percentage	Letter Grade	GPA
93-100	A	4.00
90-92	A-	3.66
87-89	B+	3.33
83-86	B	3.00
80-82	B-	2.66
77-79	C+	2.33
73-76	C	2.00
70-72	C-	1.66
67-69	D+	1.33
63-66	D	1.00
60-62	D-	0.66
0-59	F	0.00

(Principal’s List: 3.80–4.00; Honor Roll: 3.50–3.79; Honorable Mention: 3.18–3.49)

6. FAMILY GROUPS

Students at HMA K-8 are organized into cross-age groupings for special activities and group-process training. The older students lead in these activities and learn to help younger students. Leadership skills, community involvement, cross-age interaction, democratic process, parenting skills, and school spirit are the goals of the Family Group project.

7. SPORTS

Besides Physical Education (P.E.), the Seventh and Eight grade students at HMA K-8 may play basketball and volleyball in the intermediate level sports program as part of the ILH (Interscholastic League of Honolulu).

8. MEDICAL POLICY

A. Policy and plan for emergency medical care: We keep an emergency Medical Consent to Treatment form on file for each child. The managing supervisor and the assistant supervisors are trained in 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.

B. Insurance coverage: Christian Educators Insurance Trust. (Ask at office for details.)
Policy No. CEB 08000
Liability Insurance (bodily injury per child): \$25,000
Liability Insurance (per accident): \$25,000

9. BEFORE AND AFTER SCHOOL SUPERVISION PROGRAM

A. Program goals: HMA K-8's Before and After School Supervision Program exists to meet the needs of parents who are unable to drop-off their students between 7:45 a.m. to 8:00 a.m. or pick-up their children between 2:45 p.m. and 3:00 p.m. (2:15 p.m. on Fridays). The Before and After School Supervision Program provides a safe and caring environment for HMA K-8 students while they await the start of the school day or wait for after school pick-up.

B. HMA K-8's Before and After School Supervision Program begins at 6:00 a.m. each school day. No students are to arrive before that time. Supervision resumes 15 minutes after school ends.

C. Any students 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.

- D. Once on campus, students are to check in with the supervising staff and remain seated in the supervised areas. For safety reasons, there is to be no congregating or loitering in unsupervised classrooms, in the hallway, on or near driveways, the parking areas, in front of the building, or in any other unsupervised area on campus, either before or after school.
- E. Children will not be permitted to remain unsupervised on the campus. Students who avoid reporting to supervision, but remain on campus or in close proximity to campus or leave and return to campus, will be fined \$5.00 and will be sent to supervision.
- F. Cartwright Field Park (across the street and down from the school) is not supervised in the before and after school program.
- G. Statement of Operation Policies
 - 1) **Children accepted:** all HMA K-8 students
 - 2) **Maximum number of children:** 60
 - 3) **Hours of operation:**
 - Regular Hours: 6:00 - 7:45 a.m., Monday – Friday
 - 3:00 - 5:30 p.m., Monday – Thursday
 - 2:30 - 5:30 p.m., Friday
 - On Minimum days, supervision starts at 12:15 p.m.
 - Months of operation:** August 2011 to June 2012
 - Vacation operation:** Presently none
 - 4) **Admission requirements and enrollment procedures:** All students who are admitted to full enrollment at HMA K-8 are automatically eligible for the Before and After School Supervision Program.
 - 5) **Fees and the plan for payment:** Charges for the Before and After School Supervision Program will be included in the monthly HMA K-8 billing.
 - 6) **The following rates are effective for the 2011 – 2012 school year.**
 - AM/PM Supervision \$3.00/hour/student (no sibling at HMA K-8)
 - AM/PM Supervision \$2.50/hour/student (2 or more siblings at HMA K-8)
 - After 5:30 p.m. \$3.00/per student every 1 minute (or portion thereof)
 - 7) **Refund policy:** No refunds available.
 - 8) **Snacks or Meals:** No meals or snacks provided. Students staying late may bring a snack from home.

