AMES

ADVENTIST MALAMA ELEMENTARY SCHOOL

Parent/Student Handbook

2023-2024



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

Table of content

Cover…………………..………………………………………………….………………………………………………………..……….1

Table of Contents……………………………………………….…………………………………………………………………..2-4

We Believe………………………………………………………….……………………………………………………………..………5

Who We Are (Mission Statement)…..………………….……………………………………………………………..………6

Academic Integrity………………………………………………….………………………………………………………..……….7

Acceleration……………………………………………………….……………………………………………………………..………7

Access to and Transfers of Student Records…….………………………………………………………………….…….8

Accreditation/Credentials…….….…………………………………………………………………………………………….….8

Admissions…………………..…………………………………………………………………………………………………….………8

Admissions Requirements and Enrollment Procedures….………………………………………………….……8-9

1. Application Procedure
2. Children Accepted
3. Enrollment Procedure
4. Registration
5. Tuition

Asbestos Disclosure………………………………………………………………………………………………………………9-10

Attendance…………………………………………………………………………………………………….……………………..…10

* 1. Excused Absence
  2. Unexcused Absence
  3. Truancy

Behavior…………………………………………………………………………………………………….…………………………….10

Bible and Devotion………………………………………………………………………………………….……………………….11

1. Prayer

Bullying/Harassment…………………………………………………………………………………………………………..11-13

1. Harassment Defined
2. Harassment Policy
3. Sexual Harrassment

Calendar…………………………………………………………………………………………………………………………………..13

Cellphones……………………………………………………………………………………………………………………………….13

Child Abuse Reporting………………………………………………………………………………………………………........13

Classroom Parties…….………………………………………………………………………………………………………...13-14

Classroom Standards of Behavior…….………………………………………………………………………………........14

Community Service………………………………………………………………………………………………………………….14

Consequences of Violating Standards of Behavior……………………………………………………………………14

Custody……………………………………………………………………………………………………………………………………15

Damaged Property…………………………………………………………………………………………………………………..15

Dewars Insurance……………..……………………………………………………………………………………………….......15

Discipline…………………………………………………………………………………………………………………………….15-18

Dress Code Policy……………….……………………………………………………………………………………………………18

Dress Code Non-compliance…………………………………………………………………………………………………….19

1. General Dress Guidelines
2. Dress Standards

Emergency Closing or Announcements…………………………………………………………………………………….19

Family Groups………………………………………………………………………………………………………………………….19

Field Trips…………………………………………………………………………………………………………………………………20

Financial Information………………………………………………………………………………………………………….20-21

* 1. Delinquent Accounts
  2. Family Discount
  3. Fees and Registration
  4. Financial Clearance
  5. Insufficient Funds Fee
  6. Obligation to pay
  7. Payment Schedule
  8. Prepayment Discount
  9. Tuition
  10. Unpaid Accounts Ramification

General Expectations……………………………………………………………………………………………………………….21

* + 1. Parent/Guardian
    2. Student

General School Information..………………………………………………………………………………………………22-23

1. Capacity
2. Calendar
3. Contact information
4. Hours of Operation
5. Supervision Hours
6. Secured Campus
7. The Classroom
8. Visitors

Grading System…………………………………………………..………………………………………………………………23-24

1. Grades 1-2 Grading System
2. Grades 3-8 Grading System
3. Honor Roll
4. Kindergarten Grading System
5. Student Progress Reports

Grievance Policy………………………………………………………………………………………………………………………24

Licensing and Membership………………………………………………………………………………………………………25

Lunches……………………………………………………………………………………………………………………………………25

1. Snacks

Medical Requirements and Policy………………………………………………………………………………………25-27

1. Hawaii Conference Student Medication Policy
2. Immunization
3. Insurance coverage
4. Policy and plan for emergency medical care
5. Physical Examination
6. Tuberculin Test (Mantoux Test)

