

# MAKUA LANI CHRISTIAN SCHOOL

## I. PHILOSOPHY

### A. Mission Statement

Makua Lani Christian School will work together with the parents and church to provide a Christ-centered spiritual, academic, and physical foundation that will produce individuals who will be **Biblical** thinkers capable of serving the world for Christ.

### B. Christian Education

Truth, righteousness, and beauty are of God's making and are expressive of His nature; therefore, Makua Lani Christian School is established to provide children with a reflection of these principles (Jn 1:17, Ps 9:8, Phil 4:8). The school's academic foundation is to be Biblically based and as such necessitates that the Bible be recognized as the authoritative Word of God (Ps 119:130, Heb 4:12). Makua Lani commits to providing a safe and nurturing environment that will facilitate the students' learning process. The school recognizes its dependence upon the Holy Spirit (Jn 14:26). Parents have the ultimate responsibility for the education of their children (Deut 6:6-7, Eph 6:4), and as such the school exists only in partnership with the parents. The Church assumes the role of spiritual training the children to further the maturation process. Makua Lani has been formed to reinforce the educational ministries of these institutions. The school will teach only the unifying historical tenets of the faith. (Jn 17:21, Eph 4:3:4), and leave the teaching of potentially divisive doctrine to the home and/or church.

Together with the home and church and with the leading of the Holy Spirit (Jn 16:13), the staff of Makua Lani commits to assisting in the development of the whole child; body, mind, and spirit. The goal for our students is threefold: to help them develop a mature, personal relationship with Jesus Christ (Eph 3:17-19, 1 Tim 4:12), to help them grow into fulfilled and socially well-adjusted adults (Ps 144:15, Rom 15:13), and to educate with a Biblical worldview so that they have a correct understanding of society and their place in it (Prov 4:5-7, Rom 12:2, 1Per 3:15). The staff will assist in the development by modeling the life of Christ and upholding the standards set forth in the Bible (Phil 3:17, 4:19, Titus 2:6-7). Makua Lani Christian School has been established to help students develop their God-given gifts and talents (Rom 12:6-8, 2 Tim 1:6), that they may go to influence and impact their world for Christ.

### C. Purpose and Vision

Makua Lani Christian School seeks to distinguish itself as a school that is called by God to provide the Kona coast of the Big Island with outstanding academic and spiritual education in a Christian environment. The school will distinguish itself by its academic excellence, its caring student body, its high degree of parental involvement, and its emphasis on character development. The board of Directors will work with the faculty and administration to help keep the school focused on this vision.

The administration and faculty will work diligently with the students to enable them to become responsible stewards of their God-given gifts and talents in the areas of academic and artistic achievement. Makua Lani will motivate students to excellence in body, mind, and spirit, creating a desire in them to continue developing their gifts and abilities throughout their lives.

The Bible teaches that we are to love one another as God loves us (John 15:12). The staff will model this love in their relationships with fellow teachers, parents, and students. The staff will also provide Godly teaching, helping students to learn about personal accountability, about healthy interpersonal relationships based upon the Word of God, and about the need to develop a servant's heart.

Makua Lani has been called into being to assist parents in providing their children with an excellent education in a Christian environment. Parental involvement in all aspects of the school is the key to ensuring that we continue to fulfill the mandate that they have given to us.

Finally, the predominant vision of the school must be to send young people out into the world who are academically and spiritually prepared for life. By guiding them in an understanding of God's Word

and a passion for His presence, our charge is to lead them to places of fruitfulness in His kingdom, whether in secular careers or full-time Christian service.