- 9) **Personal belongings:** Students are to keep their personal belongings within close proximity at all times. Students are discouraged from bringing money or items valued at more than \$5.00.
- 10) **Fund-raising campaigns:** Before and After School Supervision Program does not regularly conduct fund-raisers. If a fund-raiser were held, participation would be optional.
- 11) **Admission of sick or moderately sick children:** If a child becomes ill during the Before and After School Supervision Program, staff will call the parent or guardian and together make a decision whether to send the child home early. If the child remains on campus, he/she is separated from the well students and provided a pad to lie down on.
- 12) **Program changes:** Any changes in the Before and After School Supervision Program during the school year will be noted in the HMA K-8 newsletter, *Ka Mea Hou*.

10. PROVISIONS FOR SPECIAL NEEDS CHILDREN STATEMENT

HMA K-8 does not discriminate on the basis of race, color, gender, national, and ethnic origin in the administration of admissions or educational policies or programs. However, HMA K-8 is not equipped with the resources to service students needing intensive assistance. We will do all that we reasonably can do to accommodate individual children with special needs.

11. VISITORS

Parents and others are welcome to visit. Please check with your child's teacher to schedule a mutually convenient time. Other students may visit the school only after arrangements have been made in advance with the teacher and the principal. *All visitors must check-in at the office first.*

12. UNPRINTED REGULATIONS

Regulations adopted during the year by the staff and/or the HMA K-8 School Board, but not printed in this Handbook, will be publicly announced (generally in *Ka Mea Hou*) and subsequently printed for patrons. These will have the same authority as regulations printed in this handbook.

TO THE STUDENT

Welcome to HMA K-8

You are the reason we exist and we're glad you've chosen our school for this part of your education. This section is designed to help you understand our expectations as we work together to help you do your best.

1. BEHAVIOR

HMA K-8 is committed to providing a safe environment for learning and developing healthy relationships. If with God's help, you work at the following principles...

Peacemaking – Be a peacemaker wherever you are.

Respect - Treat all people with love and respect.

Responsibility – Be responsible for things in your environment and for your behavior.

Safety - Do everything safely.

your behavior will likely be positive and your chances of a good year are greatly increased.

In a safe environment for learning and developing healthy relationships

WE CANNOT ALLOW:

- Violence or intimidation
- “Put-downs” against others and/or yourself
- Obscene and/or violent literature, pictures or conversations
- Tobacco, alcohol, drugs, etc.
- Fireworks, knives, matches, weapons, etc.
- Swearing, profanity, vulgarity, or obscene gestures
- Insubordination
- Stealing and/or destroying things
- Clothing, notebooks, book bags or other materials that feature or advertise rock groups, alcoholic beverages, tobacco products, illicit drugs, anti-Christian products, etc.
- Leaving the school without permission from your teacher, principal, or supervisor
- Frequent or habitual disruption of instruction.
- Playing recklessly
- Getting in the way of other's study
- Displaying attitudes that undermine the ideals of our school.
- Running or scuffling in the buildings

Of the CANNOT ALLOW items, both you and your parents need to know that the first focus of our policy is to **keep you safe from physical aggression and intimidation**, which includes, but is not limited to such things as kicking, punching, choking or bullying. We will also aggressively address issues related to physical or sexual threats, as well as sexual or crude language and/or swearing.

2. DISCIPLINE

HMA K-8 believes the main goal of discipline is not to punish but to restore the student to a right relationship with God, self and others. We love you and want you 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 those issues.

The principal and administration may include all or any of the following in their restorative process. The student may have:

- A. an in or out of school suspension;
- B. a meeting with the principal, parents, student(s), and pastor when necessary,
- C. school/community service to perform,
- D. Repeated violations could result in expulsion if warranted for the safety and well being of the students.

Some behaviors may be deemed by the staff or board to warrant an accelerated disciplinary process.

Example: For physical aggression and intimidation there will be immediate separation of the student from his/her classmates until faculty decisions for the best restorative process can be put in place.

*“Whatsoever ye do,
do all to the glory of God.”
I Corinthians 10:31*

3. HARASSMENT POLICY

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 sex 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.

Definition of Harassment

The following is from the Hawaii State Board of Education Code which is agreed to by HMA K-8.

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

- A.** Strikes, shoves, kicks, or otherwise touches a person in an offensive manner or subjects such person to offensive physical contact
- B.** Insults, taunts, or challenges another person in a manner likely to provoke a violent response
- C.** 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 affect the educational opportunity of a student
- D.** Name calls, makes rude gestures, insults, or constantly teases another person who feels humiliated, intimidated, threatened, and/or embarrassed
- E.** Makes a telephone call without purpose of legitimate communication
- F.** Makes repeated communications anonymously, or at extremely inconvenient hours, or in offensively coarse language
- G.** 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
- H.** Causes others to feel uncomfortable, pressured, threatened, or in danger as a result of sexually related verbal or physical activity (sexual harassment)
- I.** Displays or possesses a "look-alike" gun or weapon.