Music Education………………………………………………………………………………………………………………………27

Natural Disasters…………………………………………………………………………………………………………………27-31

1. Earthquake
2. Fire
3. Flooding
4. Hurricane/Tropical Storms
5. Lockdown Procedure: Active Shooter and Other Extreme Acts of Violence
6. Individual Emergency Kit
7. Oahu Civil Defense Agency Note
8. Tsunami
9. “Rule of Thumb”

Non-Discrimination………………………………………………………………………………………………………………….32

Personal Belongings…………………………………………………………………………………………………………………32

Personal Identifiable Information…………………………………………………………………………………………….32

Physical Education……………………………………………………………………………………………………………………32

Pomai’kai Newsletter……………………………………………………………………………………………………………….33

1. Program Changes

Privacy……………………………………………………………………………………………………………………………………..33

Revisions to the Handbook………………………………………………………………………………………………………33

School Board……………………………………………………………………………………………………………………………33

Sick Students……………………………………………………………………………………………………………………………33

Special Education and Accommodations………………………………………………………………………………….34

Teacher……………………………………………………………………………………………………………………………………34Technology Education and Devices…….……………………………………………………………………………….34-36

1. Personal Devices
2. Technology Education
3. Telephone

Volunteer…………………………………………………………………………………………………………………………………36

Adventist Malama Elementary School is a Seventh-day Adventist Elementary School:

We Believe…

Seventh-day Adventists share common beliefs with many other Christians, including the concept of the Trinity and Salvation through Jesus Christ. They accept the whole Bible as God’s revelation and believe that the Ten Commandments express God’s love, will and purpose.

-We are a faith-based community rooted in the beliefs described by the Holy Scriptures.

-We see the scriptures as a road map and a means of God speaking His love to us.

- We realize that God’s greatest desire for us is to have a better understanding of His character. When we know Him clearly, we will find His love irresistible.

-We recognize Jesus as Creator, Sustainer, Savior and Friend, God’s Son and God Himself.

-We know that God loves us and wants to give us the highest quality of life imaginable.

-He wants to spend time with us personally, one-on-one, as two close friends.

-We believe that we have a responsibility to care for our bodies and abstain from those practices that would harm us.

-We observe the Seventh-day Sabbath as a memorial of Creation and as a gift given to us in the Ten Commandments, as well as modeled by Jesus.

The Adventist Church believes in medical ministry, operating more than 500 hospitals, sanitariums and clinics worldwide. To alleviate human suffering and to respond to disasters, Adventists manage the Adventist Development and Relief Agency International (ADRA), an independent humanitarian aid agency serving over 130 countries. Wholeness and health have been an emphasis of the Seventh-day Adventist church since the 1860s when the church began. The Bible reminds us that the body is the temple of the Holy Spirit, and we have been entrusted with the privilege of maintaining and improving our spiritual, mental, social and physical health. The Adventist Church includes a healthcare delivery system of church-operated clinics and hospitals throughout the world. There are top-quality medical universities and schools of learning, along with “bare-essentials” clinics serving the developing world.

Who We Are (Mission Statement)

## Adventist Malama Elementary School: Introduce Students to Jesus Christ as their Creator and Savior.

The mission of Adventist Malama Elementary School is to introduce students to Jesus Christ as their Lord and Savior. Further, it teaches all students that the greatest joy in life comes from selfless service to others. The school will provide each student a balanced spiritual, physical, mental, moral, and social education in harmony with the Bible standards and ideals, which identify God as the source of all moral values and truth. The school will be operated in accordance with the Education code of the Pacific Union Conference of Seventh Day Adventists; educational policies of Hawaii Conference of Seventh- day Adventist and the Church Manual of the Adventist denomination.

Academic Integrity

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

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

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

Acceleration

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

Access to and Transfer of Student Records

Parents of currently enrolled or former students 18 years or older have the right of access to the cumulative and permanent student records maintained by the school relating to the children in the family or the individual student. Access shall be granted no later than *5 business days following the date of the request.* If your child(ren) is being transferred to another school pleaseallow the office***48 hours to prepare their transfer folder****.* Only the legal Parent/Guardian is allowed to sign all release documents, no exceptions are to be made.

