



# PARENT & STUDENT HANDBOOK

2022-2023 School Year

 **Hanalani Schools**  
Love God. Love Others. Challenge Yourself.

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Throughout the handbook, “parent” also refers to legal guardians.

## NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS

Hanalani Schools does not discriminate on the basis of race, religion, color, national and ethnic origin, gender, or disability in areas of admission, financial aid, athletics, and other school-administered programs. *Revised 07/01/22*

# SCHOOL INFORMATION

## HOURS OF OPERATION

### SCHOOL YEAR

K3 School Day*	M-Th	8:15 a.m.-2:15 p.m.
	F	8:15 a.m.-1:15 p.m.
K4, K5 School Day*	M-Th	8:05 a.m.-2:15 p.m.
	F	8:05 a.m.-1:15 p.m.
Grade 1 School Day*	M-Th	8:00 a.m.-2:25 p.m.
	F	8:00 a.m.-1:25 p.m.
Grade 2-3 School Day*	M-Th	8:00 a.m.-2:30 p.m.
	F	8:00 a.m.-1:30 p.m.
Grade 4 School Day*	M-Th	8:00 a.m.-2:40 p.m.
	F	8:00 a.m.-1:40 p.m.
Grades 5-6 School Day*	M-Th	7:45 a.m.-2:45 p.m.
	F	7:45 a.m.-1:45 p.m.
Grades 7-12 School Day	M-Th	7:40 a.m.-2:45 p.m.
	F	7:40 a.m.-1:45 p.m.
Offices	M-F	7:30 a.m.-4:00 p.m.
Campus Store	M-F	7:30 a.m.-5:00 p.m.
Before-School Care	M-F	6:15 a.m.-7:25 a.m.
EC (K3-K4) After-School Care	M-Th	2:45 p.m.-5:30 p.m.
	F	1:45 p.m.-5:30 p.m.
Elem. (K5-6) After-School Care	M-Th	3:00 p.m.-5:30 p.m.
	F	2:00 p.m.-5:30 p.m.

### KA IMI LOA (SUMMER PROGRAM)

School Day	M-Th	8:30 a.m.-2:00 p.m.
	F	8:00 a.m.-2:00 p.m.
Offices	M-F	7:30 a.m.-4:00 p.m.
Campus Store	M-F	7:30 a.m.-4:00 p.m.
Before-School Care	M-Th	6:15 a.m.-8:00 a.m.
	F	6:15 a.m.-7:30 a.m.
After-School Care	M-F	2:15 p.m.-5:30 p.m.

### INTERSESSION

School Day	M-F	8:00 a.m.-2:30 p.m.
Offices	M-F	7:30 a.m.-4:00 p.m.
Campus Store	M-F	Closed
Before-School Care	M-F	6:15 a.m.-7:30 a.m.
After-School Care	M-F	2:15 p.m.-5:30 p.m.

## CONTACT INFORMATION

### MAIN LINE

625-0737

### FAX

625-0691

### WEB

[www.hanalani.org](http://www.hanalani.org)

## EXTENSION LIST

453	Administration Office
456	Admissions Office
237	Athletic Office
115	Alumni Office
454	Business Office
188	Campus Store “By the Book”
455	Development Office
115	Parent Engagement Office
181	Early Childhood After-School Care
450	Early Childhood Office
182	Elementary After-School Care
451	Elementary Office
160	Kitchen (Food Services Office)
163	Library
119	Marketing Office
121	Upper School Academic Counselor
240	Upper School Dean of Students
244	Upper School Director of College and Academic Services
452	Upper School Office

## REACHING AN EXTENSION

An automated attendant answers telephone calls. If you know the division, department, or person’s extension, enter it when the auto attendant answers. If you need immediate assistance, press “0” at any time.

## SCHOOL ADMINISTRATION

Head of School

Mark Sugimoto, B.A., M.S.

Upper School Principal

Michael David, B.A.

Lower School Principal

Bonnie Lee, B.A., M.Ed.

Lower School Vice Principal

Melissa Lemon, B.S., M.Ed.

## **HISTORY AND BEYOND**

In 1952, Hanalani Schools began as King's School in Wahiawa. Over the next two decades, the school thrived and enrollment grew. The growth necessitated that high school students meet at other locations around Wahiawa. In 1973, King's School was incorporated as an independent, non-profit organization and renamed to "Hanalani Schools" ("Hana" meaning Work and "Lani" meaning Heaven).

In 1980, Hanalani Schools purchased six acres in Mililani Town; and in December 1982, the Upper School moved to the new Mililani campus into a new 8-classroom building, now called Founder's Hall. The Early Childhood (EC) and Elementary remained at the Wahiawa site until 1986, when the Nishikawa Building was completed. The school was finally on one campus.

In 1994, the school constructed the Weinberg Educational Center to provide Early Childhood with their own space and the Upper School with additional classrooms. Then in 2005, the Student Activity Center, referred to as "the Dream," provided the students with a gymnasium, athletic office, P.E. classroom, fitness room, library, art and music studios, videography studio, and later, additional classrooms and offices.

Today, the students continue to thrive, and parents continue to be an integral part of Hanalani's program. While the campus has evolved, the core values of the school continue--"Love God, Love Others, Challenge Yourself." As times and the world around changes, Hanalani teachers and administration continue to seek to provide relevant and meaningful educational experiences that will inspire and equip students to be their best as they pursue their dreams.

## **AFFILIATIONS**

### **ACCREDITED BY**

Hawaii Association of Independent Schools (HAIS)

Western Association of Schools and Colleges (WASC)

### **LICENSED BY**

Hawaii Council of Private Schools (HCPS)

Department of Human Services (DHS)

### **MEMBERS OF**

Hawaii Association of Independent Schools (HAIS)

National Association of Independent Schools (NAIS)

Interscholastic League of Honolulu (ILH)

National Association of Business Officers (NBOA)

# MISSION & PHILOSOPHY

## MISSION STATEMENT

Our primary mission is to train the children “of the household of faith” (Galatians 6:10) and provide opportunities for all children to hear and receive the gospel of Jesus Christ. From a Biblical foundation, we strive to develop students’ intellectual, emotional, and spiritual capacities in a wide variety of fields and to lead students to a deeper worship of God and closer conformity to the image of Christ.

## PHILOSOPHY & GOALS

Hanalani Schools is an independent, Christian day school; it is non-denominational and Protestant. We believe that a Bible-centered curriculum and faculty/staff, in partnership with the family, provide the most effective foundation to educate and nurture the total child--mentally, socially, physically, emotionally, and spiritually. Our goal is to develop servant leaders who are equipped to solve real-world challenges in our community and beyond. We desire that our graduates be loyal to God, others, and our country. To accomplish these ends, the school provides a college preparatory curriculum that is rigorous, relevant, and meaningful.

In an information and technology driven society, the school believes that students need a modified approach to education. With an overall objective to develop each student to become a collaborative, problem-solving leader, Hanalani’s program is called Academics PLUS which has three pillars: Core Knowledge, Critical Skills, and Christian Character.

Core Knowledge encompasses the traditionally recognized academic subjects, concepts, content, and the related skills. The school curriculum has a strong STEAM (science, technology, engineering, arts, and math) focus. However, students need more than academics; therefore, our educational experience include a focus on and opportunities for students to develop 6 Critical Skills: critical and analytical thinking, creativity and adaptability, communication (written, oral, digital, and arts), collaborative leadership, citizenship in a digital world, and cultural competency. Skills are attained differently, thus the student learning experience must be different, with hands-on, project based learning, design thinking, and other experiential learning activities. Students must be given opportunities to do as teachers observe and give feedback. Students learn that “failure” is a valuable part of the learning process.

The third pillar of Academics PLUS addresses the student’s heart or Christian Character. This pillar is expressed through the school’s core values: Love God, Love Others, Challenge Yourself. Students are inspired by the core values as they engage in chapel, Ohana groups, community service projects, student government, and other activities that help them see that they can impact their world through compassion, kindness, understanding, and other virtues as they communicate God’s goodness.

Concepts that drive our program and instructional strategies are rigor, relevance, ownership, and meaningful. A rigorous academic program is foundational as students need the foundational skills and concepts to own their learning. The concept of relevance speaks to our intent to connect student learning to their future, and meaningful guides the faculty to ensure that the learning activities resonate with each student so that they understand the purpose of the learning activity and will take responsibility for learning, which is called student ownership.

We believe students need to experience that learning is not classroom-centric, so teachers arrange field trips and time in the EcoLab or MakerSpace. Co-curricular activities provide a natural setting for students to develop Critical Skills and learn important life lessons such as self-discipline, leadership, teamwork, hard work, compassion, empathy, and the Critical Skills. Thus, Hanalani offers a wide variety of co-curricular activities.

One of our goals is to inspire each child to find their interests, strengths, and passions in a wholesome Christian environment. Too often and too early, children are inundated with adult themes and issues. As we work with children, teachers use coaching and mentoring approaches to challenge students' hearts and minds and partner with families to help the children to succeed.

We believe the fullest and most meaningful educational experience begins when an individual accepts Jesus as personal Savior, which is the foundation to Love God, Love Others, Challenge Yourself.

### **Hanalani Schools Goals:**

1. To provide each child with the highest quality of education experiences in a Christian environment from a Biblical foundation.
2. To have a faculty/staff and a curriculum that are Bible-centered.
3. To lead students to Jesus as their personal Savior and partner for life.
4. To mentor each student in the school's core values: Love God, Love Others, Challenge Yourself.
5. To help students develop mentally, socially, physically, emotionally, and spiritually.
6. To inspire students toward their maximum potential, in each student's interest, strengths, and passions.
7. To help students become responsible citizens, loyal to God and country.
8. To provide a nurturing and wholesome environment for learning that will enable students to maximize their potential.

### **STATEMENT OF BELIEF**

1. We believe that the Bible is the infallible, verbally inspired Word of God and that it is, therefore, our final authority in matters of faith and practice.
2. We believe in the eternally existing, triune God: Father, Son, and Holy Spirit.
3. We believe in the deity of Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, and in His ascension to the right hand of the Father, where He now acts as Mediator and Advocate.
4. We believe in the personal, imminent return of our Lord Jesus Christ for His own, in His later return in power and glory with His own to reign in righteousness over the earth, and in the resurrection of both the saved and the lost--they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
5. We believe that Heaven is the place of eternal blessedness for the saved and that Hell is the place of eternal, conscious punishment for the lost.
6. We believe that regeneration by the Holy Spirit is absolutely essential for the salvation of lost and sinful men, and that all who receive the Lord Jesus Christ by faith are born again and become the children of God.
7. We believe in the present ministry of the Holy Spirit whose presence in all believers enables them to live



Godly lives.

8. We believe in the spiritual unity of believers in our Lord Jesus Christ and in the necessity of all His followers maintaining good works as evidence of faith.

## **SCHOOLWIDE GOALS**

A portrait of a Hanalani graduate is a balanced individual who is...

### **A WISE PERSON WHO . . .**

- fears the Lord (Proverbs 1:7)
- pursues excellence and best practice (Daniel 1:4)
- discerns between truth and error (Colossians 2:8)
- establishes truth as the foundation for life (Psalm 51:6; II Timothy 3:16,17)
- communicates the truth in love (Ephesians 4:15; Proverbs 15:28)

### **A HEALTHY INDIVIDUAL WHO . . .**

- develops physically and emotionally (Ephesians 5:29)
- knows and applies principles of proper nutrition and health (I Corinthians 10:31)
- understands the importance of exercise and rest (Mark 6:31)
- practices appropriate manners and applies principles of good hygiene (Matthew 5:16)
- controls and balances emotions (II Timothy 1:7; Galatians 5:22,23)

### **A MATURING CHRISTIAN WHO . . .**

- develops a loving relationship with God (I Thessalonians 5:17; Psalm 1:2; Matthew 28:19,20)
- worships God faithfully in actions and words (Romans 12:1,2; Gal. 2:20)
- serves God faithfully through a local church (Hebrews 10:25; II Timothy 2:1,2)
- strives to handle life's situations in a Christ-like manner (I Peter 1:15; John 14:12)
- grows in understanding of Bible truths and principles (I John 4:1; Acts 17:11; James 1:22)

### **A PRODUCTIVE CITIZEN WHO . . .**

- respects and submits to authority (Hebrews 13:17; Acts 5:29; Ephesians 6:1,2)
- uses time and talents to serve others (Matthew 5:13; Mark 12:31; I Corinthians 10:24)
- collaborates toward a common goal (Philippians 2:2)
- chooses friends wisely (Psalm 1:1; Proverbs 2:20)
- accepts responsibility for actions (II Samuel 24:17)
- influences others for the cause of Christ (I Peter 2:9)

“And Jesus increased in wisdom and stature, and in favor with God and man.”

Luke 2:52



## SCHOOL MASCOT

The school's mascot is the Royal or the Strongman. As we embrace our Hawaiian heritage, the Royal is depicted by the petroglyph for a "strong man." The cross, located in the center of the Royal, represents the life-long challenge (Heaven's work) to keep Jesus in the center of one's heart and life. Doing so allows the individual to be a "strong man."

The dot outside the Royal's knee was included as a signature, which represents the school's desire that God's signature is evident in the lives of all of God's children.

[Watch The Legend of the Strongman](#)

# ATTENDANCE & TRANSPORTATION

## FIRST DAY OF SCHOOL

The first day of school is a regular full day for all students. Before-School Care (BSC)/After-School Care (ASC), lunch program, and transportation services are available on the first day of school.

## ABSENCES

State of Hawaii Compulsory Attendance Law:

*“Unless excluded from school or exempted from attendance, all children who will have arrived at the age of at least five years on or before July 31 of the school year; and who will not have arrived at the age of eighteen years, by January 1 of any school year, shall attend either a public or private school for, and during, the school year, and any parent, guardian, or other person having the responsibility for, or care of, a child whose attendance at school is obligatory shall send the child to either a public or private school.”*

- a. A written or verbal excuse from a parent is required for each absence. Unreported absences will be considered unexcused and will result in zero credit for the days missed. When a child is absent, a parent must call the appropriate division office by 7:45 a.m. to request homework. Requested homework may be picked up after 3:00 p.m., Monday-Thursday, or after 2:00 p.m. on Friday.
- b. Since each day of school is important, absences due to reasons other than health, family situations, and emergencies are considered unexcused absences.
- c. Students missing school work due to excused absences have the day they return, plus the number of days missed, to make up assignments.
- d. Parents are strongly encouraged to schedule family trips during the breaks: fall, Christmas, or spring.
- e. Parents taking a trip that requires their child to be absent from school must inform the appropriate divisional office and teacher(s) by completing an [Absences for Trips & Vacations Form](#) to secure administrative approval within the time allotted in order to make up work. (Early Childhood and Elementary: LOW-01, Upper School: UPP-01).
- f. We recommended that a student traveling internationally obtain another tuberculin (TB) clearance before returning to school.
- g. Medical and dental appointments should be scheduled for a time outside school hours.
- h. Doctor's note:
  - i. A doctor's note may be requested if a student's health is questionable.
  - ii. A doctor's note is required for students returning from absences due to a communicable disease, e.g., chicken pox, conjunctivitis, etc.
  - iii. In order for absences to be excused, a doctor's note is required for students missing three or more days of school. Students without a doctor's note may not make up work, tests, quizzes, and assignments, which will result in zero credit for the days missed.
- i. If a student is absent (excused or unexcused) for 20 days or more, the school reserves the right to deny promotion or request withdrawal. See Division policies.