#### **D. Church Attendance**

**Recognizing the importance of home, school and church working and praying together in the training of young people, we request that all families with children at Makua Lani Christian School regularly attend a church of their choice for fellowship, spiritual growth and reinforcement of Christian truths.**

#### **E. Statement of Faith - We Believe:**

1. The Bible to be inspired, the only infallible, authoritative Word of God.-2 Timothy 3:16, 2 Peter 1:21
  2. There is one God, eternally existent in three (3) persons: the Father, the Son, the Holy Spirit-Genesis 1:1, Matthew 28:19, John 10:30.
  3. In the deity of Christ-John 10:37, in His virgin birth-Isaiah 7:14, Matthew 1:23, Luke 1:35, in His sinless life- Hebrews 4:15, 7:26, in His miracles-John 2:11, in His vicarious and atoning death-1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9, in his bodily resurrection-John 11:25, 1 Corinthians 15:4, in His ascension to the right hand of the God, and in His personal return in power and glory.-Acts 1:11, Revelations 19:11
  4. In the absolute necessity of regeneration by the holy Spirit for salvation because of the exceeding sinfulness of human nature; and that we are justified on the single ground of faith in the shed blood of Christ, and that only by God's grace and through faith along are we saved.-John 3:16-19, John 5:24, Romans 3:23, Romans 5:8-9, Ephesians 2:8-10, Titus 3-5.
  5. In the resurrection of both the saved and the lost; they are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation. -John 5:28-29
  6. In the spiritual unity of believers in Jesus Christ-Romans 8:9, 1 Corinthians 12:12-13, Galatians 3:26-28
- With the desire to remain united in the salvation and love of Christ, to avoid denominational dissension, the following areas are left to the teaching of the home and church:

Church government - authority, discipline

Time and mode of baptism

Security of the believer

Timing of future events

Second work of grace - baptism of the Holy Spirit

Sinless perfection

Gifts of the Spirit - tongues, interpretation of tongues, healing, miracle working, discerning of spirits

#### **F. Problems, Conflicts, Questions**

At Makua Lani Christian School we strive to keep open lines of communication between all those involved in the lives of our students so that they receive the support they need to be successful. We know that if the school, family, and church are striving together on behalf of the student, that the student has the greatest opportunity to excel in all aspects of their life. There are occasions when conflicts, questions, and problems arise that involve the students, staff, and administration. In order to bring resolution to issues that may arise, we have established a conflict resolution policy based on the principles taught in the eighteenth chapter of Matthew. **Conflicts will be assessed on an individual basis.**

Matthew 18:15-17 gives us an outline of the biblical steps necessary to bring resolution to conflicts.

Step 1 – Matt 18:15 - Go directly to the person with which you are in conflict. Use grace and objectivity as you speak to them. Approach them in private. If you are not satisfied with the resolve, you should proceed to step 2.

Step 2 – Matt. 18:16 – Take another person with you to meet with the individual. In our school, this is our administrator’s role. **Should the conflict be with the administrator, a board member will be the other person.** Apprise the administration of your concern. The administrator will arrange a meeting with the staff member and aid in bringing resolve to the concern or issue. If the issue is still unresolved, proceed to step 3.

Step 3 – Matt. 18:17 – Take it to the governing authority. This is the board of directors of the school. You will have audience with the administration, the board of directors, as well as the staff member in concern.

Conflict, if handled well, can be a powerful tool to grow individuals in their relationship skills. Students, staff, and parents will all benefit from walking through conflict resolution. If handled poorly, conflict, especially unresolved, will create significant problems for all involved.

Please be mindful that as you go through this process to keep your concerns between you and the parties involved. Talking to others outside the involved parties is considered gossip and can be very detrimental to your student and to the school.

\* Should a board member of a part of the board member’s family be involved in a conflict, the board member would be excused from participating due to conflict of interest.

To avoid detrimental situations, the school requires parents enrolling their children or to maintain enrollment to affirmatively support and cooperate with the school. As a parent there needs to be agreement with the following statement:

I agree to support the school with my prayers and with a positive attitude. Complaints or negative comments will be shared only with the teacher, administrator, or person involved and not with my child or other people.

I understand that if at any time the school determines, in its sole discretion, that my actions do not support the ministry of the school, or reflect a lack of cooperation and commitment to the home and school working together, the school has the right to request the withdrawal of my child(ren).