Accreditations/Credentials

Adventist Malama Elementary School is accredited by the National Council for Private School Accreditation, and the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities, Inc. (AAA).

Admissions

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

Admissions Requirements and Enrollment Procedures

1. **Application Procedure**

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

* Application form can be filled out on our website at www.adventistmalama.org
* Copy of birth certificate
* $50 testing Fee applicable towards application fee if accepted
* Copies of the child’s last report card and standardized test report
* Three completed recommendation forms

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

1. Children accepted

Only current Adventist Malama Elementary School students are accepted into the *Before and After School Supervision Program*.

## Enrollment Procedure

To complete enrollment, the following must be submitted online or in person:

1. Signed Tuition Agreement
2. Consent to Treatment
3. Medical Forms
4. Authorized Student Pick-up List
5. Internet Acceptable Use Policy
6. Photograph/Video Release Form
7. Registration

A student with an outstanding balance with Adventist Malama Elementary School will not be permitted to complete registration until the account has been paid in full, unless suitable arrangements have been made with the School Board Finance Committee.

1. Tuition

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

Asbestos Disclosure

Adventist Malama Elementary School has buildings, some of which have and/or may have asbestos containing materials (ACM) in a non-friable condition that *presents no hazard* to anyone. In 1986, Congress passed the Asbestos Hazard Emergency Repines Act (AHERA). Under this Act, the U.S. Environmental Protection Agency mandated the Asbestos-Containing Materials in Schools rule, 40 CFR Part 763, which requires all schools with any grade level between kindergarten and 12th grade to be inspected by AHERA accredited inspectors and to identify all asbestos-containing building materials. This rule further requires the development of a management plan by an AHERA accredited management planner that is based on the findings of the inspection. The management plan outlines our intent in controlling the potential for exposure to asbestos fibers in our school.

The initial inspection of our school was conducted and identified some asbestos-containing materials. Since then, we continue to conduct periodic surveillance and accredited re inspections to ensure that the asbestos-containing materials remain in good conditions and do not pose a hazard to our students and staff. Last inspection December 31, 2020.

A management plan was drafted based on our initial inspection and submitted to the State Department of Health. It outlines in detail the methods we will use to maintain the materials in a safe manner. The management plan is updated regularly as asbestos is removed or conditions change. A complete copy of the management plan is on file in the Adventist Malama Elementary School’s office and is available for your review without cost or restriction.

Attendance

Daily attendance is a critical factor in achieving educational success. Students are expected to be in their classroom by 7:30 a.m. Parents are asked to notify the school if their child is going to be absent.

1. Excused Absence

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

1. Unexcused Absence

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

1. Truancy

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

Behavior

Adventist Malama Elementary School is committed to providing a safe environment for learning and developing healthy relationships through the use of peacemaking, mutual respect, responsibility and safety.

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

Bible and Devotion

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

1. Prayer

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

Bullying/Harassment

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

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

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

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

1. Harassment Defined

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

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

1. Harassment Policy

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

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

1. Sexual Harassment

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

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

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

Calendar

The school calendar is posted on the school’s website. Any changes throughout the year, parents can reference the school’s website for the weekly newsletter.

cellphones

We ask that cellphones not be brought to school if possible. Any electronic devices that have capabilities similar to smartphones (i.e. watches or tablet devices that can talk and/or text), should not be worn or used at school. Students may not use cell phones while on campus unless given specific permission and in the presence of a staff member. Cellphones and/or electronics with smartphone capabilities used or played with in any way without permission will be held in the office or given to the principal for parent pick-up. **The school is not responsible for lost, broken, or stolen items.**

Child Abuse Reporting

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

Classroom parties

When there are parties to celebrate holidays or birthdays, the following guidelines should be adhered to:

1. As a general rule, classroom parties should take place during lunch or at school dismissal.
2. We enjoy recognizing birthdays in the classroom. However, it is very difficult to hold birthday parties at school. With that in mind the following will apply to birthdays. If food is sent to school to recognize a birthday, it must be simple single serving items; such as, cupcakes, cookies, donuts, etc. Birthdays at school cannot be catered, serve drinks, or involve food items that must be cut and served; such as cake, etc. No presents, balloons, party favors, etc.
3. Holiday parties at Thanksgiving, Christmas, and Valentine’s may take 30 minutes of class time in addition to lunch time. Other holiday parties may take place during lunch only. These parties may pot-lucked as the teacher directs.
4. Always beware of student allergies and diet restrictions when planning food in the classroom. Please check with the teacher before bringing food to any classroom. Please be aware that many processed foods contain nut products that may cause an allergic reaction.
5. We ask that food brought to school for any occasion be vegetarian.

Invitations for parties can be distributed by the teacher IF every student in the class gets one OR they are given to just girls or just boys. A parent needs to give the invitations to their child’s teacher and the teacher will distribute them to the kids. The school cannot give out phone #’s or addresses of families to another family due to privacy issues.

classroom standards of behavior

Individual classroom teachers will be sending home their own classroom rules. Students shall follow the established classroom rules which included following directions, keeping hands and feet to oneself, raising one’s hand to speak, staying in one’s seat, and using appropriate and kind language.

Community Service

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

consequences of violating standards of behavior

When a student violates a standard of behavior, it will be dealt with in the classroom. A student may be referred to the office for administrative action depending on severity and frequency of the offense. Parents will be notified by a phone call when a violation occurs. Typical consequences include social education, time-outs, appropriate restitution, loss of extracurricular activities, in-school suspension, at-home suspension, and – for severe or repeated infractions – expulsion. These consequences can be administered incrementally from least to greatest severity, but in the case of very severe infractions, they can skip ahead to severe consequences based on administrative discretion.

Custody

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

DAMAGED PROPERTY

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

Dewars insurance

In order to provide financial protection, any parent, guardian, or financial sponsor who pays on an installment (month-to-month) basis must subscribe to the DEWAR Tuition Refund Insurance Plan. Those who pre-pay the year’s tuition may also protect that investment by purchasing this insurance plan. Please refer to the *DEWAR Tuition and Fees Refund Plan* for details of the plan and its reimbursement categories to the school. Dewars Tuition Refund Insurance pays 60% of the tuition and the parents are responsible for the 40%.

Discipline

The main goal of discipline is not to punish but to restore the student to a right relationship with God, others and self. We love our students and want them to experience God’s healing grace in an environment that provides safe and secure boundaries as you learn to grow like Jesus. An integral part of this process is teaching our students to become responsible for his or her actions.

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

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

**Level One**

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

Level One Offenses:

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

**Level Two**

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

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

Level Two Offenses:

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

**Level Three**

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

Level Three Offenses:

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

Dress Code Policy

Adventist Malama Elementary School is committed to excellence in all we do and the dress policy of school uniforms helps support that aim. The ***only source*** of approved on-campus wear clothing is from Dennis Uniform. Any approved classroom or Jogathon shirts are acceptable on field trips or special school days.

1. All outerwear such as jackets and windbreakers must be from Dennis Uniform which has the school logo.
2. Clothing worn under uniform shirt must be black or white and all shirts tucked in at the waist.
3. Closed-toed shoes are required to be worn at school due to the nature of physical activities, unless provided with a medical reason
4. Hats and hoods may be worn outside the classroom.
5. Pierced body jewelry is not acceptable for boys. Body piercing beyond the ear is unacceptable for girls. Earrings are to be clear studs only. No bracelets/bands.
6. 5th-8th graders will be required to wear school P.E. uniforms during their P.E. class period.
7. Any thing at all to do with nails and hair should be natural. No noticeable polish colors and decals. No unnatural hair colors, designs and hairstyles.

Dress Code policy Non-Compliance

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

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

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

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

1. General Dress Guidelines

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

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

1. Dress Standards

Students of Adventist Malama Elementary School are to be well groomed throughout the school day and at all school-related functions. Appearance contributes to a student’s attitude in class and the respect earned from others. Uniform polo shirts, PE t-shirts and PE shorts are available for purchase from Dennis Uniform.