4. DRESS GUIDELINES

Students at Hawaiian Mission Academy K-8 wear school uniforms and are mandatory each school day. The uniforms have been selected with comfort, ease of care, practicality, and fashion in mind. The uniforms distinguish HMA K-8 students, foster a sense of school pride and unity, and decrease some of the concerns around the issue of dress.

At all times, when the student is in uniform, it must be remembered that he/she is a representative of HMA K-8 and his/her conduct should always be in harmony with school rules.

Details about our uniform supplier are in the registration packet.

Your choice of the items below may be purchased from any source. The following guidelines apply to boys and girls.

- A. **Slacks, shorts, skirts or skorts** - must be either navy blue or khaki in color without applied pockets or double stitched seams like on cargo pants. (NO cargo pants.) If they have belt loops student must wear belt. (see F)
- B. **Shirts** - must be plain polo shirts in the solid colors navy, forest green, white, or burgundy. **THEY MUST HAVE HMA K-8 logo**, either bought or applied by silk screening through the 7th grade printing industry (a small charge -- check with office.) HMA K-8 logo must be applied within two Thursdays of purchase.
- C. **Shoes** - To protect student's health and safety, athletic shoes with backs and no wheels are to be worn at all times and to all school athletic functions.
- D. **Socks** - All students are to wear visible socks. Socks must be solid white, black, or navy.
- E. **Jackets** - **All** jackets must be solid navy blue, hooded sweatshirt style jackets with a **full** zipper. Before they are worn to school they must have the HMA K-8 logo.
- F. **Belts** - Belts are to be worn on all clothing with belt loops. Belts should be dressy in **solid** black, brown, or navy.
- G. **To be in uniform means:**
 - 1) **Shirts tucked in** – Uniform shirts are to be tucked in at all times while on campus and during all school functions except during play times. A fine of \$5.00 may be imposed for each act of non-compliance after the first warning. The initial warning may come in the form of a general announcement to all students.
 - 2) Uniforms are to be neat and clean.
 - 3) Sized appropriately to the student. Clothing should fit comfortably, neither too large nor too tight.
 - 4) Uniforms are not to be altered or modified in any way.
 - 5) T-shirts, athletic shorts, or undergarments should not be visible.

The office has some loaner items to complete the student's uniform for the day. He/she will be charged \$5.00 for the use of the items. The student will return the borrowed attire to the office washed.

5. PERSONAL APPEARANCE

A. Jewelry/Makeup

In the interest of modesty and simplicity, students should not wear jewelry (bracelets, chains, rings, earrings, etc.) while on campus or during any school-related functions. Students should refrain from excessive use of makeup. The use of colored nail polish is not acceptable at school.

B. Hair

Hair should be kept clean and neatly groomed at all times. Hairstyles/colors (such as stripes, chunks, etc.) that attract undue attention or that create a distraction for the student or the class should not be worn. Hair coloring is discouraged, but if used, should be tasteful and from the range of naturally occurring human hair colors.

C. Hats

Hats are not to be worn inside school buildings.

The faculty reserves the right to make interpretations and decisions relating to student dress and appearance.

6. PERSONAL BELONGINGS

Students should not bring valuables to school such as money, electronic games, audio-visual equipment, music players (i.e. ipods, mp3, etc...) or various collections.

If it is necessary for a student to bring cash or other items of value to the school, those items should be kept in the school's office.

All student clothing and possessions should be labeled with his/her name.

The school does not assume responsibility for damage to or loss of any personal belongings that are brought on campus.

A fee of \$1.00 per item may be charged for reclaiming "lost" items from the office during the school year. All items left at the end of the school year will be disposed of.

7. AUDIO, VIDEO, OR GAMING EQUIPMENT

Audio, video or gaming equipment may not be used on campus without the prior consent of the teacher. If brought it must be kept in backpacks or lockers and not be used at all on school grounds, or on school outings.

Monetary fines may be levied for vandalism and/or other infractions to school policies, whether written or given verbally.