## II. ADMINISTRATION

### A. Admission / Withdrawal / Finances

#### 1. Admission Policy

All students seeking admission to Makua Lani Christian School must meet the following:

- Complete and submit the required application and forms
- Attend a personal interview with a staff member (usually with both of the parents and student)
- Be willing to follow school policies and procedures including church attendance

No student will be admitted directly following suspension or expulsion from another school.

Makua Lani admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students of the school. Makua Lani does not discriminate on the basis of race, color, national or ethnic origin in administration of any of its policies and/or programs.

All newly admitted students enter school on a 14-calendar day probation period. New student probation involves an informal evaluation of a student's attitude and adjustment to Makua Lani, a periodic review of his academic standing, and evidence of a cooperative spirit to the goals and philosophy of Makua Lani.

## 2. Withdrawal

Parents who wish to withdraw a student should notify the school at least 24 hours before withdrawal. Parents must come to the school office, settle all accounts, and receive a withdrawal form for the student to check out. A copy of the most recent report card and current grades will be given to the parent when all of the above is complete. All record forms will be sent when Makua Lani receives a written request from the next school to be attended by the student and when tuition payments are current.

## 3. Finances

Tuition payments may be handled in two ways.

1. Total tuition can be paid to the school before July 15<sup>th</sup>. There will be a 5% tuition discount for this payment method.
2. You have the choice of a 9 or 10 month payment plan. **Tuition payments are due on the 10<sup>th</sup> of each month.** No credit will be given for school absences. (Note: this includes Christmas and Easter/Spring breaks.) Communication with the school MUST be made for any late payments. Failure to communicate with the administration when delinquent payments are over two months in arrears may cause the student to be disenrolled.

Transfer-in students will be charged on the basis of the number of days left in the school year.

Transfer-out students need to contact the office to settle their accounts. The parents should notify the school at least 24 hours before withdrawing. A notice of 30 days is usual conduct and stated in the school application. Parents must come to the school office, settle all accounts and receive a withdrawal form for the student to check out. A copy of the most recent report card and current grades will be given to the parents when all of the above is complete. All record forms will be sent when Makua Lani Christian School receives a written request from the next school to be attended by the student.

Mail all payments to:

Makua Lani Christian School  
P.O. Box 1179  
Kailua-Kona, HI. 96745

Credit cards are accepted for other expenses: call (808)329-3093 and the Kona Christian Academy secretary will help you.

**Statement of Cooperation:** In making my application for my child(ren), it is my desire to have him/her complete the school year 2009-2010. It is my understanding that the policy of the school is to make no refunds on registration fees and comprehensive fees. A 30-day paid notice is required for early withdrawal.

## B. Attendance (additional fees), Tardies, and Truancy

### 1. Attendance Policy

It is recognized that the school does not have the authority to tell parents when and for what reasons they may take their children out of school. However, the school is bound by compulsory education laws of the state (see page 5 – extended absences). Parents must recognize that whenever a child is absent, he/she is missing valuable teaching and discussion time, which can never be adequately replaced. In addition, an extra burden is placed on the teacher to help him/her catch up on his/her work when he/she returns.

Parents are asked to call the school office (329-4898) or e-mail ([makualani@gmail.com](mailto:makualani@gmail.com)) before 9:00 a.m. if their student will be absent from school. If a student is reported absent and the parent has not called, the office will place a call to the parents to excuse the absence. A student is considered absent if he/she misses more than 20 minutes of a class period.

Extended absences are NOT encouraged. In the event it is necessary, a written note must be given to the office no later than two weeks before the absence date. If the request falls within the approved guidelines of the school, the student will be given a special form to be completed by his/her teachers.

A. Extended Absence Fees (begins after the third consecutive day):

1. Individualized lesson plans tailored towards an extended absence will be charged a fee of \$5.00 per day per class.
2. Exams given out of the normal schedule will be a \$50.00 charge per exam.