Emergency Closings or Announcements

If school opening is delayed, or a school day is canceled because of weather, road conditions or other unforeseen situations, it will be announced by 6:00 AM via the FACTS alert system by text message, phone call and/or email. It will also be posted on ParentsWeb. Please be sure to keep your family's personal contact information updated on ParentsWeb.

Family Groups

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

Field Trips

Enriched instructional opportunities are provided through well-planned field trips. Adequate supervision is supplied to ensure the safe conduct of each child on such trips. Permission slips are sent home accordingly.

Financial Information

1. Delinquent accounts

All accounts are required to be paid in full by the end of each month. Should an account be delinquent beyond the 1ST of the month, Adventist Malama Elementary School, will exercise its right to terminate education services to the student until the delinquent balance is paid in full. Accounts that continue to be unpaid after educational services have ceased will be turned over to a collection agency. (We have never turned them over to an agency.)

1. Family Discount

A 5% multi-child discount is available. This discount is applied toward the tuition of the second, third, or more children enrolled at Adventist Malama Elementary School.

1. Fees and Registration

A student with an outstanding balance with Adventist Malama Elementary School will not be permitted to complete registration until the account has been paid in full, unless suitable arrangements have been made with the School Board Finance Committee. Students transferring in from another school will not be permitted to register until financial clearance has been obtained. Registration information is found on our website at [www.adventistmalama.org](http://www.adventistmalama.org) **fees are subject to change without notice.**

1. Financial Clearance

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

1. Insufficient Funds Fee

A service charge of $35 will be made for returned checks or returned ACH transactions due to insufficient funds (NSF). A second attempt to deposit the returned check or re-submit the ACH transaction will be made within two business days. Should the second attempt fail to clear the bank, another returned check fee of $35 will be charged and cash payment will be required on the student account.

1. Obligation to Pay

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

1. Payment Schedule

All fees are due in July, or at the time of registration. First tuition payment will be withdrawn in September the ACH form is due by June 3rd. Tuition and Aftercare costs are due monthly.

1. Prepayment Discount

A 5% discount will be applied to tuition paid in full by the first day of school.

1. Tuition

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

1. Unpaid Account Ramifications

The following action will be applied to unpaid accounts: The student will not be allowed to attend school until his/her account is paid in full.

General Expectations

1. Parent/Guardian

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

1. Student

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

General School Information

1. Capacity (per classroom)

We have a 30-student maximum capacity per classroom (with a teacher’s aide).

1. Calendar

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

1. Contact Information

Adventist Malama Elementary School

86-072 Farrington Hwy, Waianae, Hawaii 96792

Phone and Fax: (808) 696-3988

Email: [office@adventistmalama.org](mailto:office@adventistmalama.org)

1. Hours of operation

Monday-Thursday 7:30 a.m. – 2:30 p.m. Friday’s 7:30-12:00 p.m.

1. Supervision Hours

Morning and afternoon supervision are available for a fee. Morning supervision is available from 6:30 a.m.–7:00 a.m. After School Care is available from 2:45 p.m. – 5:00 p.m. Friday’s 12:15-4:00 p.m.

1. Secured Campus

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

1. The Classroom

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

1. Visitors

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

Grading System

1. Grades 1-2 Grading System

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

1. Grades 3-8 Grading System

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

1. Grades 3-8 Grading System

The following scale is used to award academic achievement:

### **-Principal’s List**

GPA 3.8 – 4.0

### **-Honor Roll**

GPA 3.5 – 3.79

### **-Honorable Mention**

GPA 3.18 – 3.49

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

1. Kindergarten Grading System

I = Independent**;** Achieves objectives and performs skills independently

P = Progressing; Progressing toward achieving objectives and skills

NT = Needs more time to develop

1. Student Progress Reports

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

Grievance Policy

Adventist Malama Elementary School encourages parent participation and is receptive to suggestions, opinions, and constructive criticism. The proper channels for concerns are:

Please observe the following procedure:

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

Major problems can be avoided if you are:

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

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

Licensing and Membership

Adventist Malama Elementary School is licensed by the Hawaii Council of Private Schools and is a member of the Hawaii Association of Independent Schools.