- j. Students who are absent may not participate in co-curricular activities that day unless approved by the Principal.
- k. Truancy, as a civil offense, may require police intervention.

## **EARLY DISMISSAL**

When a student requires early dismissal, the student will be released to the custody of the parent or authorized person who must sign out the student in the divisional office.

To maximize learning, students missing instructional time due to excessive, unexcused early dismissals may be placed on probation or denied re-enrollment. Excused early dismissals are illnesses, medical appointments, and approved special family situations. Late notification of an early dismissal may result in an inability to fully accommodate parent wishes, e.g., compiling work and explaining assignments.

## **TARDINESS TO SCHOOL**

Punctuality demonstrates courtesy and respect to others. Students arriving at school after the final morning bell are considered “tardy” and must check in at the appropriate divisional office before proceeding to class. A parental excuse does not automatically result in an excused tardy. Medical appointments, school bus breakdown, major reported traffic congestion, and emergency situations are excused. Excessive tardiness is subject to administrative intervention. Five unexcused tardies for Lower School or three unexcused tardies for Upper School equal an unexcused absence.

## **TRANSPORTATION SERVICES & RULES**

Hanalani Schools provides transportation for daily routes and events such as field trips and athletic/academic competitions. Information on daily routes is available in the Upper School Office.

Guidelines for Early Childhood students are located in the Early Childhood section, "Bus/Van Transportation."

School transportation is a privilege, not a right. The following guidelines promote student safety in and around vehicles.

Previous to loading:

- a. Be on time at the designated area to help keep the bus/van on schedule.
- b. Where there are no sidewalks or paths, walk to the side of the road facing traffic to get to the bus stop.
- c. Stay off the road while waiting for the bus/van. Conduct yourself in a safe manner while waiting.

Loading:

- a. Wait until the bus/van comes to a complete stop before attempting to board. Do not rush to get on. Line up in an orderly, single file manner. Use the handrails and watch your step when boarding.
- b. Walk down rows between the bus/van; do not walk between vehicle bumpers.
- c. Ball playing is not permitted around the bus/van pick up area.
- d. Do not loiter outside the vehicle.

- e. Stay on the bus/van; do not go in and out or play around the vehicle.

While on the bus/van:

- a. Obey and respect the driver.
- b. If available, wear a seatbelt.
- c. Remain seated. Do not change seats.
- d. Do not make loud noises, tease, or horseplay, which might divert the driver's attention.
- e. Keep all body parts inside the vehicle at all times.
- f. Keep your hands, feet, and objects to yourself. Do not throw objects in or out of the vehicle.
- g. Portable music players are not permitted, unless permission is granted by school personnel.
- h. All aisles must be kept clear.
- i. There is to be no littering.
- j. Chewing gum is not permitted.
- k. Do not deface bus/van property; students will be responsible for cleaning or repairs.
- l. Do not tamper with the vehicle or any equipment on the bus/van.
- m. Do not engage in activities that will endanger the health or morals of other students.

Unloading

- a. Should the bus/van arrive on campus before 7:25 a.m., Lower School students are to report to Before-School Care (BSC).
- b. Older students should look after the safety and comfort of younger students.
- c. Students are only permitted to leave the bus/van at their regular stops, unless school officials or parents have given proper authorization in advance.

For safety purposes, appropriate student behavior is essential while on the bus/van. A citation will be given to any student who fails to obey the bus/van rules. The citation must be signed by the parent and returned to the appropriate divisional office before the student can ride the bus again.

The following actions will be taken for students receiving bus citations:

- 1. First citation--Warning
- 2. Second citation--Not permitted to ride the bus/van for 5 school days
- 3. Third citation/Serious Offenses--May lose all bus/van privileges, including field trips, etc.

Reinstatement is possible only by petition to the Administration.

## **PARKING LOT TRAFFIC FLOW**

See details on Drop off/Pick Up and Parking web page- [www.hanalani.org/carline](http://www.hanalani.org/carline)

The parking lot plan is designed to promote safety. To be successful, it is imperative that everyone cooperates and directs their full attention to the surroundings. The campus speed limit is 5 mph. Cell phone use is prohibited while operating a vehicle.

Drivers are asked to extend courtesy to the school's neighbors by not blocking driveways and allowing cars from the side streets to enter the traffic flow. For the safety of students on the sidewalk, please do not reverse vehicles into parking stalls in the Early Childhood (EC) parking lot.

### **EC (K3-K4) PARKING**

From 7:30-8:05 a.m., the EC parking lot is reserved for vehicles with a valid parking pass, transporting K3-K4 students to school. K3-K4 students can be picked up as early as 2:15 p.m., Monday-Thursday, and 1:15 p.m. on Friday. Due to safety concerns, parents are required to hold their child's hand while crossing the parking lot.

### **ELEMENTARY (K5-GRADE 6) PICK-UP/DROP-OFF ZONE & PARKING**

The Elementary drop-off zone opens daily at 7:25 a.m. for Elementary (K5-Grade 6) and Upper School students. Parent parking is not available in this lot. Parents who wish to walk their child in or who need to take care of business at the school should park on the roadside (school side only) on Noholoa Loop.

When entering the parking lot, cars should pull as far forward as possible. Students should be ready to exit the vehicle upon arrival. To keep the traffic flowing smoothly, book bags should not be stored in the trunk. Parent volunteers assist children exiting the vehicles. For the children's safety, students must not exit the vehicle until assisted by a volunteer. Once the students exit their vehicle, they are required to stay on the sidewalk and proceed to their classrooms.

To help minimize the after-school traffic congestion, dismissal times are staggered. The Elementary parking lot opens as a pick-up zone at:

	<u>M-Th</u>	<u>F</u>
K5	2:15 p.m.	1:15 p.m.
Grade 1	2:25 p.m.	1:25 p.m.
Grades 2-3	2:30 p.m.	1:30 p.m.
Grade 4	2:40 p.m.	1:40 p.m.
Grades 5-6	2:45 p.m.	1:45 p.m.

Students will be lined up by classes in front of the Nishikawa Building. To minimize congestion on the main road, when entering the parking lot, cars should pull as far forward as possible. As parents arrive for pick up, students will be released; and teachers will assist students into the vehicles. If a student is not ready, the driver will be asked to circle around. Parents who need to take care of business at the school should park along the roadside (school side only) on Noholoa Loop. Students not picked up by 2:55 p.m., Monday-Thursday, and 1:55 p.m. on Friday, will

be placed in After-School Care and charged the appropriate fee.

Drivers should not arrive early and wait in line prior to gate opening as this causes a backup of traffic on Noholoa Loop and Anania Drive.

### **UPPER SCHOOL DROP-OFF/PICK-UP ZONE & STUDENT PARKING**

The Upper School drop-off zone in front of the Fremont Building is open from 6:30-7:40 a.m. Drivers should pull all the way to the front of the zone to enable the maximum number of cars to enter from Anania Drive. At 7:45 a.m., this zone will become available parking for parents who need to take care of business at the school or for those chaperoning field trips. Parking may be available in the Fremont parking lot after school.

When picking up an Upper School student, please do not arrive early and occupy a parking stall in the EC parking lot. Please be courteous to those whose children are dismissed earlier by arriving closer to 2:45 p.m. Overflow vehicles may park on the roadside (school side only) on Anania Drive with students entering the vehicles from the curbside.

In seeking to be good neighbors in our community, students driving a vehicle to school must park on campus. Students must complete the appropriate form, which is available in the Upper School Office. The form must be signed by the parent and approved by the Principal. A parking fee is assessed, and a permit is issued. Permits must be visible while parked on campus. Students must comply with driving safety rules and campus regulations; violators may forfeit driving privileges. Students should park their vehicles in the designated student parking area. During school hours, students must secure permission from the office to return to their vehicles or when leaving campus.

Students who bring vehicles without prior approval may be subject to disciplinary action. The school reserves the right to tow unauthorized vehicles.

### **PARENT CUSTODY ARRANGEMENTS**

In custody arrangements, Hanalani Schools is required to abide by the court directives.

1. Parents must provide all court documents delineating custodial arrangements.
2. Parents must avoid involving school personnel in custody disputes.
3. The school is not responsible for the collection of tuition and fees from a second party.

### **PARENT-SCHOOL COMMUNICATION**

#### **PARENT-SCHOOL COMMUNICATION OVERVIEW**

To ensure the highest levels of student learning and growth, a partnership and communication between home and school is essential. To promote strong communication between home and school, Hanalani Schools conducts two Parent Nights and four Parent/Teacher Conferences throughout the school year. Other avenues of parent-school communication include orientation meetings, newsletters, home notes, bulletin boards, online grade access, email, school website, [www.hanalani.org](http://www.hanalani.org), and other social media sites such as Facebook, Twitter, and Instagram. Parents

are encouraged to contact teachers or school personnel with questions, suggestions, or concerns.

## **COMMUNICATING CONCERNS OR SUGGESTIONS**

As the school seeks to provide students with the highest quality programs, parent comments and suggestions are highly valued. Parents are asked to address concerns accordingly:

Classroom concerns:

1. First, speak to the teacher.
2. Should further action be required, parents should speak with the division administrator.
3. If an unsatisfactory situation continues, parents should contact the Head of School Office.

School-wide concerns

1. Contact the division administrator.
2. If concerns are not addressed, contact the Head of School Office.

## **PROGRESS REPORTS & STUDENT PROGRESS**

Progress reports provide an overall picture of a student's progress and development. Students receive quarterly progress reports.

Parent/Teacher Conferences are generally scheduled in October, November, February, and April/May. In addition, parents and teachers may request a conference at any time.

Elementary and Upper School parents are encouraged to regularly check grades online using the school website, [www.hanalani.org](http://www.hanalani.org). Grades are updated on a regular basis.

Throughout the year, as we partner with the home, conferences, mid-quarter reports, emails, phone calls, and other means of communication are essential to having the most complete picture of the student's progress.

## **PERMISSION FOR USE OF LIKENESS & MATERIALS**

Visuals of students, faculty/staff, and parents are taken on campus and at school activities throughout the school year; some visuals are published in school publications, promotional materials, audio or video broadcasts, social media (Facebook, Twitter, etc.), television advertisements, and the school website, [www.hanalani.org](http://www.hanalani.org). Additionally, students' coursework, artwork, and verbal quotes may also be used in a like fashion.

Parents and students sign Form ALL-04, Use of Likeness Form, to give permission for use of likenesses, written material, artwork, and quotations to be used in this manner. When you login to our website [www.hanalani.org](http://www.hanalani.org), you will find the form to be signed by a parent/guardian. Parents who oppose the use of their child's likeness or work must inform the school in writing.



# **CAMPUS HEALTH & SAFETY**

## **COVID & Illnesses**

The pandemic challenged families and the school, pointing everyone back to the importance of the home and school partnership to keep our students healthy and safe. Also of significance was the importance of hygiene practices, such as washing hands and covering a cough. Continuing the practices below will help keep our students healthy and safe.

- 1) Proactive Home: Parents and students must have a high commitment to keeping illnesses from coming to campus through home monitoring.
- 2) If in doubt, stay at home: Parents and students should think, “Out of caution for my fellow classmates’ health, if I am not feeling well, I will stay at home.”

## **Asbestos Notification**

Hanalani Schools’ buildings are relatively new; thus, there are only trace amounts of asbestos in the older floor tile and mastic. Hanalani Schools has been assured by an Environmental Protection Agency-approved (EPA) inspector that neither the tiles nor mastic pose any health problem. Faculty, staff, and outside-workers will not be allowed to drill into or sand the floor tiles. The EPA dictates that the school annually notifies families regarding asbestos in school buildings.

The school’s management plan, drawn up by an EPA-approved company, requires regular surveillance and inspections of the floors. No problems are anticipated. The management plan is available for review in the Administration Office.

## **Department Of Health Requirements**

Hawaii State Law requires that all students entering any Hawaii school (including students entering K3) must submit:

1. Tuberculosis (TB) clearance
2. Student Health Record Form
  - K3-K4, K5-3rd Grade: ENR-09A
  - Grades 4-12: ENR-09B

All required immunizations and a physical examination must be dated within one year before the first day of school. Students missing these required documents will not be permitted to enter school on the first day. See Hawaii Administrative Rules Title 11 Chapter 157, Department of Health Immunization Branch 586- 8313 for more information.

Parents and other individuals who go on field trips or volunteer in the EC program must have a TB clearance within one year of the start of school on file in the EC Office.

## **Health Checks, Illnesses, & Injuries**

Every morning, teachers conduct a quick health check. A student who arrives with a rash or fever or is noticeably

ill will not be admitted for that day. Parents must keep a student at home if the child is not well enough to be outside or for the following reasons:

1. Fever within the previous 24-hour period
2. Cold that is less than three days old
3. Heavy nasal discharge
4. Constant cough
5. Diarrhea or vomiting within the previous 24-hour period
6. Reddened and/or crusty eyes

When a student becomes sick or is injured in school, parents will be notified. Unless the illness or injury appears to be in need of emergency help, the student will remain in the divisional office until picked up by a parent or authorized person. If there are no obvious symptoms of illness and no objection by the parent, the student will be allowed to rest for 15-20 minutes, after which time further assessment will be made as to whether to call the parent or have the student return to class.

The school will not diagnose the cause of illness or the seriousness of an injury or illness. Without prior parental consent, the school will not administer medication for illnesses and injuries. Minor wounds will be cleaned with water and bandaged, if necessary. All attempts will be made to make the child comfortable as the school contacts the parent.

If a child sustains a serious injury, parents will be contacted; and the student may be taken to the nearest emergency clinic.

For the safety of all the students, the Principal may request a doctor's clearance if a student's health is questionable.

### **Infectious Diseases**

As a close-knit community, at times, influenza; measles; mumps; hand, foot, and mouth disease; pinworms; etc. may occur on campus. Should there be an occurrence, the school will notify the families along with appropriate Hawaii Department of Health information, and sanitize the area. If there is an occurrence at home, parents are asked to notify the school personnel/nurse so that the school can be on the lookout in order to keep staff and students safe and healthy.

### **Concussions**

Any time a student sustains a significant blow to the head, they will be removed from the activity, assessed for a concussion, and parents notified. If a concussion is suspected, the student should seek immediate medical consultation. The school may request that a doctor's clearance from concussion be provided before the student can return to activities or classes. For more information on concussion management policies, please refer to the Student-Athlete Handbook or the school website, [www.hanalani.org](http://www.hanalani.org).

Should a student receive a concussion while participating in outside activities/sports, parents should notify the school to ensure that doctor's directives are followed to ensure appropriate care.

## Medication

- **For students who need to take medication at school, parents must complete one of the following forms** below and return to the divisional office. Forms are available from your divisional office or the [school website](#):
  - [Form LOW-03](#), “Lower School: Authorization to Administer Medication at School”
  - [Form UPP-03](#), “Upper School: Permission to Administer Medication (Student Self-Administration of Medication)”
- All medication must be brought in its original container and stored in the health room or divisional offices.
- The medication will be dispensed in accordance with Form LOW-03 and UPP-03 as signed by a healthcare provider.
- Parents must remind their child to go to their divisional office/health room for their medication at the appropriate times. Students should not have any medication in their possession or stored areas.
- Should a student need to self carry an inhaler or EpiPen, parents should notify the divisional office.