8. TELEPHONE

A. The school telephone is provided to serve the needs of the teachers and administration. Students may have limited use of the telephone in the office. Telephone calls are limited to 3 minutes in length and \$.25 per call is charged.

Except in cases of emergency, neither students nor teachers will be called from class to answer calls. Messages will be taken and given to the student or teacher as soon as classroom schedules permit.

B. Cell Phones

- 1) May only be used to communicate with parents before or after school
- 2) May not be used during normal school hours except with the permission, or direction of a teacher
- 3) Must be kept in bag or locker, not in one's desk or on one's person during school hours
- 4) Must be turned off during school hours
- 5) Not to be used with headphones
- 6) May be taken away by a teacher or supervisor if the rules are not followed. The cell phone would then have to be picked up by the student's parent.

9. TEMPERANCE

Regularity and temperance in all things help students succeed in school. We encourage consistent daily routine including: adequate sleep and morning preparation time, proper diet, worship, exercise, and study time. A predictable schedule helps the student get the maximum benefit from each activity.

While some TV programs have merit, excessive TV viewing can be a major obstacle to regular family routines, and can interfere with sensible, compassionate, Christian thought. Limiting and/or monitoring TV viewing may greatly enhance your child's chance of success this year and later in life.

The student's use of a computer can be a decided plus in completing assignments but can also affect the student in the same way as TV programming. Some things on the Internet can be detrimental to the student's Christian thought and should be monitored by the parent.

There is a definite cause-effect relationship between what a student does at home and his/her behavior and success in school.

JUST FOR PARENTS

Parents, thank you for choosing HMA K-8 as the school for your student's education this year. During the school year we may see your child during more waking hours than you do, and we feel the great responsibility that comes with your trusting him/her to us during that time.

However, no matter where they spend their day, you are the most important person in your student's life. We want to stay in close touch with you and work together as a team to bring about the best for him/her.

This section contains information for you that will help us do that.

1. PARENT-TEACHER-STUDENT CONFERENCES

Because communication about your child(ren) is so important, your child's teacher will formally conference with you at the end of the first and third quarters. Grades will not be sent in the mail for those quarters but will be given out at the Parent-Teacher-Student Conferences. Students are encouraged to participate. 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.

2. HOW TO STAY INFORMED

- A. **KA MEA HOU** is the school newsletter. Watch for it each week. It contains the most current and accurate information. For parents and students the *Ka Mea Hou* gives important announcements for the coming week and glimpses of things farther ahead.
- B. **NOTES/MESSAGES/CHILDREN'S WORK** – Please impress upon your child that you are depending upon him/her to be responsible about delivering the *Ka Mea Hou* and notes to parents that come from the school. The school will see that the notes are put in the child's hand, but the actual delivery of that paper cannot be guaranteed without parent's *kokua*. Please check your child's backpack regularly as that will be the means for generally sending messages and children's work home.
- C. **HMA K-8 Website** - hmak12.org. Information about the school and links to other educational sites are available here.
- D. **SCHOOL CALENDARS** and **LUNCH MENUS** are distributed at the time of registration. Also, the first *Ka Mea Hou* of each month has a monthly calendar on the back, noting special events and the lunch menu.
- E. **PTO MEETINGS** of the "school family" provide discussions, programs, and social gatherings. By attending regularly you will get to know other parents, the teachers, and your child's classmates.
- F. This **HMA K-8 HANDBOOK** gives much information on the policies and practices of our school.

G. CHURCH BULLETINS also contain some school news - usually brief reminders of coming events.

3. PARENTAL SUPPORT AND INVOLVEMENT

Studies have shown that children do better in school when their parents are involved to some degree with the school program. We recognize that time constraints make it difficult or impossible for some parents to be on campus during regular school hours, so we have identified a variety of ways for you to participate. A minimum of 10 hours per family per year is appreciated.

Volunteer Opportunities

- Teacher Aide - classroom/play area
- Field Trip - driver/supervision
- Office Aide
- Fundraising Programs - record keeping/involvement
- Annual Work Bee
- Room Parent - assist with classroom parties/activities – ask the teacher
- PTO Activities - assist/attend
- Sponsor after school clubs such as geography, spelling, photography, etc.
- Other Special Projects

Parents can demonstrate support and teach respect for HMA K-8, the teacher(s), and staff by the way they speak about the school and its personnel to their child(ren) and/or to others in the presence of their child(ren). Students who have supportive and involved parents tend to value their own education more and invest more of themselves into it. Your support for and involvement in the activities of HMA K-8 will not only benefit the school, but will have a positive impact on your child(ren) as well.