Lunches

Adventist Malama Elementary School requests that lunches be well-balanced and consistent with Seventh-day Adventist teachings and health standards. Also, caffeinated drinks should not be sent with lunches as well as pork and shell fish. Each classroom has different rules please speak with your child’s teacher to discuss their lunches.

1. Snacks

Students may bring a snack from home.

Medical Requirements and Medication Policy

1. Hawaii Conference Student Medication Policy

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

1. School personnel will administer no medications, prescriptions or non-prescriptions, without a written authorization form completed by both an individual licensed by the State of Hawaii to prescribe medication and by the parent/guardian. The form, *Physician’s Order for Administration of Oral Medication by School Personnel*, is available in the school office and online at the Hawaii Conference Office of Education website.
2. The required documentation for administration of medication includes:
   1. Name of student
   2. Name of medication
   3. Condition for which prescribed
   4. Possible side effects
   5. Dosage including amount and time to be given and for how long (number of days)
   6. Qualified healthcare professional’s name, signature, and phone number
3. Prescription medications must be brought to school in a pharmacy-labeled bottle that contains instructions on how and when to administer the medication. Over-the-counter medications must be received in the original container and will be administered according to the physician’s written instructions.
4. Medications with documentation should be brought directly to the school office by the parent/guardian.
5. School personnel will **NOT** supply any medication, only administering medication(s) provided by parents with the above noted physician and parent’s documentation.
6. A medication log form will be maintained by school personnel for medication(s) required by the student.
7. No medications, either prescription or over-the-counter are to be carried by student at any time while on campus or on a school-affiliated activity or trip with the following exceptions:
   1. Student identified with the possibility of life-threatening medical emergencies may need to carry medications such as:
      1. Asthma inhalers
      2. Insulin
      3. Severe allergic reaction kits (EpiPen’s)
      4. Anticonvulsants
   2. Students are only allowed to carry and self-administered medication with the signed consent of the physician, parent, and student. The *Self-Medication Administration Consent Form* is available in the school office and online at the Hawaii Conference Office of Education website.

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

1. Immunizations

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

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

\* Two doses of measles vaccine are required, with at least one of them being MMR vaccine.  
\*\* Required for school attendance for all students born after December 31, 1992 and for 7th grade attendance.   
\*\*\* Effective July 1, 2002, two doses of varicella vaccine are required if the first dose is administered on or after the 13th birthday.

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

1. Insurance Coverage

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

1. Policy and Plan for Emergency Medical Care

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

1. Physical Examination

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

1. Tuberculin test (Mantoux test)

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

Music Education

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

Natural Disasters

In the event of a natural disaster Adventist Malama Elementary School *will remain open* with all teachers, supervisors, and support personnel remaining with the students to provide responsible, safe care and to ensure the welfare of all students until such time as parents can safely come and claim their children. If a parent does arrive to collect his/her child, the child will be released into parental custody.

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

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

1. Earthquake

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

If the facility is sound, we will remain in place. If the facility is damaged or could sustain damage as the result of an aftershock, we will gather our first aid kits and head to Tamura’s Store Employee parking lot. We will sustain ourselves until civil authorities can provide assistance.

1. Fire

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

In the event of an *actual fire* our evacuation procedures and destination will be the same as for a drill and the staff will assist. We are authorized to use a Portable Fire Extinguisher.

1. Flooding

During extremely heavy periods of rain, or under tropical storm or hurricane conditions, flooding in our area is possible and we are advised to evacuate or should water begin to rise around our buildings, we will immediately move to the second floor above Hannara’s Restaurant or another facility designated by the Oahu Civil Defense Agency.