## Medical Coverage / Insurance

Students must be covered by medical insurance. Parents must indicate the medical coverage in the appropriate section on the Student Data Card.

## Early Childhood Building Security

Due to safety and security reasons, only authorized individuals are permitted in the EC building. Authorized individuals include parents, persons authorized to drop off or pick up students, and siblings (bus companions). Entrance is allowed only through the east doors (covered walkways).

## Pets On Campus

We recognize that some students are highly allergic to certain animals and that animals can also behave in unpredictable or dangerous ways that can cause injury. Please help us maintain a safe environment for all students and others by not bringing a pet on campus. Functioning seeing-eye dogs or other service animals are permitted with proper identification and cleanup materials.

## Emergency Situations & Natural Disasters

- a. In the case of an imminent natural disaster, the administration will follow Civil Defense directions regarding school closures and will notify the public media (KSSK radio station AM590, FM92.3, and television stations). In addition, families will be notified of closures via email, text, or the school website, [www.hanalani.org](http://www.hanalani.org), provided electricity and communication services are available.
- b. It is essential that parents establish individual and family plans for tsunami, hurricane, earthquake, and flooding. These plans should identify what preparatory actions should be taken for each hazard. If evacuation advisories are issued, these plans should include shelter locations and transportation means to the shelters; what should be done if the family is separated; what type of survival supplies will be needed; etc. Such information can be obtained from the Oahu Civil Defense Agency.
- c. The faculty/staff will remain with the students until parents or authorized individuals have picked up the

students.

- d. To ensure that you receive immediate notification, contact the divisional offices with any changes in your contact information.

In the event of a major storm or disaster, parents are asked to use good judgment as to their children's welfare. Parents should stay tuned to the radio or television regarding school closure.

In the event of an emergency situation, the school will follow the procedures listed:

### **TSUNAMI WARNING**

Hanalani Schools is not in a tsunami inundation zone, so it is not necessary to evacuate. The following procedures have been adopted in the event of a tsunami warning:

- a. If a WARNING is issued while school is in session, students will be cared for until parents can safely pick up their children. Parents need not leave work or rush to school. If they are in or can get to a safe area close to work, it is recommended that they remain in the safe area until the "all clear" is announced and avoid contributing to unnecessary road traffic.
- b. If a WARNING is issued before school begins, school officials will follow Civil Defense directions regarding school closures. Refer to the above section for determining whether school will be open or closed.

### **HURRICANE/TROPICAL STORM**

Hurricane or tropical storm WATCHES are issued by the National Weather Service 36 hours prior to the arrival of storm effects. When a WATCH is issued, the school will monitor the storm and make decisions to close school before the issuance of a WARNING. The timing of the closure will generally coincide with the end of a normal school day and should not inconvenience parents at work. Hurricane or tropical storm WARNINGS are issued when one of these storms could affect Oahu in 24 hours or less.

### **EARTHQUAKE**

Should an earthquake of significant magnitude occur on Oahu, considerable disruption to the road networks can be anticipated. If communication services are available, the school will notify parents. In the event parents are not able to pick up their children, students will be cared for until parents can safely arrive.

### **FIRE DRILLS**

Drills will be conducted monthly. Students will leave the classroom in an orderly fashion under the supervision of teachers and rapidly walk (not run) single file to a designated meeting place.

### **LOCKDOWN / LOCK IN/ SHELTER IN PLACE**

During the school year, the faculty, staff, and students practice lockdown and shelter-in-place drills on a regular basis.

Lock Down: Response to a dangerous situation on campus. Students will be in lockdown in the nearest classroom or room. Doors and buildings are locked, lights off, blinds drawn, students low and close to the walls, no talking.

Lock In: A posture of readiness in response to a threat in the community and not on campus. Students are in classrooms or rooms, not walking around campus, and are in classroom activities. Teachers are in a posture of readiness to transition to Lock Down upon signaling.

Parent Communication: Parents will be notified at the earliest opportunity via text.

# **STUDENT EXPECTATIONS**

## **ACADEMIC EXPECTATIONS**

### **GRADING SYSTEM**

Our faculty believes that each student can learn and be successful and is committed to helping each student flourish. Hanalani Schools' program, Academics PLUS, is designed to develop Core Knowledge, Critical Skills, and Christian Character that students need in order to be successful in college, work, and life. The grading system is designed to communicate student progress in attaining the curricular standards. Refer to Division sections for specific grading policies.

### **ASSESSMENT INTEGRITY**

Assessment of student learning is an important part of the education process in order to ensure high-quality student learning. Assessment enables teachers to gauge the level of student attainment and make informed adjustments. Cheating and plagiarism inhibit accurate assessment. Sharing or acquiring test questions and answers prevent student learning, thus, is prohibited.

### **PLAGIARISM**

Writer's Inc. defines plagiarism as "the act of presenting someone else's ideas as your own" (Sebranck, Kemper, Meyer 256). All materials that do not originate with the student must be appropriately acknowledged. The consequences for plagiarism are a grade of zero for the submitted work, the submittal of an alternate paper, and disciplinary action.

### **FIELD TRIPS**

Field trips are important educational experiences; therefore, field trips are regarded as academic days. Students are required to attend and accompany the class on field trips.

### **LIBRARY**

Students are encouraged to borrow books regularly. Library cards (Student ID card) will be issued to all eligible students. Students are authorized to use only their Student IDs when checking out books. If a Student ID is damaged or lost, the student will be assessed a replacement cost.

All damages, losses, and fines will be the responsibility of the student borrowing the book.

Library books must be returned to the library by mid-May.

Library Information:

1. Hours of Operation are Monday through Friday, 7:30 a.m.-4:00 p.m.
2. Student Expectations:
  - A. Circulation Policy
    - a. IDs--Students must have their Student IDs to check out books.
    - b. Check out--Students may borrow books for two weeks.
    - c. Check in--Students may return books to any of the book drops located in the EC and Elementary offices or in the Library.
    - d. Renew--Students may renew books only twice for an additional two weeks if not requested by another student. Students must bring the book(s) to the Library for renewal and a new due date.

- e. Holds--Students may request to place a book “on hold” if they do not have their Student ID or if the book is currently checked out. The student will be notified when the book becomes available. Holds expire one week from the day of request.
- f. Check out limit--
 

Grades K5-1	1 book
Grade 2	2 books
Grade 3	3 books
Grades 4-12	4 books

**B. Library Fees**

- a. Overdue books--An overdue fine of \$0.25/school day is charged per book for each school day a book is overdue.
- b. Damaged books--Contact the Librarian (ext. 163, [library@hanalani.org](mailto:library@hanalani.org))
- c. Lost books--Contact the Librarian (ext. 163, [library@hanalani.org](mailto:library@hanalani.org))
- d. Printer--\$0.10 per side printed in black and white  
\$0.35 per side printed in color
- e. Library fees that are not paid by the due date provided will be billed to the family’s Blackbaud Tuition Management (BTM) account.

## **NON-ACADEMIC EXPECTATIONS**

### **GENERAL CONDUCT AND CHRISTIAN TRAINING**

Hanalani Schools’ mission is to train children “in the nurture and admonition of the Lord” (Ephesians 6:4b), which is depicted by the school mascot, the Royal, and expressed in our core values, “Love God, Love Others, Challenge Yourself.” A loving relationship with God, which begins by accepting Jesus as personal Savior, energizes the two other values of loving others and challenging oneself.

The focus of Christian education is first the heart, then the mind. Christian Character or self-management is a byproduct of a love for God and others, i.e., showing kindness and compassion, exercising self-control, selecting positive influences, making wise decisions, etc. Personal responsibility for one’s behavior, at all times, enhances the development of Christian Character.

The school strives to provide a wholesome learning environment and expectations to nurture a heart for God and others and Christian Character. It is the challenge of our entire school community to encourage each other toward these core values.

A Biblical pattern of discipline is followed: communication, accountability, positive and negative consequences, and reconciliation (pono). Corporal punishment is never administered.

Students of all faiths are welcome and must participate in the school’s program of Christian education, which includes daily devotional periods, weekly chapel, special assemblies, and the study of Bible truths and principles. Upper School students participate in two Spiritual Emphasis Weeks.

### **DISCIPLINARY PROBATION**

A student who displays a poor attitude and conduct may be placed on behavioral/disciplinary probation. Disciplinary actions can become part of the student’s permanent records. A student requiring excessive administrative intervention may be released.



## **ACADEMIC PROBATION**

A student must maintain a C- average (2.0 GPA) to remain at Hanalani Schools. Students who do not demonstrate adequate academic progress or who miss excessive class time may be placed on academic probation for a quarter.

A student may be placed on academic probation due to:

- a. Falling below a C- average (2.0 GPA)
- b. Receiving one or more D's or F's in core subjects
- c. Missing excessive class time
- d. Teacher recommendation

The student must demonstrate significant improvement in the specified area in order for the probation to be lifted. Students failing to demonstrate significant improvement may be released.

## **APPEARANCE & DRESS STANDARDS**

As a Christian school, Hanalani seeks to instill modest dress standards in its students. Some of the standards are selected for consistency of enforcement. Refer to "Appearance and Dress Standards" under the appropriate division.

## **RESPONSIBILITY & RESPECT**

An observable impact of our core values, in practical life terms, is through respect and responsibility toward others and for the property of others. Actions such as bullying, cyberbullying, stealing, lying, and defacing/destroying the belongings of others are not acceptable.

The school campus and facilities belong to the Lord, the students, and families; therefore, students are expected to care for school property and equipment. Disrespectful and irresponsible actions like littering, stealing, and damaging/defacing school property are unacceptable. Students who demonstrate such disrespect and irresponsibility will be subject to corrective action such as being required to replace or repair stolen, defaced, or damaged property.

**Bullying/Cyberbullying:** Students are expected to demonstrate respect and care for one another. Bullying—physical, verbal or non-verbal, or online—is not acceptable behavior and will be dealt with administratively. Students being bullied should speak to a teacher, counselor, or principal immediately.

## **ATHLETICS**

Participation on athletic teams and in athletic events is an effective venue to develop critical and life skills such as leadership, sportsmanship, teamwork, dedication, physical strength, work ethic, and mental discipline.

Students in Grades 4-6 participate in the Christian School Athletic League (CSAL); students in Grades 7-12 participate in the Interscholastic League of Honolulu (ILH).

Annual Requirements:

- Lower School student athletes must have a signed CSAL waiver on file in the Athletic Office.
- Upper School student athletes must submit a Student Health Record (ENR-09B) dated within the last calendar year on file in the Athletic Office.
- Students must maintain a 2.0 GPA and meet division-specific requirements.

Students participating in the athletic programs are required to wear Hanalani approved practice apparel: Hanalani athletic shirt with the logo and approved bottoms.

Visit the Athletics page on the school website, [www.hanalani.org](http://www.hanalani.org) for a listing of available sports for Elementary and Upper School students. The Student-Athlete Handbook is also located on the school website. For further information or arrangements, contact the Athletic Office.

## **LOST & FOUND**

Clothing should be clearly marked or tagged with the student's name. For safety reasons, tags and markings should be on the inside of garments. The school is not responsible for lost or stolen items. Articles that are found will be left in a location designated by each divisional office. Articles not claimed within one month will be subject to disposal by the school.

## **NON-CONSUMABLE TEXTBOOKS**

Non-consumable textbooks are school property, and students are responsible for the condition of the textbooks. Upon issuance of textbooks, students must examine the books carefully for any noticeable damage (e.g., ink spots, torn pages, binding separation, writing, etc.) and report any damage. If a book is damaged during the course of the year, the student will be assessed a charge per page. If the damage is extensive, the student will be charged the replacement cost of the book.

## **CASHLESS PAYMENT SYSTEM**

Hanalani Schools uses a cashless, contactless, and paperless system for ordering and paying. The online student account management systems are RevTrak and MySchoolAccount.

### **Managing Your Account**

1. Funds are to be deposited to the student account through RevTrak ([hanalanischools.revtrak.net/](http://hanalanischools.revtrak.net/))
2. Account balances can be checked through RevTrack or MSA.
3. Instructions to create an account will be sent by email.
4. Policies are available on the website.

## **ROYAL CAFE: BREAKFAST & LUNCH**

1. ALL pre-ordered meals are paid via the [My School Account \(MSA\)](#) lunch account.
2. A monthly menu is posted via the MSA link on the school website.
3. Breakfast and lunch options include: individually-packaged meals and Grab-n-Go.
4. Meals are to be pre-ordered no later than the night before, by 8:00 p.m.
  - \*Meals pre-ordered by 8:00 p.m. have a preferred price.
  - \*Parents can cancel a pre-ordered meal the prior night, by 8:00 p.m.
5. Meals not ordered the prior night by 8:00 p.m. are at the standard meal rate.

## **Serving Meals**

Lower School lunches:

K3-K4 and K5-Grade 2 will be pre-packaged and delivered.

Grades 3-6 will be picked up in the Royal Cafe.

Upper School lunches will be picked up in the Royal Cafe.

## **CAMPUS STORE**

- [Campus Store](#) Purchases--clothing and supplies can be pre-ordered via:
  - RevTrack or the point-of-sale (POS) system
  - Student transactions through the Student ID card

## **PARTY DAYS**

- Hanalani observes three schoolwide party days: Thanksgiving, Christmas, and End of Year.

### **Birthdays & Class Parties : To assist families, the Royal Cafe offers a catering option.**

- The [Royal Cafe](#) offers pre-order party package options found online (RevTrack).
- Food will be packed individually and delivered to the child's party location.
- Orders must be made three weeks prior to the event day and approved by the Principal.

### **PERSONAL POSSESSIONS BROUGHT TO SCHOOL**

For safety and security reasons, it is recommended that students not bring large sums of money, jewelry, or valuables to school. The school is not responsible for any lost, broken, or stolen items.

As the school seeks to promote a positive learning environment, personal items with questionable characters, suggestive statements, pop/rock stars, alcoholic beverages, and other themes that go against school standards and the spirit of the school may not be brought to school.

Questionable or unauthorized items will be collected and returned to the student after school. Multiple offenses by a student may require a parent conference.

### **SOLICITATION**

In addition to the school's major fundraising campaigns, other student groups raise funds for special projects. To eliminate frustration for families, solicitation for outside fundraising (e.g., soccer, baseball, etc.) is not permitted on campus. Students may not buy, sell, or trade personal belongings on campus.

### **YEARBOOK**

The yearbook is published for the interest and enjoyment of the students. Because much effort goes into this publication, students are expected to demonstrate respect to each other, the faculty/staff, and the school. All yearbooks, although purchased by the students, are subject to inspection by teachers for any unkind or vulgar writing; yearbooks in question will be collected and not returned to the student.

### **RESPONSIBLE COMPUTER USE POLICY**

Technology use is an integral part of a child's educational experience. A Critical Skill objective is that students learn good citizenship in the digital age; therefore, the use of computers on campus is governed by the "Responsible Computer Use Policy." All computer usage is subject to supervision, and Internet access is filtered. It is possible, however, that students may accidentally or deliberately access inappropriate material. Both actions have a required course of action (detailed in this policy). Parents are encouraged to discuss responsible computer usage and Internet safety with their children.