2. Approved Excused Absences include:

- A. Illness or injury.
- B. Death in the family.
- C. Court appearances.
- D. School-sponsored activities.
- E. Participation in an educational program organized and sponsored by a recognized institution of learning, for which prior approval has been obtained (i.e. college visits).
- F. An emergency deemed legitimate by the principal.
- G. Suspension from school.
- H. Student in good standing may also apply for administration-approved leave (see below).

Dates for make-up work is at the discretion of the individual teacher.

3. Unexcused Absences (Truancy)

Any absence from school or class without the knowledge of the school is unexcused and will be subject to discipline referral steps. Any absences not deemed excused by the administration office will be considered a truancy and F's and 0's will be given for any work due, or any work missed, on the day of the truancy. This puts the burden on the parents to inform the school before any absence occurs.

4. Accumulated Absences

Extended and/or numerous accumulated absences are not recommended due to the disruption it causes to the student's educational progress.

Any student who accumulates 8 unexcused absences in a semester may receive counseling from the administration office and a warning letter from the Makua Lani School Board.

Any student who accumulates 15 or more unexcused absences in a semester is defined as a "habitual truant" and may be referred to a Family Court.

5. Administration-Approved Leave

A student must be in "good standing" to apply for administration-approved leave.

Student in GOOD STANDING means a student who:

- Has no outstanding financial obligations.
- Is currently passing Citizenship Class.
- Has 95% attendance

Eligibility for Administration-Approved Leave: i.e. (absences excused by the Administration for family trips, etc...)

A. 8-12 day leave – Student must:

1. Have at least a 3.25 GPA
2. Submit written parental notification to Administration two weeks prior to leave
3. Obtain Administration's approval for leave
4. Be a student in "good standing"

5. Have 95% attendance
  6. Have no school suspensions
- B. 4-7 day leave – Student must:
1. Have at least a 2.75 GPA
  2. Submit written parental notification to Administration two weeks prior to leave
  3. Obtain Administration’s approval for leave
  4. Be a student in “good standing”
  5. Have 95% attendance
  6. Have no school suspensions

Any other Administration-Approved Leave must be presented to the Makua Lani School Board which meets the first Monday of each month. At best two weeks notice must be given and it must fit within the Board’s scheduled meeting.

6. Pre-arranged Absences (Doctor, Dentist, etc.) and Athletic Trips
  - A. If the student is in attendance for any part of the school day, all work due that day must be turned in.
  - B. Students are to get the day’s assignments from their teachers before departure. (or make other arrangements with the teachers)
  - C. Students must turn in all work that was due at the teacher’s discretion.
  - D. If a test is missed, the student should schedule with the teacher. Times will be at the teacher’s discretion.
  - E. Keep in mind that doctor and dental appointments should be made after school hours whenever possible. A written note from the parent or physician is required for an excused absence if an appointment is during the school day.
  
7. Overnight Trips
  - A. If the student is in attendance for any part of the departure day, work due that day must be turned in.
  - B. Students must take a “Pre-Approved Absence Sheet” to their teachers at least two days prior to departure date. Coaches/Sponsors will check these sheets prior to departure. Work for classes where the teacher has not been asked to list assignments and sign will be considered late if not turned in on the regular classroom due date.
  - C. If teachers do not have work ready ahead of time, students have one day for each school day missed to make up the work, up to five days after their return.
  
8. Extracurricular Activities (including all activities, dances and sports)
  - A. Students participating in extracurricular activities (during or after school) are required to be in attendance at school for the full day, or until the time of departure, their activity is to take place or the full day prior to a morning departure for an activity. This includes practices.
  - B. Reasonable time for doctor or dental appointments is the only exception. A written notice is needed for verification of appointment.
  
9. Make-up Work
 

A student with an excused absence will be responsible to arrange with his/her teacher(s) to make up his/her work. Work not completed within this time without prior permission from the teacher for an extension will not receive credit.