1. Hurricane/Tropical Storms

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

The National Weather Service issues hurricane or tropical storm watches approximately 36 hours prior to the arrival of hazardous storm effects on Oahu. Hurricane or Tropical Storm warnings are issued when the storm effects could affect Oahu in 24 hours or less. When a watch is issued, we will monitor the storm and make decisions to close before the issuance of a warning. The timing of the closure will generally coincide with the end of a normal working day and should not inconvenience you, if you are at work.

If the sequence of weather events occurs, it is unlikely that movement directly from the school to a shelter will be necessary. However, our plans will consider evacuation, as we deem appropriate.

1. **Lockdown Procedure: Active Shooter and other Extreme Acts of Violence**

This Lockdown Procedure outlines the protocol to be followed by students, staff and visitors in the event of a situation. If a situation occurs in which a weapon wielding individual comes on campus, a shooting or other extreme act of violence occurs, the school will go on emergency alert and the Lockdown Procedure will be immediately initiated. *In these incidents 911 shall be immediately notified.*

Adventist Malama Elementary has adopted the “***Run, Hide, Fight***,” protocol instituted at the National, State, and District level.

The alert notification or warning signal will be announced by text to the teachers and staff and over the phone:

* The teachers or staff will verbally announce (YELL) “Lockdown.” The principal will use the same protocol while using the megaphone.

There will be two methods for the “All Clear” notification:

1. Verbal announcement by the phone or text by the Principal or Designee.
2. Door to door “All Clear” notification process, ONE classroom at a time. The principal or office person will go to each room/office and knock and announce themselves at the door.
3. ***Password Protocol:*** (The same protocol as door to door). The principal will send a “password” to all teachers and staff via text that must be verbalized by the principal or office person before the classroom door is open. If the “password” is not said, DO NOT open your door.

**Do not open your doors for any reason once they are closed and secured. Wait and follow the “All Clear” signal methods and protocol noted above.**

During the lockdown the Principal or Designee will provide updates by text, phone, or staff email, until the emergency is neutralized. If there are any emergency notifications or updates they will be communicated to all “Staff” via the AMES internet email. This information is to remain confidential and not shared with students.

If this type of situation occurs during a break or lunch period, students will be directed to go to the nearest building or classroom and follow protocol.

Once law enforcement arrives, they will assume control of the situation until the threat is neutralized and the emergency subsides. The principal or office person will resume control when the school is deemed safe by law enforcement.

The Principal shall delegate news media responsibilities to local law enforcement authorities and the Hawaii Conference Superintendent of Education.

The Principal shall consult with the Hawaii Conference Superintendent of Education to obtain counselors and/or services from Mental Health.

1. Individual Emergency Kit

* Back Pack (purchased at AMES)
* Lightweight emergency blanket
* Drinking Cup
* Mini flashlight with batteries
* Change of clothing: undergarments, shirts, shorts, extra socks, slippers, jacket or sweater
* Water bottle (50.oz or more)
* Food: 3 day supply that doesn’t necessarily need heating or water.
* Consider individual preferences, shelf life, durability or container and medical needs:
* Suggestions:
* Ready to eat meat in cans
* Canned fruits and vegetables
* Nuts, seeds
* Powdered milk, chocolate mixes, drink mix canned juices
* Dried fruits
* Crackers
* Emergency military rations (MRE’s)
* Vacuumed sealed foods
* We will be checking the items every 5 months to make sure nothing has spoiled. The emergency kit will be returned on the last day of school.