Students in Grades 4-12 participate in our Bring Your Own Device (BYOD) program. Content will be restricted to standard Hanalani Schools network policies and will be filtered through the school's network and not through personal means. Due to personnel restrictions, the school will not troubleshoot problems. Additionally, the student assumes the liability of any possible cases of malware or theft. In the event of inappropriate content, students may have their Internet usage revoked and electronics confiscated.

### **Computers and electronic devices will be used for educational purposes only (unless directed by the instructor)**

- a. Students may use the computers to fulfill class assignments.
- b. Students with class assignments will have priority over students who do not.
- c. Students may not give out their personal username and/or password.

- d. Students will be held responsible for any violation that occurs under their network account.

### **Student Internet Access**

- a. Students may use the Internet to access or search for information to fulfill class assignments.
- b. Students will have limited access to the Internet.
- c. Students will ONLY use their personal username and password.

### **Personal Safety**

- a. Students will not post personal contact information about themselves or other people. Personal contact information refers to home address, telephone number, last name, school name, school address, work address, etc.
- b. Students will not agree to meet with someone they have met online without their parent's approval.
- c. Students will promptly disclose to their teachers or other school employees any message they receive that is inappropriate or makes them feel uncomfortable.

### **Hacking and Illegal Activities**

- a. Students will not attempt to gain unauthorized access to the Internet by going beyond their authorized access.
- b. Students will not attempt to log in through another person's account or access another student's files.
- c. Students will not attempt to go around the security systems or policies that are in place.
- d. Students will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses, trojans, worms, or by any other means.
- e. Students will not use the Internet to engage in illegal or inappropriate acts (e.g., drug sale, cyberbullying, gambling, crime, pornography, etc.).

### **Network Security**

- a. Students are responsible for their individual account and should take reasonable precautions to prevent others from being able to use their account.
- b. Students will immediately notify a teacher if they have identified a possible security problem. The teacher will notify the Technology Coordinator (TC) or NetDiv immediately.
- c. Students will avoid inadvertently spreading computer viruses or knowingly putting a computer at risk (by sending, opening, or running software from an untrusted source).

### **Inappropriate Language**

- a. Students will not use obscene, profane, lewd, vulgar, inflammatory, racist, threatening, or disrespectful language.
- b. Students will not engage in personal attacks, including prejudicial or discriminatory attacks.
- c. Students will not harass another person. If a student is told by a person to stop sending them messages, the student MUST stop.
- d. Students will not knowingly or recklessly post false or defamatory information about a person or an organization.

### **Respect of Privacy**

- a. Students will not post private information about another person.
- b. Students will not repost a message that was sent to them privately, without the permission of the person who sent the message.
- c. Students will not post pictures or videos of others on the Internet without their permission and knowledge.

## **Plagiarism and Copyright Infringement**

- a. Plagiarism is taking the creations of others and presenting them as if they were their own.
- b. Students will respect the rights of copyright owners through proper citations.
- c. Students will not re-use text and pictures found on the Internet without proper notation. This includes pictures from “image searches.”
- d. Students will not re-publish text or pictures found on the Internet when the owner’s copyright forbids such action.

## **Inappropriate Access to Material**

- a. If a student mistakenly accesses inappropriate information, the student must immediately inform the teacher.
- b. Parents should instruct their child if there is additional material that they think to be inappropriate for their child to access.
- c. Students will not have inappropriate material in electronic form on them at any time while at school (this includes personal laptops, cell phones, thumb drives, etc.).

## **YOUR RIGHTS AS STUDENTS FOR COMPUTER USE**

### **Search and Seizure**

- a. Students should expect only limited privacy in the content of their personal electronics and files.
- b. Routine maintenance and monitoring may lead to the discovery that a student has violated the policy or the law.
- c. An individual search will be conducted if there is reasonable suspicion that a student has violated the policy or the law.
- d. Parents have the right at any time to request to see the contents of their child’s account.

### **Due Process**

- a. The school will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities.
- b. In the event there is a claim that a student has violated this policy, the student will have an opportunity to be heard by authorized personnel.
- c. Additional restrictions may be placed on a student’s user account.

### **Limitation of Liability**

- a. The school makes no guarantee that the functions or the service provided will be error-free or without defect.
- b. The school will not be responsible for any damage a student may suffer, loss of data, or interruptions of service.
- c. The school will not be responsible for any financial obligations arising through the unauthorized use of the network.
- d. A student and his/her parents can be held financially responsible for any harm to the network as a result of the student’s intentional misuse.

### **Network Étiquette/Netiquette**

- a. Students are expected to learn and abide by generally accepted rules of Internet network etiquette: common courtesy, politeness, avoidance of vulgar language, etc.
- b. Students will not assume that a sender of an email is giving his/her permission for the student to forward or redistribute the message to third parties or to give his/her email address to third parties.
- c. Students will report any cyberbullying to a teacher immediately.

- d. Students will not participate in electronic activities that would be considered cyberbullying, including posting or reposting negative remarks about a person, defaced photos of a person, or similar actions.

**Students and their parents are required to sign annually:**

- a. Permission for disclosure of student information on the Internet.
- b. An agreement of terms.
- c. Parent's agreement to release the school of damages caused from their child's misuse of equipment.

**Printing**

- a. Students may send print jobs to the Library printer.
- b. The cost for one-sided printing/copying in black and white is \$0.10. One-sided color copies are \$0.35.

**File Storage**

Users are welcome to save to personal flash drives or to the cloud.

**Technical support for school equipment**

- a. If a school computer is not working properly, the teacher must be notified immediately.
- b. All software or hardware issues must be reported immediately to the teacher.
- c. ALL objectionable material must be reported to either the teacher or TC ([help@hanalani.org](mailto:help@hanalani.org)).
- d. Technical questions should be directed to the TC ([help@hanalani.org](mailto:help@hanalani.org)).

**Violation of school policies or negligence of equipment may result in any or all of the following penalties:**

- a. Action will be reported to the authorities (administration, law enforcement).
- b. Access to technology or the Internet will be temporarily or permanently revoked.
- c. Upper School students may receive up to 100 demerits and may be suspended or expelled.
- d. Penalties will be determined by the administration on a case-by-case basis.
- e. Users will be responsible for the repair costs, which will include parts and labor, \$85/hour, for a minimum of one hour per computer.
- f. Personal technology devices may be confiscated.

**ALL NETWORK TRAFFIC IS MONITORED AND LOGGED.** Users are required to obey all laws (local, state, federal, and/or international, including criminal, copyright, privacy, defamation, and obscenity laws, and any other laws not mentioned here). Hanalani Schools will render all reasonable assistance to local, state, or federal officials for the investigation and prosecution of any person or persons using Hanalani Schools technology in violation of any law.

# ENROLLMENT & FINANCES

## NEW ENROLLMENT

Upon Hanalani's enrollment offer of acceptance, parents/legal guardians accept by completing and signing all of the required documents enclosed in the enrollment packet (See Admissions Office) and submitting the NON-REFUNDABLE \$400 DEPOSIT (per child).

An applicant is officially enrolled once all required documents and a deposit have been submitted to and processed by the Admissions Office.

## CONTINUOUS ENROLLMENT

All enrolled students are on a Continuous Enrollment Contract. Students are automatically re-enrolled into the upcoming school year until withdrawal or graduation. Upon automatic re-enrollment, the **Blackbaud Tuition Management (BTM)** account payment frequency and method automatically continue as the previous year unless a change is initiated by the parent/legal guardian.

A student withdrawing in writing by March 1 will do so without incurring a penalty and will receive a full refund of the deposit.

A student may be withdrawn from the upcoming school year by the school for issues such as unacceptable behavior, non-payment of a delinquent account, poor academic performance, or lack of parental support of the school.

Each year, additional/optional school year programs (i.e., trips, ASC/BSC, private lessons, etc.) will be available for registration on a first-come, first-served basis via the Services Addition & Removal (ENR-13) form. All selections will be added to the student's BTM account and billed accordingly.

Families needing to amend their BTM account terms must submit a new **Tuition Payment Plan Change** form (**Formerly Smart Tuition Form**) with new payment information to the Business Office (not to BTM).

**INTERNATIONAL STUDENTS** See [International Student Handbook](#)

## TUITION, FEES, & SERVICES

Tuition, fees, and service charges are described in the Tuition & Services Pricing Sheet (ALL-01) and the Continuous Student Enrollment Contract (ENR-08).

- New enrolled students: Parents select additional programs on the Optional Program and Services Selection (ENR-12) and complete the Student Enrollment Contract (ENR-08).
- Current students: Parents select additional programs/services via the Services Addition & Removal form (ENR-13).
- Cancellations and changes of programs must be received in writing, documented on a Services Addition & Removal form (ENR-13) that is available for download at [www.hanalani.org/forms](http://www.hanalani.org/forms) or at the appropriate divisional office.
- Services canceled after August 1 will be charged a \$65 cancellation fee.
- Outstanding lunch IOU's, ASC/BSC charges, library fees/fines, textbook damaged/not returned, athletic fees, etc. will be charged through the BTM account if not paid by the specified due date.

**After June 30, the parent/legal guardian is obligated to pay tuition and mandatory fees for the full academic year.** No portion of tuition or mandatory fees, paid or outstanding, will be refunded or canceled in the event of absence, withdrawal, or dismissal of the student. For more information on withdrawal, refer to the



“Withdrawal Process & Policies” section below. For those covered under the Dewar Tuition Refund Plan, plan rules will apply. For more information on the Dewar Tuition Refund Plan, see Tuition Refund Plan below.

### **BLACKBAUD TUITION MANAGEMENT (formerly Smart Tuition)**

- BTM is a third-party company that manages the school's student billing process.
- All families are required to have a completed Tuition Payment Plan Change form on file, which authorizes the school to set up the online student billing account.
- BTM assesses an annual administrative fee of \$50 per account for all payment plans.
- Through BTM, parents/legal guardians can manage their accounts and make payments online via bank account deductions and/or credit card payments (a 2.85% credit card processing fee will be charged).

Families needing to amend their BTM account terms must submit a new Tuition Payment Plan Change form with new payment information to the Business Office (not to BTM).

### **PAYMENT PLAN OPTIONS**

#### **Annual Payment Plan**

- 100% of the school bill is due on July 5.
- Families selecting the Annual Payment Plan receive a \$400 discount off of the base tuition.
  - This discount does not apply to families receiving TAP (Tuition Assistance Program) funds or additional scholarships to include Kipona, Pauahi Keiki Scholarship, and Thomas J. Vincent Foundation (TJVF) Endowment Scholarship.
  - This discount does not apply to families enrolling in the middle of the school year.
- Dewar Tuition Refund Plan (TRP) is optional for families selecting the Annual Payment Plan; however, the school recommends purchasing tuition insurance. A Tuition Insurance Election form (BUS-01) is available in the Business Office or available for download at [www.hanalani.org](http://www.hanalani.org). This form must be completed by and submitted to the Business Office by the first day of the school year.

#### **Semi-Annual Payment Plan**

- 50% of the school bill is due on July 5 or 20.
- Remaining 50% of the school bill is due on December 5 or 20.
- Accounts on the semi-annual payment plan must be on auto debit.
- Semi-annual payment plans include Dewar insurance coverage.

#### **Monthly Payment Plan**

- Monthly payments: From July to April and are due on the 5th or 20th of each month.
- A \$180 plan fee is charged per family.
- Accounts on the monthly payment plan must be on auto debit.
- Monthly payment plans include Dewar insurance coverage.

#### **Payment Method Options**

- Invoices may be paid by mail, web, or telephone to BTM. Payments are due by the 5th of the month.
- Auto debit payments will be deducted from your checking, savings, or credit card indicated on your Tuition Payment Plan Change form. With this payment method, parents can choose to have the funds withdrawn on the 5th or 20th of the month.
- Monthly and semi-annual payment plans must be set up on auto debit.

#### **Financial Change of Information**

Changes in payment plan or payment method must be arranged with the Business Office (not BTM) by submission

of a new Tuition Payment Plan Change form. These forms are available in the Business Office or or available for download at [www.hanalani.org](http://www.hanalani.org).

**FAMILY (TUITION DISCOUNT FOR MULTIPLE CHILDREN)**

Families enrolling more than one child in Hanalani receive the following discount(s)\*:

- First Child (Oldest Child) ..... No Discount
- Second Child and Each Additional Child ..... 10% Discount

\*This discount does not apply to families receiving Tuition Assistance Program (TAP) funds or any additional scholarships, including Kipona, Pauahi Keiki Scholarship, or TJVF Endowment Scholarship.

**WITHDRAWAL PROCESS & POLICIES**

**If a student withdraws or is released from the school for any reason after June 30, the parent/legal guardian is obligated to pay tuition and mandatory fees for the full academic year.** No portion of tuition or mandatory fees, paid or outstanding, will be refunded or canceled in the event of absence, withdrawal, or dismissal of the student. See Dewar Tuition Refund Plan.

The procedures for withdrawal are as follows:

1. Parents/legal guardians must initiate the withdrawal process with the appropriate divisional office by submitting the Withdrawal Request form (ENR-11).
2. The withdrawal process involves clearance with several offices, thus may take up to 1-2 weeks to complete.
3. Financial assistance and scholarships, discounts, and credits will be prorated accordingly.
4. Outstanding lunch IOU's, ASC/BSC charges, library fees/fines, textbook damaged/not returned, athletic fees, etc. will be charged and cleared through the BTM account.
5. A student's release packet will be issued 1-2 weeks after the withdrawal process has been completed.

**TUITION REFUND PLAN (TUITION INSURANCE)**

- The school participates in the Dewar Tuition Refund Plan (TRP) as a means for parents/legal guardians to protect their financial obligation and to help address withdrawal and refund issues.
- Participation in the TRP is included for monthly and semi-annual payment plan participants and is optional for annual payment plan participants.
- The insurance premium rate is 2.0% of annual base tuition and mandatory fees.
- TRP participants authorize the school to process and collect claim payments under the plan and to credit such payments to the withdrawn student's account.
- Additional TRP terms and conditions are outlined in the Dewar TRP brochure available on the school website, [www.hanalani.org](http://www.hanalani.org).

**FRIENDS & FAMILY REFERRAL PROGRAM**

- Families of currently enrolled students can receive a \$750 tuition credit for each new student they refer to Hanalani Schools.
- A \$200 Campus Store Welcome Credit Voucher will be issued to each new student that has been referred by a current family.
- The parent/legal guardian of the applicant must indicate the name of the current student that referred them on the enrollment contract upon submission to the Admissions Office.
- New students of previously attending families do not apply. The credit is applied to the referring family's BTM account in increments according to the payment plan chosen.

## **SCHOLARSHIPS & TUITION ASSISTANCE**

**Tuition Assistance Program (TAP):** a need-based program for students in all grades.

- Annually, parents submit financial information online to School & Student Services (SSS), a company that assesses family need and recommends TAP award amounts.
- SSS opens the next year's application process in October.
- New applicants applying after SSS opens may also apply for TAP at the time of application.
- TAP information is available in the Admissions Office, Business Office, and on the school website at [www.hanalani.org](http://www.hanalani.org).