#### 10. Tardies

A student will be considered tardy if he/she is not in their seat with the necessary supplies when the bell rings. A student is given five morning tardies for each nine-week quarter. After these are used, detention is given. Any quizzes missed by tardies may not be made up.

#### 11. Excessive Absences and Tardies

Students are required by the State of Hawaii to attend school on a regular, consistent basis. A parent is obligated by law to ensure that their child attends school. There is a definite correlation between good attendance and achievement in the classroom. Excessive tardiness to school can also hinder a student's progress.

#### C. Academic/Behavioral Problems

Teachers are eager to work with parents and students when the need arises. Parents will be informed of any academic or behavioral difficulties.

1. Progress Reports will be mailed home mid-quarter.
2. Report Cards will be mailed home at the end of each quarter.
3. Parent/Teacher Conferences will be scheduled at the end of the 1<sup>st</sup> quarter.
4. Should the need arise weekly progress reports will be mailed home.

#### D. Newsletter

A newsletter will be emailed home. Important information and announcements will be included. Please read this, as it is our way of communicating with all of our families. This newsletter is always available on our school website at [www.makualani.com](http://www.makualani.com). Should you need a hard copy, please contact the office.

#### E. Insurance

ML provides limited accident insurance through the Association of Christian Schools International. This insurance is designed to complement your insurance. The insurance is in force during the hours and days when school is in session. Additional coverage can be applied for by the parent through the school insurance plan. Call the office for details.

#### F. Textbooks

Textbooks are on a rental basis unless they are consumable materials. As books are loaned out to the student, they are responsible for keeping it in good condition. Students will be assessed a damage fee if the book is damaged, lost, or stolen. **STUDENTS ARE REQUIRED TO PUT BOOK COVERS ON ALL TEXT BOOKS.**

#### G. Lockers

Students will be assigned lockers. A school combination lock will be available. A charge of \$7.50 will be made for any lost lock. No personal locks are to be used on lockers. Lockers are the property of ML and may be inspected by school staff at any time. The school does NOT assume responsibility for anything taken and/or lost from a locker. A locker inspection will be performed at the end of the year to make sure lockers are clean and undamaged.

#### H. Medical Records

Prior to attendance, a medical report is to be on file in the school office with an up-to-date report of immunizations, current physical and parental release form for emergencies and a vision/hearing screening.

In instances where a student needs immediate medical attention, school officials will call the parent (or emergency number), the student's family doctor, or a doctor of our choice (in that order). Emergency sheets are kept on file in the school office.

#### I. Student Records

Student records include academic achievement test scores, medical record, and other necessary information. These records are confidential, but inspection may be made by parents/guardians and members of the school staff. They are not available to non-school personnel without the express written consent and/or permission of the student's parent or legal guardian. Records are released to a new school only after a written request is made by the new school.

#### J. School Board

Makua Lani is made up of Christian men and women nominated and approved by the ML Board. The school board is responsible for the policymaking issues and general needs of the school ministry. Specific questions concerning the school board and its operation may be addressed to the Administrator.

#### K. Telephone

The school telephones are business phones. Students are not allowed to leave class to make calls. Should a student need to call a parent, the secretary will gladly give permission to the student..

#### L. Cell Phones

**All student cell phones will be collected everyday during homeroom / 1<sup>st</sup> period and returned at the end of the day. Cell phones may not be left in lockers or in vehicles during the day.**

##### **Citizenship Points:**

- 5 points will be given for phones not turned in – 1<sup>st</sup> offense
- 10 points will be given for phones not turned in – 2<sup>nd</sup> offense
- 15 points and a step will be given for phones not turned in – 3<sup>rd</sup> offense
- 20 points will be given for purposely using cell phone during school hours (this includes texting, music, IM, internet, etc...)
- Repeated misuse will warrant step

#### M. Computer Lab and Internet Use

The Makua Lani Computer Lab is made available during break and lunch and is supervised by a staff member. During these times, students are allowed to work on school related work only. Recreational use is NOT allowed.