4. PARENT INVOLVEMENT AT GRADUATION

Graduation exercises are the collaborative efforts of the graduating class, their teachers and parents, and the principal. They will be kept simple, inexpensive, and representative of Seventh-day Adventist standards.

Seventh graders and their parents are generally responsible for the reception following graduation.

5. PARENT-TEACHER ORGANIZATION (PTO)

Parents are encouraged to take an active part in the Parent-Teacher Organization (PTO). This is an organization of parents, students, and teachers for the purpose of promoting cooperation, communication, and unity between the home and school. Watch for announcements of meetings throughout the year.

6. PARENT CONCERNS (Grievance Policy)

Hawaiian Mission Academy K-8 encourages parent participation and is receptive to suggestions, opinions, and constructive criticism. The proper channels for concerns are:

- A.** Speak directly to the person in question. This will solve most problems, but if it doesn't,
- B.** Ask the principal to go with you as you try again. If you are in conflict with the principal, ask the school board chairman to accompany you.
- C.** If no resolution is reached, the matter will be presented to a grievance committee comprised of board chairman, pastors, and principal.
- D.** A final presentation will be made, if needed, to the full school board. Their decision will be final.

Major problems can be avoided if you are:

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

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

7. FUND-RAISING

HMA K-8 will not consider involvement with fund-raising activities and/or other programs that may purport to benefit HMA K-8 (i.e., Networking and/or Referral Based Marketing programs), if any of the following conditions exist:

- A.** The business venture is not in line with HMA K-8's mission and purpose.
- B.** The business venture stands to potentially provide financial benefit to individual parents of HMA K-8 students or a small group of HMA K-8 parents.
- C.** The business venture could possibly give the appearance of endorsing certain brands and/or products by HMA K-8.
- D.** The business venture could potentially include HMA K-8 in a chain of liability.

SAFETY AND EMERGENCY PROCEDURES

1. ASBESTOS DISCLOSURE

Hawaiian Mission Academy K-8 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 the 5th and 6th 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.

HMA K-8'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. He/She can be reached at 595-7591.

2. NATURAL DISASTERS

Hawaiian Mission Academy K-8 is in a low-risk zone according to the Department of Civil Defense. In the event of a natural disaster HMA K-8 **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 523-4121 and they will mail information to you.

While the principal is present in the school, he/she will direct all emergency actions that need to be taken. In his/her absence, HMA K-8's assistant principal will be in charge.

3. FIRE

- A. Drills will be 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 to designated waiting areas outside the buildings. After a short stay, we'll return to the classrooms.
- B. 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.
- C. Should our facility be damaged by fire to the extent that we are unable to occupy it, we will be temporarily located at Cartwright Field, and you will be called to pick up your children.

4. 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 *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. See letter "A." under the sub-heading, "Other Important Information" at the end of this section for determining whether HMA K-8 is open or closed.

5. HURRICANE / TROPICAL STORM

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*.

- 1) Hurricane or Tropical Storm *watches* are issued by the National Weather Service about 36 hours prior to the arrival of hazardous storm effects on Oahu.
- B. Hurricane or Tropical Storm *warnings* are issued when the storm effects could affect Oahu in 24 hours or less.
- C. 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.
- D. *The Hurricane/Tropical Storm* public evacuation shelter closest to the school is Makiki District Park. If the sequence of weather events occurs as outlined in c. above, 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.

6. 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.

Option 1: If the facility is sound, we will remain in place and listen on our battery-operated portable radio for Civil Defense instructions

Option 2: 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.

OCDA NOTE

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.

7. 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.

8. OTHER IMPORTANT INFORMATION

- A.** 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.
- B.** Do not call the school during emergencies. Keep the telephone lines open and available for those who have urgent needs.
- C.** It is essential that you establish individual and family plans for tsunami, hurricane, earthquake, and flooding. These plans should identify what preparatory actions should be taken for each hazard. They should include where shelters are located and how you will travel to them if evacuation advisories are issued, what you plan to do if the family is separated, what type of survival supplies you will need, etc. Such information can be obtained from the Oahu Civil Defense Agency at 523-4121.