Families who receive TAP awards:

- Not eligible for the Annual Payment and the Family Tuition Discounts.
- Notify the school of acceptance of the TAP award by signing and submitting the TAP contract.
- By signing and submitting the TAP contract, parents agree to "give back" service hours to Hanalani Schools.
- Parents or an Upper School student (Grades 7-12) are expected to "kokua back" to the school.
- Volunteer hours are tracked by submission of [Form TAP-01](#) to the Parent Engagement Office.
- The TAP award will be applied to the family's BTM account upon receipt of the TAP contract.
- Parents must complete volunteer hours to be eligible to receive TAP the following year.

### **Thomas J. Vincent Foundation Endowment Scholarship**

- The Thomas J. Vincent Foundation Endowment Scholarship is an academic and need-based scholarship for newly enrolled Upper School students (Grades 7-12).
- The scholarship is renewable until graduation.
- A student must maintain a minimum 3.0 grade point average (GPA).

### **Royal Merit Scholarship Program (RMS)**

- Hanalani awards Royal Merit Scholarships to US students (Grades 7-12), who demonstrate high-level commitment and achievement, thereby contributing to the overall success of Hanalani's co-curricular programs, in the areas of Leadership, Fine Arts, and STEM (Science, Technology, Engineering, Math)
- RMS is awarded annually.
- Students may apply annually for the RMS through the Upper School or Admissions Offices.

### **Weinberg Early Childhood Scholarship**

The Weinberg Early Childhood Scholarship is a need-based scholarship available for students in Grades K3-K4 and K5.

### **Outside Scholarships/Tuition Assistance Program**

- Kipona, Pauahi Keiki Scholarship, Preschool Open Doors
- For more information, refer to Hanalani Schools' Payment Plans and Financial Assistance Information booklet.

## **DELINQUENT ACCOUNTS**

- Accounts are reviewed on a regular basis.
- Delinquent accounts are subject to penalties as stated in the Continuous Enrollment Contract (ENR-08).
- The individual(s) responsible for the account must contact the Business Office to establish a payment plan to settle the delinquent amount.
- Delinquent accounts not resolved may result in the student's release.
- All delinquent accounts (tuition balance, charges, and fines) at the end of the quarter or the school year may result in the following:

- Final grades will not be calculated, and the report card/transcripts will reflect an “I” for incomplete.
- A student may be dismissed or denied re-enrollment for the following school year.
- A student may be denied participation in off-island travel, i.e., Europe, Japan, Senior trip, etc.
- Account may be referred to a collection agency.
- Attorney and other service fees will be paid by the party responsible for the student’s account.

## **TRANSCRIPTS, REPORT CARDS, & RECOMMENDATIONS**

- Upper School students have two transcript copies included in the tuition and are available upon request.
  - Additional copies: \$10.00 ea.
  - Allow two weeks for processing time.
- Lower School students. Progress Reports are issued at the end of each quarter. The requesting family’s financial account must be current.
- The student must provide an addressed, stamped envelope to the school for the transcripts and recommendations.
- Rush Copy
  - Families desiring a rush copy of the transcript or report card will be assessed a fee to expedite the process.
  - Rush copy will be available for pick up or mailed in two (2) business days.
  - Rush request copy: \$25.00 ea.

## **DEVELOPMENT OFFICE: ROYAL FUND & FUNDRAISERS**

### **Royal Fund (Annual Fund)**

- A culture of giving is essential to enable the school to provide a high quality education, as tuition and fees do not entirely cover the program and operation costs; therefore, families are encouraged to contribute to the Royal Fund, Hanalani’s annual campaign.
- Information on giving can be found on the school website, [give.hanalani.org](http://give.hanalani.org).
- The Royal Fund enables the school to meet operational expenses; upgrade facilities; and equip classrooms, labs, and studios in order to ensure a modern and relevant learning environment along with the essential learning equipment for students.
- The Development Office conducts the annual Royal Fund, the Royals Golf Classic, and raises funds for the school’s endowments and other capital initiatives.

**Royals Golf Classic** Proceeds from this event fund the Royal Merit Scholarship program. See RMS Program.

### **Fundraisers**

- At times, school groups raise funds for trips and events.
- Examples include the Athletic Booster Club Craft Fair, Fine Arts Trip, and Project Grad.
- Parents are financially responsible for all fundraising materials issued to the students.
- Fundraising materials that are not returned by the due date will have the costs of the fundraiser items charged to their BTM account.

# **LOWER SCHOOL: EARLY CHILDHOOD PROGRAM (K3-K4)**

## **EARLY CHILDHOOD PROGRAM**

### **DESCRIPTION**

The Early Childhood (EC) Division builds on the learning and developmental foundation begun in the home. The K3-K4 program lays a solid foundation for future educational success by encouraging a positive school experience, developing readiness skills, and cultivating a love of learning within each child.

Teachers prepare a fun, positive, and nurturing daily schedule full of activities that address the developmental needs of the child. Activities include large and small group times, individual work, one-on-one time with the teacher, student-chosen learning center activities, and outdoor playtime. Parents are informed of class objectives and activities through weekly home notes and are encouraged to reinforce newly acquired skills at home.

In the EC classes, students are introduced to basic Bible concepts and stories. Students are taught that Jesus loves everyone and that He gave His Word, the Bible, as a guide for life. The development of Christian Character, self-control, and healthy habits are emphasized. Students are also provided with a variety of learning experiences that promote the development of social skills and manners, academic skills and concepts, and physical and creative development. Students are encouraged to always do their best.

### **CURRICULAR AREAS**

- Arts/Crafts
- Bible
- Social Studies
- Language Arts
  - Phonics
  - Reading (K4 as ready)
  - Speaking and Listening
  - Penmanship/Writing
- Mathematics
- Music
- Physical Education (P.E.) and Health
- Science
- Small Motor Development

### **ORIENTATION**

An important mandatory student orientation will be held by appointment prior to the start of school. During this session, the student and parent(s) meet with the teacher before school begins. Our goal is to initiate the important partnership between home and school, as well as allow the child to become familiar with the teacher and classroom.

### **ASSESSMENT OF STUDENT LEARNING**

The Early Childhood program is designed to develop readiness skills which ensure a strong foundation for future learning. The Early Childhood's grading system communicates student progress according to Hanalani's curricular expectations. Our faculty believes that each student can flourish and is committed to helping each student succeed.

- B** Beginning to understand learner expectation(s). Student is beginning to comprehend the concept as well as meeting the expectation.
- A** Approaching expectation(s). Student comprehends the concept and is working on reaching the expectation.
- M** Mastering expectations. Student has reached the expectation(s).
- E** Exceeding expectations. Student has gone above and beyond the expectation.
- N** Not yet implemented. Concept has not yet been introduced.

## **SUMMER INTERSESSION**

Immediately following the regular school year, a one-week intersession is available; intersession programs emphasize fun and relaxation.

## **SUMMER PROGRAM**

Ka Imi Loa (Explorations) is a six-week, theme-based summer program that integrates learning academic content and developing critical skills through a variety of activities such as STEAM challenges, virtual and live field trips, water play, learning centers, etc. Summer program reinforces skills acquired during the school year. First-time students receive an introduction to the school and begin to develop skills needed for the next grade level.

## **CHARACTER DEVELOPMENT PROGRAM**

It is the goal of the EC Division that students develop positive attitudes, learn to make wise choices, and treat each other with respect and kindness as taught in God's Word. Wise choices include obeying parents and teachers, displaying appropriate self-control, following school rules, and building positive relationships with classmates and others. Parents and teachers partner to help each child develop to his/her fullest potential.

In the classroom, teachers explain expectations on the students' level and use encouragement and positive feedback to help children learn. At times, some children may need more assistance and encouragement as they adjust and learn desirable behaviors and attitudes. In such cases, a student may need a time out, the removal of a privilege, or he/she may be asked to correct the results of his/her actions (e.g., clean up after himself/herself).

Teachers greatly rely on parents as partners. Communication and working in harmony contribute to a positive learning and developmental experience.

## **EARLY CHILDHOOD EXPECTATIONS**

### **ATTENDANCE REQUIREMENTS**

Potty Trained: Students who are not yet potty trained may be accepted for fall semester enrollment provided they are completely potty trained by August 1. A student not completely potty trained by August 1 will not be admitted to school. The student will be placed on the waiting list to be readmitted contingent upon successful potty training or readiness and an available opening in the class. The registration fee is non-refundable.

The beginning of the school year until September 15 will be considered an adjustment period. Occasional accidents are considered understandable. However, frequent accidents (three or more per week) will be considered not completely potty trained. The teacher will meet with the parents to establish a plan to complete potty training. After September 15, accident reports will be sent home and the following steps will be implemented:

- First occurrence: a wet/soiled incident results in a note sent home.
- Second occurrence: parents are called to take the child home.

- Third occurrence: the child may be asked to stay home for a week or more until potty training is established.

For students that have accidents during nap time, they should not be having accidents during nap by the beginning of second semester.

If all the steps have been taken to help the student complete the potty training process and the student is still having accidents, then the student will be considered not potty trained and will need to withdraw from school till the child is potty trained and an opening is available for the child to re-enroll.

Health Requirements: Hawaii Department of Health requires that all students entering any Hawaii school must submit (1) a Tuberculosis (TB) clearance and (2) a completed Health Record Form (ENR-09A or HI DOE-14). The ENR-09A or HI DOE-14 Form must include a physical examination (PE) and all required immunizations.

Additionally, parents and other individuals who go on field trips or volunteer in the EC program, must have a TB clearance within one year of the start of school on file in the EC Office as required by the State of Hawaii.

## **APPEARANCE & DRESS EXPECTATIONS**

As a Christian school, Hanalani's policies seek to instill neat and modest dress in students and to promote safety. Official school uniforms are required for all students. Families have two options for purchasing uniforms: (1) the Campus Store or (2) Lands' End, our authorized online vendor. Standard uniform items are available in the Campus Store with some additional uniform items offered only online.

The school will notify parents of non-compliance with the dress expectations.

### **School Uniform**

The standard K3-K4 uniform consists of the gray Hanalani P.E. t-shirt and black "Royals" shorts or sweatpants.

### **Wednesday: Hanalani Shirt Day**

Wednesdays are Hanalani shirt days for students to wear any Hanalani logo shirt.

### **Aloha Friday** (optional attire)

To promote our island culture . . .

Girls may wear aloha attire---mu'umu'us, aloha print dress, or aloha shirt with uniform bottom. Girls' clothing must completely cover the torso; straps must be at least one inch wide; dresses must be near knee length, and shorts are to be worn under the dress. For safety reasons, please avoid long mu'umu'us.

Boys may wear aloha shirts with uniform shorts.

If the P.E. day falls on Friday, students are to wear the standard uniform.

### **Field Trip Attire**

While on field trips, to help teachers account for our students, students will wear the purple "We are Hanalani" t-shirt.

### **Footwear**

For safety and health reasons, students must wear socks and fully enclosed athletic shoes with non-tie fastenings



(e.g., Velcro, zipper, etc.).

## **Hair**

Boys' hairstyles are to be neat: above the ears, eyebrows, and shirt collar; no pony-tails or buns. Hairstyles that encourage negative pop culture (rebellion and inappropriateness) are not permitted. Extreme bleaching or extreme change in hair color is not permitted. For hairstyles that do not follow the school's expectations, the office will send a note home asking parents to correct the hairstyle. In extreme situations, students may be asked to not attend school until the haircut conforms to school expectations.

## **Jewelry**

To promote safety and avoid damage or loss, students may not wear jewelry with the exception of simple earrings for girls (no dangling earrings) and watches. Students may wear medical identification.

## **Miscellaneous**

- a. Clothing and items (i.e., backpacks, lunch boxes) with questionable characters or items that promote violence or themes that go against the standards or spirit of the school are not permitted.
- b. Non-uniform shirts may not be worn over the uniform shirt.
- c. On cooler days, students may wear an acceptable sweatshirt, jacket, or sweater over the uniform shirt.
- d. Students may wear baseball-type caps or visors and protective eyewear (100% UV protection) for outdoor activities. For water activities, boys must wear loose-fitting shorts. Girls must wear modest, one-piece swimsuits.
- e. Nap blankets must be washed each week. Pillows are not allowed. A small stuffed animal may come to school only for use during naptime. Stuffed animals must also be washed each week.
- f. No toys are to be brought to school unless they are requested by a teacher.

## **CHANGE OF INFORMATION**

Changes in personal information (e.g., mailing address, telephone, email, etc.) must be made through the Early Childhood Office by submitting a completed Student File Update form (ALL-02).

## **DROP OFF & PICK UP**

K3-K4 students must be dropped off and picked up by a parent or authorized person (16 years or older); the authorized person must sign the student in and out. The only exception to this rule is for a K3-K4 student riding the bus/van with a relative; refer to "Bus/Van Transportation" in the following section. Each student's safety is of primary concern; therefore, K3-K4 students must never be left without direct transfer to an authorized person and must always be brought directly to the classroom and signed in and out. When dropping off and picking up, entrance/exit to the EC building is through the front door only.

Any individual picking up a student must be listed on the Student Data Card as authorized to do so and may be asked to provide identification. Parents must send a note or call the EC Office to authorize additional people to pick up the student. If an unauthorized person arrives for pick up, the school will contact the parent for permission and may ask for identification before allowing the student to leave. Students authorized to pick up siblings must leave campus immediately upon pick up.

## **BUS / VAN TRANSPORTATION**

K3-K4 students will be allowed to ride the school bus/van to and from school under the following conditions:

- a. The K3-K4 student must ride with a riding companion that is a relative in Grade 3 or higher.
- b. The riding companion (relative) must walk the student to the classroom and wait until the teacher signs in the student.
- c. If there is any change in transportation plans, the parent must send a written note or notify the EC Office of

the change as early in the day as possible.

- d. Students will not be allowed on the bus/van without a riding companion (relative). If the riding companion is sick or not attending school, parents are responsible for transporting the student to and from school.

“Transportation Services & Rules” are outlined under the “General Policies” section. If any difficulties arise which jeopardizes the safety of the child, the school may halt the bus/van arrangement immediately.

### **SCHOOL DAY SCHEDULE**

K3-K4 Before-School Care	M-F	6:15 a.m.-7:25 a.m.
K3 School Day	M-Th	8:15 a.m.-2:15 p.m.
	F	8:15 a.m.-1:15 p.m.
K4 School Day	M-Th	8:05 a.m.-2:15 p.m.
	F	8:05 a.m.-1:15 p.m.
K3-K4 After-School Care	M-Th	2:45 p.m.-5:30 p.m.
	F	1:15 p.m.-5:30 p.m.

### **BEFORE-SCHOOL CARE (BSC)**

- a. No student is to be brought before 6:15 a.m.
- b. Students arriving before 7:25 a.m. will be placed in BSC, and parents will incur a BSC fee.
- c. Occasional BSC charges end at 7:25 a.m.
- d. Breakfast is available for purchase; students may eat it in their designated BSC classroom.
- e. K3-K4 BSC is located in the EC building.

### **AFTER-SCHOOL CARE (ASC) & AFTER-SCHOOL CLASSES**

Students not picked up within 30 minutes of the end of their school day will be placed in ASC. Occasional ASC charges begin 30 minutes after the end of the school day.