1. Oahu Civil Defense Agency Note

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

1. Tsunami

A tsunami is a series of waves generally caused by earthquakes on or near the ocean floor anywhere in the Pacific Basin. Alerting for a tsunami is accomplished by the issuance of tsunami watches and warnings. A tsunami watch means an earthquake has occurred somewhere in the Pacific that could produce a tsunami, but the presence of waves has not yet been confirmed. A tsunami watch means to prepare. After several meetings and conferences with the Department of Civil Defense for the State of Hawaii and the Department of Emergency Management, AMES Safety Committee, in cooperation with the Department of Civil Defense, has decided on the following plans for emergency evacuation in the event of a tsunami. Distant Tsunami: If the tsunami is generated in a distant area such as Japan or South America, there should be 8 hours or more before the wave or waves will reach Hawaii. Please pick up your child/children as soon as possible. Local Tsunami: If the tsunami is generated locally we do not have much time. Please do not attempt to pick up your child/children, but go to higher and safer grounds yourself immediately. AMES teachers and staff will do everything they can for your child/children. Our evacuation route is as follows: We will walk past Hannara’s Restaurant to City Mill, behind Waianae Mall and follow Leihoku Street pass the Bus Terminal to the Waianae Coast Youth Center YMCA. From there we will continue on to Leihoku Elementary School. We will stay at the Leihoku Elementary School till it is safe for you to pick up your child/children. Your child/children will be cared for by your School Ohana till you can safely come and pick them up. AMES reserves the right to change the evacuation route without notice for the safety of the children. The Civil Defense for the State of Hawaii and the Department for Emergency Management are strongly urging Hawaiian Schools to be prepared for evacuation that might last for more than a few hours because of possible aftermath after a big tsunami. It is also recommended for each student to have a 3-gallon big bag with emergency supplies for a few days. (3 Gallon Big Bag available at Walmart and Target)

1. “Rule of Thumb”

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

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

Non-Discrimination

The Seventh-day Adventist Church, in all of its church schools, admits students of any race to all the rights, privileges, programs and activities generally accorded or made available to students at its schools, and makes no discrimination on the basis of race, color, ethnic background, country of origin, or gender in the administration of education policies, applications for admission, scholarship or loan programs, and extracurricular programs.

Personal Belongings

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

Personally Identifiable Information

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

The school does not sell, trade, or otherwise transfer to outside parties your personally identifiable information. This does not include trusted third parties who assist the school in conducting its business or providing its services to you, so long as those parties agree to keep this information confidential. We may also release your information when we believe release is necessary to comply with the law.

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

Physical Education

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

Pomai’kai (Blessed) Newsletter

A weekly newsletter is sent home on Thursdays each week. Minimal hardcopies may be available for pick-up in the school office.

1. Program Changes

Any changes to the *Calendar, Field Trips, School activities, and* *the Before and After School Supervision Program* during the school year will be noted in the school’s newsletter, *Pomai’kai*.

Privacy

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

Revisions to the Handbook

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

School Board

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

Sick Students

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

Special Education and Accommodations

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

**1.** Apply online and submit application fee.   
**2.** Contact school office as soon as possible to set up an educational consultation

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

**Note:** If at any point in the application process, it is determined by administration that Adventist Malama Elementary cannot provide adequate special education services, the application fee will be refunded.

Teacher

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

Technology Education and Devices

1. Personal Devices

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

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

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

1. Technology Education

The school has a variety of technology to assist students in life-long learning through resource sharing and communication with people in our community, nation and world. A wireless network is set up to allow students and teachers access to the Internet from any location on campus. Only authorized users and wireless devices will be allowed to use the wireless network. The Internet is a powerful resource for expanding the educational experience of each student.  Access to e-mail and the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world.  Unfortunately, it is true that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or offensive.  We believe, however, that the benefits to students in the form of information resources and opportunities for collaboration exceed any disadvantages and therefore support the school’s choosing to make the Internet available to our students.  Because ultimately, parents and guardians are responsible for setting and conveying the standards that their children should follow when using media and information sources, we respect each family’s right to decide whether or not to apply for access.

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

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

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

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

1. Telephone

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

Volunteers

Adventist Malama Elementary School encourages parent and family participation in school activities. There are many ways to get involved, organizing school events and activities, and many more options. Any volunteer who works regularly or in direct contact with our students is required to complete Sterling Volunteers Shield the Vulnerable training. More information is available in the office.

All volunteers must uphold the standards of Adventist Malama Elementary School in word, dress, conduct and Christian influence. We ask that you complete our online background check. Please see the child(ren) teacher for more info.