The staff will do everything possible to ensure your child(ren)'s safety in the event one of these hazards threatens or affects us.

FURTHER INFORMATION

Teacher Contact Numbers

Principal:

Miki Akeo Nelson Hm: 247-2910

Kindergarten & Grade 1

Gayle Asatani Hm: 235-5869

Grade 2 & ESL:

Nel Rittenbach Hm: 599-2798

Grades 3 & 4:

Joy Zane Hm: 247-3965

Grades 5 & 6:

Saralyn Chow Hm: Unlisted

Grade 7:

Denny Uechi Hm: 523-9303

Grade 8:

Jo-Ann Boccock Hm: 737-0364

CONTACT INFORMATION

1415 Makiki Street
Honolulu, Hawaii 96814

Phone (808) 949-2033

Fax (808) 949-2509

Email: admissions@hmeischools.com
hmak12.org

School Principal:

Miki Akeo Nelson 247-2910
k8principal@hmak12.org

Constituent Churches:

Aiea SDA Church 488-9855
Pastor Gerry Christman 456-9546

Central SDA Church 524-1352
Pastor Walter Nelson 235-1844

Diamond Head SDA Church 737-1234
Pastor David Madrid 843-1817

Japanese SDA Church 988-4343
Pastor John Abbott 988-7190

Korean SDA Church 955-3339
Pastor John Shin 532-6754

Samoa-Tokelau SDA Church 845-3152
Pastor Michael Asuega 186-5892

Honolulu Fil-Am SDA Church 843-1817
Pastor David Madrid 843-1817

Oahu Hispanic Church 521-0881
Pastor Eliezer Graterol 521-0881

HMA K-8 2011-2012 SCHOOL CALENDAR

JULY 2011

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 4 • Independence Day OBSERVED (No School)
- 5 • 3rd Summer School Session (July 5-8) --
- 11 • 4th Summer School Session (July 11-15)
- 18 • 5th Summer School Session (July 18-22)
- 25 • 6th Summer School Session (July 25-29)

AUGUST 2011

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- 7 • HMA K-8 Work Bee
- 16 • First Day of School, ½ day-noon dismissal
- 31 • Back to School Night

SEPTEMBER 2011

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

- 1 • Picture Day
- 5 • Labor Day (No School)
- 12-16 • ITBS Testing
- 30 • Sports Day

OCTOBER 2011

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- 14 • End of 1st Qtr (Minimum Day)
- 17-21 • Fall Break (No School)
- 24 • 2nd Quarter Begins
- 25 • Flu Clinic
- 30 • Fall Fair 11am-2pm

NOVEMBER 2011

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

- 2-3 • Parent/Teacher Conferences (Minimum Days)
- 11 • Veteran's Day (No School)
- 17 • Kindergarten Day
- 23 • Minimum Day Noon Dismissal
- 24-25 • Thanksgiving Break(No School)

DECEMBER 2011

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 1 • Jogathon Kickoff
- 8 • Christmas Program
- 16 • End of 2nd Qtr (Minimum Day) Noon Dismissal
- 19-Jan 2 • Christmas Break (No School)

JANUARY 2012

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 1 • New Year's Day
- 2 • Winter Break (No School)
- 3 • School Resumes
- 13 • End of 2nd Quarter
- 15 • Jogathon 3rd Quarter Begins
- 16 • M.L. King Jr. Day (No School)
- 20 • Science Fair

FEBRUARY 2012

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

- 9 • Kindergarten Day
- 13-17 • School Spirit Week
- 20 • Presidents' Day (No School)

MARCH 2012

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 8 • Project Fair
- 19-23 • Spring Week of Prayer
- 23 • End 3rd Qtr (Minimum Day)
- 26-30 • Spring Break (No School)
- 28 • 4th Quarter Begins

APRIL 2012

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

- 2 • 4th quarter begins
- 6 • Good Friday holiday (No School)
- 11-12 • Parent/Teacher Conferences (Minimum Days)
- 23 • Teacher Inservice (No School)
- 30 May Day Program

MAY 2012

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 28 • Memorial Day (No School)
- 29 • End of Year Picnic
- 31 • 8th Grade Graduation

JUNE 2012

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- 1 • Last Day of School End 4th Qtr – (Minimum Day)

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