Parents will be charged a \$15 (per 30 minutes) late pick-up fee for students who are left in ASC beyond 5:30 p.m. on regular days and 12:15 p.m. on days when school is dismissed at noon. Unpaid charges will be assessed to the Blackbaud Tuition Management account.

There are no ASC or after-school classes on days when school is dismissed at noon.

### **NUTRITION**

Time is allotted for snacks. A morning snack of milk or 100% fruit juice and fruit, vegetables, or crackers, etc., will be provided for K3-K4 students. Afternoon snacks will be available for EC students staying in ASC.

Students may not bring soda, candy, or gummies except on special designated days; chewing gum is not permitted.

If a student does not have provisions for lunch, the office will attempt to contact a parent. If a parent cannot be contacted, the student will be provided lunch; and the student’s meal account will be charged to the family’s MSA lunch account.

### **BIRTHDAYS**

- Off campus food is prohibited.
- To celebrate a child's birthday during school, the Royal Cafe offers several pre-order party food catering options.
- Food will be packed individually and delivered to the party location.

- Orders must be made three weeks prior to the event day and must be approved by the Principal.
- Parents can place their orders on their Revtrak account.

### **BITING POLICY**

When children have not yet developed adequate skills to express anger or frustration, they sometimes bite. Because of the danger and health risks due to human bites, Hanalani Schools does not tolerate biting in any situation.

To protect all students, if biting occurs, the office calls both the parents of the biter and the child who was bitten and writes an injury report. A child biting a second time necessitates a meeting with the teacher and parent(s) to establish a plan of action to work with the child to prevent further incidents. Suspension is possible.

A child biting three times is grounds for dismissal from the school.

### **VOLUNTEERING & FIELD TRIPS**

Parents and grandparents are encouraged to be involved in school-related activities. All volunteers must have a tuberculin clearance within one year of the start of school on file in the EC Office as required by the State of Hawaii.

Volunteers must dress modestly for field trips. Additional guests are not allowed when chaperoning.

# **LOWER SCHOOL: ELEMENTARY PROGRAM (Grades K5-6)**

## **ELEMENTARY PROGRAM**

### **DESCRIPTION**

The Elementary program builds on the foundation laid in the Early Childhood (EC) Division.

K5 is a special year of transition from the EC to the Elementary level. Developmentally, K5 children are still much like preschool children; however, they mature quickly during the school year. K5 students develop increasingly higher levels of individual responsibility and self-control that are needed to be successful in first grade and beyond.

Elementary teachers design exciting developmental opportunities that are enjoyable and age appropriate. To address a variety of learning styles, teachers use a variety of teaching methods which emphasize a practical hands-on approach to learning such as manipulatives, experiments, technology, and demonstrations. The school's curriculum is based on three pillars: Core Knowledge, Critical Skills, and Christian Character, which we refer to as Academics PLUS. The faculty use Core Knowledge material to create learning opportunities for Critical Skills: critical and analytical thinking, creativity and adaptability, communication (written, oral, digital, arts), collaborative leadership, citizenship in a digital world, and cultural competency. Teachers integrate Bible principles to nurture the heart of each child.

Teachers believe that every student can learn and excel. To ensure high levels of learning and achievement, teachers partner with students and parents toward achieving the curricular expectations.

Co-curricular classes and opportunities such as computer, Innovation Lab, physical education (P.E.), art, music, student leadership, community service, and library, provide essential learning experiences for Critical Skills development. Christmas productions, Lei Day productions, and chapels provide opportunities for students to perform music and drama selections and participate in public speaking. Upper Elementary students (Grades 4-6) may participate in sports teams, academic teams (Science Olympiad and VEX IQ Robotics), or student government. These activities offer opportunities to learn important life lessons and skills.

Students complete Grade 6 with a balanced foundation equipped with Critical Skills for future learning and success in accordance with our schoolwide goals.

### **CURRICULAR AREAS**

- Bible
- Language Arts (reading, writing, grammar, vocabulary, phonics, spelling)
- Mathematics
- Social Studies
- Science
- Physical Education
- Music/Band
- Art
- Innovation and Technology
- Eco-garden
- Japanese Language and Culture (Grades 5-6)

## **FIELD TRIPS**

Field trips are educational in nature and intended to help students in one or more subject areas. Field trip days are treated the same as academic school days; therefore, all students are required to attend and accompany the class. Any exceptions must be cleared with the teacher and Principal. Refer to the “Absences” section in “General Policies.”

## **PARENT ORIENTATION**

For K5 students, a mandatory student and parent orientation is held by appointment in August. At this session, the student and parent(s) meet with the teacher. Our goal is to initiate the important partnership between home and school as well as allow the child to become familiar with the classroom surroundings. Students may be assessed in phonics and math skills at this time.

For students in Grades 1-6, a mandatory parent orientation is held in August. At least one parent must attend; this meeting is to initiate the important partnership with the home. The information provided will help ensure a successful learning experience for each student. Parents will meet as a group with their child’s teacher.

## **HOMEWORK**

The purpose of homework is to reinforce daily instructional concepts, develop strong study and work habits, and instill personal responsibility. Assigning homework as busy work is avoided.

Parent involvement is an important aspect in shaping good study habits and a positive attitude toward learning. Parent help is most beneficial when the student is guided but not relieved of opportunities to learn. Developing a “can do” spirit of determination in students is vital. Parents are asked to provide a quiet place that enhances a student’s focus. Television, cell phones, and other digital devices should be limited to non-study hours and when students need a break. Physical activity is a helpful break as well.

The chart below reflects the approximate amounts of time for homework for an average student. Time involved varies according to a student’s ability. Special projects may require more time.

K5	20-30 minutes Monday-Thursday
Grades 1 and 2	30-45 minutes daily
Grades 3 and 4	45-60 minutes daily
Grades 5 and 6	60-90 minutes daily

Incomplete homework will not be excused unless a note from a parent is submitted to the teacher explaining the emergency circumstances.

## **ASSESSMENT**

Hanalani Schools’ program is designed to develop Core Knowledge, Critical Skills, and Christian Character that each student needs to be successful in his/her future—Upper School, college, and profession. Elementary focuses on developing foundational learning skills and a love for learning. Teachers understand that formative assessment strategies are key to effective teaching and learning. Throughout the year, teachers regularly communicate each student’s progress through home notes, email, online grade access, etc. There are quarterly summative reports, the Report Card, and conferences to help teachers and parents assess the level and quality of student learning.

## **K5 Assessment**

For the K5 Report Card, the following scale communicates level of student attainment of the school's curricular expectations:

B	Beginning to acquire the skills and concepts
A	Shows appropriate progress in acquiring the skills and concepts
M	Consistently demonstrates skills and concepts to meet grade level expectations
E	Consistently exceeds concepts and skills
I	Incomplete
/	Not yet introduced

## **Grades 1-6 Assessment**

The general scale used for grading work that yields numerical scores for students in Grades 1-6 is as follows:

97 – 100	A+	77 – 79	C+
94 – 96	A	74 – 76	C
90 – 93	A-	70 – 73	C-
87 – 89	B+	67 – 69	D+
84 – 86	B	64 – 66	D
80 – 83	B-	60 – 63	D-
		59 or lower	F

## **SUMMER INTERSESSION**

Immediately following the regular school year, a one-week intersession is available; intersession programs emphasize fun and relaxation.

## **SUMMER PROGRAM**

Ka Imi Loa (Explorations) is a fun, six-week program with elements of summer fun and summer school.

For students entering K5, the study portion provides review in phonics, mathematics, reading, and some journal writing. The summer fun portion includes activities such as arts and crafts related to the two themes of insects and ocean animals particular to Hawaii, water play, and early robotics. Once a week special on-campus activities or off-campus excursions are scheduled.

For students entering Grades 1-3, the study portion provides review in reading, writing, and mathematics along with exploratory opportunities in and out of the classroom. Students work in a relaxed atmosphere at their own pace. The summer fun portion includes activities such as arts and crafts, hands-on science activities, music, hiking, swimming, and bowling. Once a week special on-campus activities or off-campus excursions are scheduled.

Upper Elementary students entering Grades 4-6 are able to select from summer “electives” such as math, reading, writing, drawing, ceramics, robotics, and sports. Once a week special on-campus activities or off-campus excursions are scheduled.

## **CO-CURRICULAR AND ACADEMIC EXPECTATIONS**

Within the school's Academic PLUS approach, participating in co-curricular activities is essential to a high quality program. Students are encouraged to participate in co-curricular activities such as sports, robotics, and student government as these are natural venues to develop leadership and Critical Skills.

As co-curricular activities demand extra time and energy, students must maintain a minimum of a 2.0 GPA and not

receive an F on a quarterly report card to be eligible to participate in the next quarter. Students who do not maintain a 2.0 GPA may forfeit the privilege of participating in co-curricular activities.

### **Academic Probation**

Students who receive an F on a quarterly or mid-quarterly report card or fall below a 2.0 GPA may be placed on academic probation and will be ineligible to participate in co-curricular activities. To regain eligibility, a student must raise his/her mid-quarter or quarter grades or mid-season grade check to above a 2.0 GPA with no F's. Students who do not demonstrate satisfactory improvement will be subject to additional intervention, i.e., weekly grade checks, etc.

### **Restricted Participation**

Should a student demonstrate effort and improvement, the student may be allowed to try out, practice, or rehearse, but not participate in games or performances until cleared by the Principal.

## **CHRISTIAN CHARACTER TRAITS & CONDUCT**

Hanalani Schools' core values are Love God, Love Others, Challenge Yourself. Our desire is that our students live these values in attitude, word, and behavior. Throughout the year, the Elementary Division promotes character traits that exemplify the Royal, the school's mascot.

## **CLASSROOM & SCHOOL RULES**

Positive student behavior is an important part of training students. Rules are developed to ensure the safety of students, maximize student learning, promote respect for others, and develop personal responsibility. Students who do not follow the rules will be subject to counseling and/or corrective measures.

**Anti-Bullying:** Students are expected to demonstrate respect and care for one another. Bullying--physical, verbal, non-verbal, or on-line--is not acceptable behavior and will be dealt with administratively. Students being bullied should speak to a teacher, counselor, or principal immediately.

## **DETENTION**

Teachers may keep students in during recess or after school for disciplinary purposes. A student who is detained after school must arrange for transportation.

## **SUSPENSION**

The school may suspend a student for flagrant behavior (e.g., cheating, disrespect to faculty/staff, lying, fighting, bullying, gang activity, weapons possession, stealing, plagiarism, truancy, excessive tardies or absences, etc.). The suspension will be either in school or on a Saturday, as determined by the Principal.

## **EXPULSION**

An accumulation of three suspensions during the course of the school year may result in expulsion. Certain misconduct may lead to immediate expulsion when it threatens the safety of students, faculty, or staff. Students requiring excessive administrative intervention may also be released.

## ELEMENTARY EXPECTATIONS

### ATTENDANCE & ABSENCES

Teachers thoughtfully prepare daily lessons in order to nurture the highest quality of learning. When students are absent, they miss important learning opportunities.

**Excused Absences** (health, family situations, emergencies): Parents are asked to notify the office and request for homework to be sent home. Students have the day they return plus the number of days missed to complete assignments.

**Family Trips:** Family vacations are valuable and can be educational; however, absences due to multiple family vacations within a school year remove students from important learning opportunities; therefore, such absences may be unexcused. Parents are asked to submit the appropriate form, Absences for Trips & Vacations (LOW-01), to communicate plans for a trip. Forms are available on the school website, [www.hanalani.org](http://www.hanalani.org).

### APPEARANCE & DRESS EXPECTATIONS

As a Christian school, Hanalani's policies seek to instill neat and modest dress in students and to promote safety. Official school uniforms are required for all students. Families have two options for purchasing uniforms: (1) the Campus Store or (2) Lands' End, our authorized online vendor. Standard uniform items are available in the Campus Store with some additional uniform items offered only online.

The school will notify parents of non-compliance with dress expectations.

#### School Uniform

Girls must wear the cobalt/royal blue or purple polo shirt with the navy uniform skort or walking shorts. Skort and shorts length should be below mid-thigh. On cooler days, girls may wear tights under their uniform skorts. The black "Royals" sweatpants may be worn on cooler P.E. days.

Boys must wear the cobalt/royal blue or purple polo shirt with the navy uniform walking shorts or navy slacks, no cargo shorts. Slacks must be hemmed. On cooler and/or P.E. days, boys may wear the black "Royals" sweatpants.

On cooler days, students may wear an acceptable jacket or sweater over the uniform shirt. Long sleeve polo shirts are available online from Lands' End.

Elementary students must own at least one purple uniform polo and a "We are Hanalani" t-shirt.

#### P.E. Attire

The required Elementary P.E. uniform consists of the gray Hanalani P.E. t-shirt and black "Royals" shorts or sweatpants. P.E. uniforms are to be worn to school on P.E. days. Athletic shoes and socks are required.

#### Wednesday: Hanalani Shirt Day

Wednesdays are Hanalani shirt days for students to wear any Hanalani logo shirt.

#### Aloha Friday (optional attire)

To promote our island culture . . .

Girls may wear aloha attire—mu'umu'us, aloha print dress, or aloha shirt with uniform bottoms. Girls' clothing must



completely cover the torso; straps must be at least one inch wide; dresses must be near knee length, and shorts are to be worn under the dress. For safety reasons, please avoid long mu'umu'us.

Boys may wear aloha shirts with uniform slacks or shorts.

If the P.E. day is on a Friday, P.E. attire must be worn that day.

### **Field Trip Attire**

For field trips, to help teachers account for students, students will wear either the purple uniform polo or the "We are Hanalani" t-shirt. The school will notify families of the appropriate attire.

### **Co-curricular Attire**

Appropriate attire is determined by the event and the office will determine the dress expectation.

### **Footwear**

For safety and health reasons, students in K5 must wear socks and fully enclosed athletic shoes. Students may wear shoes with shoelaces only if they know how to tie them.

For safety reasons, girls in Grades 1-6 must wear covered shoes or sandals with back straps, low heels. Boys in Grades 1-6 must wear shoes and socks daily. Crocs Clogs are not allowed.

### **Hair**

Boys' hairstyles are to be neat: above the ears, eyebrows, shirt collar; no ponytails or buns. Hairstyles that encourage negative pop culture (rebellion, inappropriateness) are not permitted. Extreme bleaching or extreme change in hair color is not permitted. For hairstyles that do not follow the school's expectations, the school will notify parents to correct the hairstyle. In extreme situations, students may be asked to not attend school until the haircut conforms to school expectations.

### **Jewelry**

To promote safety and avoid damage or loss, students are discouraged from wearing jewelry, with the exception of simple earrings for girls (no dangling earrings) and watches. Students may wear medical identification.

### **Miscellaneous**

- a. Clothing and items (i.e., backpacks, lunch boxes) with questionable characters or items that promote violence or with themes that go against the standards or spirit of the school are not permitted.
- b. Students may wear baseball-type caps or visors and protective eyewear (100% UV protection) for outdoor activities.
- c. For water activities, boys must wear knee-length or longer loose-fitting shorts. Girls must wear modest, one-piece swimsuits with board shorts or shorts with a rash guard.

## **PERSONAL POSSESSIONS BROUGHT TO SCHOOL**

For safety and security reasons, it is recommended that students not bring large sums of money, jewelry, or valuables to school. The school is not responsible for any lost, broken, or stolen items.

As the school seeks to promote a positive learning environment, personal items with questionable characters, suggestive statements, pop/rock stars, alcoholic beverages, and other themes that go against the standards and spirit of the school may not be brought to school.

Questionable or unauthorized items will be collected and returned to the student after school. Multiple offenses by a student may require a parent conference.

## **TELEPHONE USAGE & CELL PHONES**

To ensure an optimal learning environment, the use of cell phones and/or smart-type watches during school hours is prohibited. In case of an emergency, parents wishing to contact a student during school hours are asked to call the office.

Students will be allowed to use the office telephone after securing permission from the teacher or office personnel.

Cell phone guidelines:

1. Phones and smart-type watches must be turned off and put away.
2. On a rare occasion, a teacher may have students use their phones for educational purposes.
3. Phones may be confiscated if the student has it out or is using it.
4. A student, whose phone is confiscated, may be assessed a fee to retrieve the phone.
5. The school will not be held liable for missing phones, damages to phones, etc.

## **BRING YOUR OWN DEVICE POLICY (BYOD), GRADES 4-6**

To ensure a modern education, students in Grades 4-6 are required to bring personal laptops. Please refer to the following handouts: “Hanalani Lower School Bring Your Own Device (BYOD) Policies” and “Lower School BYOD Frequently Asked Questions” found on the Elementary page of the school website, [www.hanalani.org](http://www.hanalani.org).

## **CHANGE OF INFORMATION**

Changes in personal information (e.g., mailing address, telephone, email, etc.) must be made through the Elementary Office by submitting a completed Student File Update form (ALL-02).

## **DROP OFF & PICK UP**

Students may be dropped off and picked up at the Elementary drive-through car line. Elementary students should not be dropped off in the EC parking lot.

K5 parents may walk their child to class; however, to foster responsibility and independence in K5 students, parents are asked to say goodbye at the door. K5 students should be allowed to enter the classroom without assistance after the opening days.

Please refer to the “Drop Off/Pick Up and Parking” page under the “Resources” tab on the home page of the website for a complete description of pick-up line procedures and a traffic flow map.

The Elementary parking lot opens at:

	<u>M-Th</u>	<u>F</u>
K5	2:15 p.m.	1:15 p.m.
Grades 1	2:25 p.m.	1:25 p.m.
Grades 2-3	2:30 p.m.	1:30 p.m.
Grade 4	2:40 p.m.	1:40 p.m.
Grades 5-6	2:45 p.m.	1:45 p.m.

Students will be lined up in front of the Nishikawa Building. As parents arrive for pick up, students will be released; and teachers and/or parent volunteers will assist students into the vehicle. Please do not arrive early and wait in line prior to the gate opening. This causes a backup of traffic on Noholoa Loop and Anania Drive.

Elementary students may be picked up by a parent or authorized person (16 years or older). Students authorized to pick up siblings must leave campus immediately upon pick up. Any person picking up a student must be listed in the Student Data Card as authorized to do so. Parents must send a note or call the Elementary Office to authorize additional people to pick up the student. If an unauthorized person arrives for pick up, the school will contact the parent for permission before allowing the student to leave.

### **STUDENT SCHOOL DAY SCHEDULE**

Before-School Care	M-F	6:15 a.m.-7:25 a.m.
K5 School Day	M-Th	8:05 a.m.-2:20 p.m.
	F	8:05 a.m.-1:20 p.m.
Grade 1 School Day	M-Th	8:00 a.m.-2:25 p.m.
	F	8:00 a.m.-1:25 p.m.
Grades 2-3 School Day	M-Th	8:00 a.m.-2:30 p.m.
	F	8:00 a.m.-1:30 p.m.
Grade 4 School Day	M-Th	8:00 a.m.-2:40 p.m.
	F	8:00 a.m.-1:40 p.m.
Grades 5-6 School Day	M-Th	7:45 a.m.-2:45 p.m.
	F	7:45 a.m.-1:45 p.m.
Elem. After-School Care	M-Th	3:00 p.m.-5:30 p.m.
	F	2:00 p.m.-5:30 p.m.

### **BEFORE-SCHOOL CARE (BSC) & AFTER-SCHOOL CARE (ASC)**

- BSC and ASC are available to all students in Grades K5-6.
- No student is to be brought before 6:15 a.m. Students arriving before the 7:25 a.m. bell will be placed in BSC, and parents will be charged a BSC fee. BSC for Grades K5-6 is located in the Fremont Building.
- Breakfast is available for purchase.
- Elementary students must be picked up (or be under parental supervision) by 2:55 p.m. on Monday-Thursday and by 1:55 p.m. on Friday. Thereafter, students will be placed in ASC; and parents will be charged an ASC fee.
- Parents will be charged a late pick-up fee for students who are left in ASC beyond 5:30 p.m. on regular days and 12:15 p.m. when school is dismissed at noon.
- There are no ASC or after-school classes on days when school is dismissed at noon.

### **AFTER-SCHOOL ACADEMIC ASSISTANCE**

Teachers may keep students after school for the following reasons:

- To assist the student with studies.
- To have the student complete assigned work.

A student who is detained after school must arrange for transportation.

### **NUTRITION**

Students in K5 may bring a nutritious snack (e.g., fruits, vegetables, yogurt, cheese, 100% fruit juice; but no chips, etc.) for their morning snack time.

Elementary students may not bring soda and candy except on special designated days; students may not purchase candy from the Campus Store during school hours. Chewing gum is not permitted.

If a student does not have provisions for lunch, the student will be provided lunch; and the student's meal will be charged to the family MSA lunch account.

# UPPER SCHOOL PROGRAM (Grades 7-12)

## UPPER SCHOOL PROGRAM

### DESCRIPTION

The Upper School program is designed to be the capstone of a well-rounded, rigorous, and relevant education. The Upper School curriculum challenges students to develop according to the schoolwide goals.

As a university preparatory school, Hanalani promotes academic and personal excellence. As a distinctively Christian school, students establish a Christian worldview, Christian Character, and Critical Skills to be effective community leaders. The Critical Skills include critical and analytical thinking, creativity and adaptability, communication (written, oral, digital, arts), collaborative leadership, citizenship in a digital world, and cultural competency.

Beyond core classes (Bible, mathematics, science, history, and English), a variety of electives and co-curricular activities are offered to develop Critical Skills and Christian Character. With diligence, determination, and self-discipline, students will have the tools to be successful as they pursue their dreams and future.

To enhance a student's college application, students may graduate with special recognition diplomas in STEM (science, technology, engineering, and math) and/or Communication & Fine Arts.

### HOMEWORK

Academic excellence is a byproduct of diligent and focused effort. Research substantiates that meaningful homework fosters high achievement. Homework assignments reinforce important classroom work by providing practice opportunities to hone skills, reinforce concept acquisition, and develop a strong work ethic—diligence and self-discipline.

Assignments, such as projects and independent study, are given to promote student ownership of learning and enrich the learning experience.

Parents are asked to provide adequate facilities for quiet home study and to encourage good study habits. Many educators recommend following these parent tips:

- a. Plan “quiet time” for the family every day. This study time will allow the student to work uninterrupted, and it will also give the student an opportunity to see other family members engaging in activities such as reading a book, balancing a checkbook, etc. that emphasize the family's commitment to quietly doing things that require thought and effort.
- b. Schedule homework at a time that works for the student and the family. Some teenagers are able to start homework right after school, while others may prefer to come home and take a break. During study time, turn off the television and entertainment devices. Some teenagers, however, may work better with soft music in the background.
- c. Help the student set up a study area. The area can be in any room; the location may depend on whether the student prefers to study alone or around others.

The exact amount of time a student spends on homework varies with each student. Students regularly spending over three hours a night on homework may require additional tutoring services; please see the Academic Counselor or teachers for assistance.

Some days may be relatively light on homework; however, projects, upper level math, foreign languages, and advanced placement (AP) courses may take longer. Study halls are scheduled to help alleviate some of the homework load. The approximate amounts of time for home study are as listed:

Grades 7-8	1–2 hours daily
Grades 9-12	2–3 hours daily

Students should develop the habits of recording assignments, asking questions, time management, and self-management. Assignments should be accurate, neat, and on time.

## **CLASSIFICATION OF HIGH SCHOOL STUDENTS**

Student classification is determined by the credits completed. A student is classified as a freshman until six (6) credits are completed, a sophomore until 13 credits are completed, a junior until 21 credits are completed, and a senior until graduation.

## **GRADUATION REQUIREMENTS**

The diploma issued by Hanalani Schools represents successful completion of all requirements by graduating seniors. Students who fail to fulfill graduation requirements will not receive a diploma until all requirements have been fulfilled.

Bible	4 credits
English	4 credits
History	3 credits
Mathematics	3 credits
Science	3 credits
Foreign Language	2 credits
Physical Education	1 credit
Technology Elective	1 credit
Fine Arts Elective	1 credit
Guidance	½ credit
PSAT/SAT Test Preparations	½ credit
College Preparations	½ credit
Scholarship Preparation	½ credit
Electives	3 credits

Special Diplomas: The Upper School issues specialty diplomas for STEM (Science, Technology, Engineering, Math) and Communication & Fine Arts. Students entering these programs have additional academic and co-curricular requirements.

At the Upper School graduation, special recognition is given to students who have touched all three levels at Hanalani—Early Childhood, Elementary, and Upper School.

## **VALEDICTORIAN & SALUTATORIAN**

The valedictorian and salutarian will be selected in accordance with the Upper School's standard operating procedures. The cumulative high school grade point average will be used to determine class rank. In order to be eligible for Salutarian or Valedictorian recognition, students must meet all of the following criteria:

- Enroll as a full-time student at Hanalani Schools for at least two years in Grades 9-12.
- Complete senior year as a full-time student.
- Valedictorian recognition will be awarded to students earning at least a 4.0 cumulative GPA.

- Salutatorian recognition will be awarded to the student who receives the highest cumulative GPA below a 4.0.

## **HIGH SCHOOL TRANSFER CREDIT POLICY and CLASS RANK**

All transfer credits will be evaluated by the College and Academic Services Office.

- Transfer credits will only be awarded for high school level courses.
- Transfer credits will only be awarded to full-time students.
- Hanalani Schools may accept credits from non-accredited schools when validated by one or more of the following procedures:
  - A review of the student's academic record
  - An analysis of a sending school's curriculum
  - A review of a Homeschool Association portfolio of student work
  - An assessment of scholastic performance
- Accepted transfer credits will appear on the Hanalani High School transcript and will reflect the institution where credits were earned.
- Cumulative high school GPA will be calculated using all accepted transfer credits and credits earned at Hanalani based on Hanalani's GPA calculation scale.
- Transcripts from outside the USA must be translated into English and include a course-by-course USA credit equivalent and grade equivalent.
  - If transcripts are not able to be translated, credit may still be accepted but grades will not be factored into Hanalani's cumulative GPA.

## **INTERNATIONAL STUDENTS** See [International Student Handbook](#)

## **SCHEDULE CHANGES**

For year-long courses, selections are determined at the beginning of each year. Semester courses are determined at the beginning of each semester. Changes to a schedule can only be made under the following conditions:

- a. A schedule conflict requires a change.
- b. An approved summer school course necessitates a change.
- c. A department head/academic counselor initiates and strongly recommends a change.

For required courses, reasons for requesting a course change such as teacher or period preference, lack of interest in the course, etc., are not sufficient causes to initiate a schedule change.

## **DROPPING CLASSES**

A student seeking to drop a class without academic penalty must provide written parental permission within the first two weeks of the school year. The Upper School Principal has the final approval. Required courses may not be dropped, and the minimum course load requirement must be maintained. If the student withdraws from the class, he/she must enroll in another class. The student must make up work deemed necessary from the new teacher.

## **WITHDRAWAL**

The withdrawal period is from the second week to the sixth week of school. A grade notification of "W" (withdraw) will be recorded on the student transcript. After the sixth week of school, a student may only withdraw from a class with a grade of "WF" (withdraw failing). The option to audit the withdrawn class may be available, depending on circumstances; the Principal will make the final decision. In health or family emergencies that result

in a significant loss of attention to school responsibilities, the academic committee may allow a student to discontinue the class with a “W.” A grade of “WF” will affect the GPA, while a “W” is not considered in the calculation of the GPA. Any withdrawal will be reflected on the student’s report card. A \$25 rescheduling fee will be charged. Class withdrawals are limited to one per year. Partial credit will not be granted.

**AUDIT**

With written parental permission and the approval by the Principal, a junior or senior student may audit one class. In an audited class, students are required to attend every session and participate in class activities. Auditing students who become a distraction to the class will be withdrawn from the class with a “WF.” No grade or credit will be issued. Audited courses do not apply toward graduation requirements. An indication of the audited class will be made on the student’s report card. No grade is issued, and GPA is not affected. Only one class may be audited per year.

**ASSESSMENT**

Hanalani Schools’ program is designed to develop Core Knowledge, Critical Skills, and Christian Character that each student needs to be successful in his/her future—college and profession. The Upper School focuses on developing foundational learning skills and a love for learning. Teachers understand that formative assessment strategies are key to effective teaching and learning. Throughout the year, teachers regularly communicate each student’s progress through home notes, email, online grade access, etc. There are quarterly summative reports, the Report Card, and conferences to help teachers and parents assess the level and quality of student learning.

**GRADING SYSTEM / CREDIT**

Grading is a reflection of student achievement of curricular expectations. The general scale used for grading work that yields numerical scores is as follows:

97 – 100	A+	77 – 79	C+
94 – 96	A	74 – 76	C
90 – 93	A-	70 – 73	C-
87 – 89	B+	67 – 69	D+
84 – 86	B	64 – 66	D
80 – 83	B-	60 – 63	D-
		59 or lower	F

For courses that serve as prerequisites, students must earn a year-end grade of C- or higher to proceed to the next course of study. If a student does not have that minimum grade, a summer school course is required or the student will repeat that course during the following school year. A remedial course is the only other alternative.

Report cards are issued quarterly (approximately every nine weeks). Parents are encouraged to regularly check grades online.

**GPA Weighting and Marking System**

GPA is calculated using semester grades. Exceptions may apply to transfer credit. Cumulative GPA is weighted and computed at the end of each semester. High School courses taken in Grades 7-8 are included in the Cumulative GPA calculation. For students who enroll in AP and dual enrollment courses, grades earned will be reflected on their high school transcript. The chart below outlines the GPA weighting system used for Standard, Advanced Placement, and Dual Enrollment courses.

Grade	Standard	AP/Dual Enrollment
A	4.0	5.0
B	3.0	4.0
C	2.0	3.0
D	1.0	2.0

## DUAL ENROLLMENT

Students enrolled in a Hanalani Schools approved dual enrollment program will receive high school credit and college credit at the institution in which the course is taken. It is highly recommended that students check with their college in which they plan to attend to inquire about transferability of college credits. Approval from a College and Academic counselor is required prior to enrolling in a dual enrollment program.

## TESTING SERVICES

	PSAT 10	PSAT/NMSQT	College Entrance (ACT/SAT)	AP Exams	PSAT 8/9
7th					
8th					SPR
9th					SPR
10th	SPR			SPR	
11th		FALL	TBA	SPR	
12th			TBA	SPR	

## SUMMER COURSEWORK

Participating in the six-week summer program provides Upper School students with three options and benefits. First, summer coursework allows students to expand the choices of electives during the school year. Second, students may accelerate in order to take more challenging coursework. Finally, some students may be required to attend summer classes for remediation purposes.

Students who wish to enroll in summer courses elsewhere for credit must:

- Secure approval from the Principal prior to enrollment or registration.
- Take coursework from an accredited institution.



**CO-CURRICULAR PARTICIPATION ELIGIBILITY GUIDELINES**

Hanalani Schools is committed to the promotion of high academic achievement. Co-curricular activities provide students with important venues to develop Critical Skills and experience a variety of real-life lessons. Students participating in co-curricular activities must have at least an overall 2.0 GPA and not receive an F on a quarterly report card to be eligible to participate in the next quarter.

**Academic Probation**

If a student’s quarterly grades fall below a 2.0 GPA or if a student’s quarterly grades are above a 2.0 GPA but has one or more F’s, the school will arrange an academic contract with that student specific to their participation and eligibility. These students will be ineligible to participate in co-curricular activities till further notice.

**LEADERSHIP RETREATS AND SEMINARS**

High school students set the example for the entire student body. Freshmen and sophomores are required to attend a one-day seminar. Juniors and seniors are required to attend an overnight retreat. Generally, these events are held during the first quarter. Any student unable to attend must secure prior approval from the Principal. Unexcused absences will be dealt with administratively.

**SERVANT LEARNING**

Hanalani Schools holds strongly to the importance of servant learning by contributing to the community. As part of servant learning, students must meet community service graduation requirements. Records will be kept by the Academic Counselor.

Required community service hours for students (begins in the summer and goes through spring):

Juniors	20 hours
Seniors	40 hours

Students must consult the Academic Counselor for approval before the time of service. Service opportunities include volunteer work at churches, schools, parks, hospitals, nursing homes, and food banks as well as many other places of need in the community. Because the priority for our students is to contribute to our surrounding community, service hours to Hanalani Schools or school personnel must be approved by the Administration. Students are to submit completed community service forms to the Academic Counselor in order to receive credit for time volunteered. There are no carry-over hours if students volunteer more than the required amount.

**ANNUAL BANQUETS**

The annual banquets are formal celebrations for all high school students in Grades 9-12. Attendance is mandatory. Information regarding attire and event details will be sent home.

**ATHLETICS**

Hanalani Schools is a member of the Interscholastic League of Honolulu (ILH). The school provides students with opportunities to participate in a number of varsity sports through either Hanalani-sponsored teams, PAC-5 teams, or co-op teams with another ILH member school. These athletic opportunities provide an avenue for students to develop Critical Skills and leadership skills such as sportsmanship, teamwork, physical strength, work ethic, and mental discipline.

The Student Health Record (ENR-09B) needs to be updated and submitted each year. In addition, students must

maintain a 2.0 grade point average (GPA), with no F's, for participation.

If a student's quarterly grades fall below a 2.0 GPA or if a student's quarterly grades are above a 2.0 GPA but has one or more F's, the school will arrange an academic contract with that student specific to their participation and eligibility. These students will be ineligible to participate in co-curricular activities till further notice.

For complete participation qualifications, see "Co-Curricular Participation Eligibility Guidelines" in the "US Program" section. Information regarding types of sports, eligibility and participation requirements, and general policies are available in the Athletic Handbook (online).

## **CHARACTER DEVELOPMENT PROGRAM**

Hanalani Schools' core values are "Love God, Love Others, Challenge Yourself." God's Word tells us that loving God begins when an individual invites Jesus into his/her heart as Savior, thus, beginning an eternal relationship with God our Creator. From that point, God's Holy Spirit dwells in the believer and enables him/her to grow.

Hanalani Schools strives to provide a wholesome and safe environment. Each member of our school community—parents, school staff, and students—contributes to an environment that fosters growth and the development of Christian Character. Central to Christian Character development is self-discipline or self-management. Consequently, each member of the school community must commit to promoting a healthy and wholesome environment for student growth.

Our modern culture is permeated and motivated by indulgence, sensuality, sexuality, and self-centeredness. These values contradict learning to love God and love one's neighbor. Involvement in activities such as drugs, alcohol, smoking/vaping, gambling, premarital sex, homosexuality, modern sensual dance directs a person's heart away from loving God, and are, therefore, prohibited on campus. Disrespect to faculty/staff and fellow students, stealing, fighting, terroristic threatening, and possessing weapons are in opposition to loving one's neighbors. From a civil standpoint, some of these activities are illegal for minors as well. In order to promote a healthy environment, students found to be out of harmony with Hanalani Schools' values of work and life may be subject to disciplinary action including, but not limited to, suspension or expulsion, whenever the general welfare demands it, even though there may be no special breach of conduct.

As we strive to develop character in each student, we believe that an essential tool is the life adults live before students—modeling and mentoring. We take a personal interest in each student's heart. Personal mentoring conversations are important avenues to challenge students' hearts. Additionally, we use a merit/demerit system to communicate and instill an awareness of personal responsibility for student actions. Should demerit totals accumulate excessively, the school will notify the parents so that they may become a part of the process to challenge the student's heart and mind.

**Anti-Bullying:** Students are expected to demonstrate respect and care for one another. Bullying--physical, verbal or non-verbal, or on-line--is not acceptable behavior and will be dealt with administratively. Students being bullied should speak to a teacher, counselor, or principal immediately.

## **MERIT**

Special recognition is given at the semester's end for students maintaining 10 or fewer demerits. Exemplary students are recognized through the Royal of the Month program.

## **DEMERIT**

Grades 7-9

50 demerits

Parent notification: Parents will be notified by email and must acknowledge receipt of email to the Dean of Students.

75 demerits	3-Hour In-School Suspension. Parent notification: Parents will be notified by email and must acknowledge receipt of email to the Dean of Students.
125 demerits	Parent notification: Parents will be notified by email and must acknowledge receipt of email to the Dean of Students.
150 demerits	Expulsion. Conference with Administration.
<b>Grades 10-12</b>	
30 demerits	Parent notification: Parents will be notified by email and must acknowledge receipt of email to the Dean of Students.
50 demerits	3-Hour In-School Suspension. Parent notification: Parents will be notified by email and must acknowledge receipt of email to the Dean of Students.
100 demerits	Parent notification: Parents will be notified by email and must acknowledge receipt of email to the Dean of Students.
125 demerits	Expulsion. Conference with Administration.

Demerit totals will reset at the end of every semester.

## **SUSPENSION / EXPULSION**

Our goal is to impact the heart and mind of each student. At times, suspensions and expulsions may become necessary to cause a student to reflect on behaviors or attitudes and make the necessary choices to change. Serious offenses, such as cheating, lying, fighting, and the accumulation of excessive demerits, will result in an in-school suspension.

Flagrant offenses, such as smoking/vaping, taking drugs, drinking alcohol, gambling, stealing, fighting, bullying, immorality, possessing weapons, terroristic threatening, gang activities, sensual dancing, graffiti, disrespecting faculty/staff, or displaying a hostile attitude towards the school, may lead to immediate expulsion. A student who requires excessive administrative intervention will be expelled. A senior who is expelled prior to graduation will not receive a diploma. Students who are released may not re-apply for one year.

As we partner with the home, parents are welcome to contact the school for support and counseling for the students.

## **UPPER SCHOOL EXPECTATIONS**

### **ATTENDANCE & ABSENCES**

Teachers thoughtfully prepare daily lessons in order to nurture the highest quality of learning. When students are absent, they miss important learning opportunities.

Because credit is issued for courses, students may not have more than 20 absences per year with no more than five absences per class during any given quarter. If students accumulate more than 20 absences per class (full credit) or 10 per class (half credit), the school reserves the right to deny promotion, or the students may fail the class or be required to repeat the class.

Upper School students who have been absent must secure UPP-01 "Absences for Trips & Vacations" Upper School Form from the office within the time allotted in order to make up work.

Excused Absences (health, family situations, emergencies): Parents are asked to notify the office and request for

homework to be sent home. Students have the day they return, plus the number of days missed, to complete assignments.

**Family Trips:** Family vacations are valuable and can be educational; however, absences due to multiple family vacations within a school year remove students from important learning opportunities; therefore, such absences may be unexcused. Parents are asked to submit the appropriate form, UPP-01 “Absences for Trips & Vacations,” to communicate plans for a trip. Forms are available on the website, [www.hanalani.org](http://www.hanalani.org).

## **APPEARANCE & DRESS STANDARDS**

As a Christian school, Hanalani’s policies seek to instill neat and modest dress in students and to promote safety. Official school uniforms are required for all students. Families have two options for purchasing uniforms: (1) the Campus Store or (2) Lands’ End, our authorized online vendor. Standard uniform items are available in the Campus Store with some additional uniform items offered only online.

Upper School students who are dressed inappropriately will be asked to correct their attire. In addition, students may receive demerits and/or may be sent home.

### **School Uniform**

Girls must wear the black, purple, or white polo shirt with the navy or khaki uniform walking shorts, skorts, or pants. Shorts/skorts should be loose fitting and close to the knees (2-3”). Undergarments should not be visible. Bikini tops and swimwear may not be worn as undergarments. Non-uniform shirts may not be worn like a sweatshirt/jacket over the uniform shirt. Long sleeve polo shirts are available online from Lands’ End.

Boys must wear black, purple, or white school polo shirts with navy or khaki school uniform slacks or walking shorts. Only school authorized Lands’ End shorts and pants are to be worn; other brands (e.g., Dickie, Hurley, etc.) are not acceptable. Pants should be worn neatly. Undergarments should not be visible. Non-uniform shirts may not be worn as a sweatshirt/jacket over the uniform shirt. Long sleeve polo shirts are available online from Lands’ End.

Upper School students must own at least one "We are Hanalani" t-shirt, which is available at the campus store.

### **P.E. Attire**

P.E. attire is required for P.E. The required P.E. uniform consists of the P.E. t-shirt and black “Royals” shorts, athletic shoes, and socks.

### **Wednesday: Hanalani Shirt Day**

Wednesdays are Hanalani shirt days for students to wear any Hanalani logo shirt.

### **Aloha Friday** (optional attire)

To promote our island culture . . .

Girls may wear aloha attire---mu’umu’us, aloha print dress, or aloha shirt with uniform bottom. Girls’ clothing must completely cover the torso; straps must be at least one inch wide; dresses must be near knee length, and shorts are to be worn under the dress. For safety reasons, please avoid long mu’umu’us.

Boys may wear aloha shirts with uniform slacks or shorts.

### **Friday Activity Day**

Upper School students are encouraged to wear their club or class shirts with uniform slacks or shorts.

## **Co-Curricular Attire**

The activity determines the appropriateness of the attire.

- Athletic Activities: T-shirt and jeans or modest shorts or evening activity attire are appropriate.
- Evening Activities (i.e., School Play, Evening of the Arts, Christmas Programs, Lei Day, Graduation):
  - Appropriate attire for young ladies is modest dresses or blouses with skirts or pants. Appropriate attire for young men is dress shirts, aloha shirts, or polo shirts and slacks. All dresses, skirts, pants, and shirts must be loose-fitting. Students may not wear jeans.
  - Students who dress inappropriately may be asked to leave the event and change to correct attire. Demerits may be issued.

## **Footwear**

Girls must wear sandals (no slippers) or shoes. Boys must wear shoes and socks. Slippers are not permitted.

## **Hair**

Boys' hairstyles are to be neat: above the ears, eyebrows, shirt collar; no ponytail or buns. Hairstyles that encourage negative pop culture (rebellion, inappropriateness) are not permitted. Extreme bleaching or extreme change in hair color is not permitted. For hairstyles that do not follow the school's expectations, students will receive a one-day warning; thereafter, students will receive demerits and may not be permitted to remain in school until the haircut/style/color conforms to the school's standard.

## **Jewelry**

Girls may wear medical identification and tasteful jewelry. Body and excessive ear piercings are not permitted. Boys may wear medical identification and watches. Boys may not wear earrings.

## **Miscellaneous**

- a. Clothing and items with questionable characters or items are not permitted.
- b. Tattoos are discouraged and reasonable attempts to cover must be made.
- c. Students may wear baseball-type caps or visors and protective eyewear (100% UV protection) for outdoor activities.
- d. For water activities, boys must wear knee-length shorts. Girls must wear modest, one-piece swimsuits with board shorts or a rashguard and board shorts.
- e. Girls wearing makeup must do so tastefully.

## **CHANGE OF INFORMATION**

Changes in personal information (e.g., mailing address, telephone, email, etc.) must be made through the Upper School Office by submitting a completed [Student File Update form \(ALL-02\)](#).

## **PERSONAL POSSESSIONS BROUGHT TO SCHOOL**

For safety and security reasons, it is recommended that students not bring large sums of money, jewelry, or valuables to school. The school is not responsible for any lost, broken, or stolen items.

As the school seeks to promote a positive learning environment, personal items with questionable characters, suggestive statements, pop/rock stars, alcoholic beverages, and other themes that go against the standards and spirit of the school may not be brought to school.

Questionable or unauthorized items will be collected; these articles will be returned to the student after school. Multiple offenses may require a parent conference.

## **BRING YOUR OWN DEVICE POLICY (BYOD)**

Upper School students are required to bring a laptop or a tablet for class assignments. Please refer to the handout, “BYOD: Guidelines” found on the Upper School page of the school website, [www.hanalani.org](http://www.hanalani.org), for more specifications and policies.

## **LOST & FOUND**

Lost and found articles will be stored in a designated location in the classroom or office. A small fee must be paid to reclaim books and articles. After two weeks, unclaimed articles will be subject to disposal or resale. All monies collected will go into the missionary fund.

## **VEHICLES & PARKING**

To be considerate to the school’s neighbors, students driving a vehicle to school must park on campus. Student drivers must secure the appropriate form from the Upper School Office. The form must be completed, signed by the parent, and approved by the Principal. A parking fee is assessed, and a permit is issued. Permits must be visible while parked on campus. Students must comply with driving safety rules and campus regulations; violators may forfeit driving privileges. Students should park their vehicles in the designated student parking area. During school hours, students must secure permission from the office to return to their vehicles or when leaving campus.

Students who bring vehicles without prior approval may be subject to a fine or disciplinary action. The school reserves the right to tow unauthorized vehicles.

## **NON-SCHOOL HOURS**

Upper School students on campus before school opens are not supervised and are encouraged to wait in the Lanai area. Students who remain on campus after school are not supervised and are expected to demonstrate responsible behavior.

Upper School students that leave campus are not under the school’s supervision. Hanalani Schools shall not be held liable for injuries or any other consequences that may occur off campus, even though students may intend to return. Upper School students may not supervise younger siblings.

## **RELATIONSHIPS BETWEEN YOUNG MEN AND WOMEN**

Young men and women are expected to maintain Biblical standards of moral conduct. Immoral or indecent behavior in private or in public, whether at school or away from school, may subject the student to expulsion. Public display of affection is not permitted at school or school-related functions. Couples are not to be alone or off by themselves at any time (Romans 13:14; I Thessalonians 5:22).