The lab is NOT available before or after school or at any other time other than break or lunch.

Students may print school related work in the lab for 10 cents a page if needed. Students may use their personal e-mail to mail home school materials ONLY.

Improper Web use includes the use of the name Makua Lani and any employees of the school on personal internet sites including Face Book, MySpace, etc... Failure to abide by this may include citizenship points and possible expulsion.

### **III. CONDUCT**

All disciplinary action is subject to the principal's discretion. Therefore, if an issue is not specifically addressed, the principal will have the final decision.

#### A. Philosophy

The preeminent principle is that of Christ's command: John 13:34-35, "A new commandment I give to you that you love one another, even as I have loved you, that you also love one another. By this all men will know that you are my disciples, if you have love for one another." (NASV)

Makua Lani seeks to assist the home in "training up a child in the way he should go." Discipline in love requires a spiritual solution where Christ is in control. Only as one yields to Christ can one be

truly considerate, obedient and open to other's needs. Outward conformity to standards and policies can be forced, but our goal is one of Christian principles of living, which are coming from within by God's Holy Spirit. It is the desire of Makua Lani that students develop in Christian maturity where they do right because it is their personal conviction and habit to do right. Makua Lani has sought to keep a minimum of standards to maintain an orderly atmosphere and learning environment. Basic guidelines are necessary; however, for consistent operation and good testimony before the community, each student must realize his behavior affects not only himself, but also many others. ML is dedicated to the training of children in a program of study, activity, and living that is Christ-centered.

We believe that "all things should be done decently and in order," and all students should be taught to accept God-given authority that is firm, consistent, fair and tempered with genuine love for the students. For this reason the citizenship grade has been implemented to help the student, teacher, and parents see if there are areas where extra support is to be given. The student starts each quarter with 100% in citizenship. Percentage points are deducted if the student fails to meet requirements or expectations.

## B. General Guidelines For Conduct

1. Respect all people and treat them honorably.
2. Respect all personal and school property because it belongs to or is cared for by people.
3. Be honest and truthful in all you do.
  - A. Keep your mind and speech clean and above reproach.
  - B. Be on time and in the right place at the right time.
4. Obey all classroom rules
  - A. STUDENTS MUST –
    1. Be seated in desk and prepared when the bell rings.
    2. Have no food or drinks in class.
    3. Follow proper dress code
      - o No hats or sunglasses in the classroom.
    4. Respect peers, teachers and school property
      - o Follow teacher's instructions promptly
      - o Do not get up without teacher's permission
      - o Do not throw any objects
    5. Turn cell phones in during homeroom each day
      - o Cell phones may not be left in lockers or in cars
      - o Phones are returned at the end of the day
5. Abide by the "Statement of Moral Integrity" which is signed by the student and supported by the parent.

"I understand that coming to Makua Lani Christian School is a privilege, not a right. By enrolling here, I voluntarily submit myself to its rules and regulations. I also will make every effort to cooperate with its spiritual teaching and desire to please the Lord in every aspect of my life. I want to do my best in my academic training and respect the faculty and administration in its responsibility to guide me in the right direction.

This is my pledge of enthusiastic cooperation to the philosophy of Christian Education and Bible principles that not only can save my soul by salvation in Jesus Christ, but also help my life to be spiritually productive and be cleansed for my sin.

To my parents, I want to make them proud of me by showing diligence, honesty, creativity, and hard work to make my days as a student in Makua Lani Christian School successful as well as enjoyable."

### C. Specific Guidelines For Conduct

1. Follow all of your teachers' instructions promptly and completely.
2. ML has a closed campus policy. Students may not leave school grounds during school hours, including lunch, unless accompanied by parent, staff person, or for a prearranged absence. Students must check out through the school office when leaving and check in when arriving during the school day in progress. Seniors may leave for lunch on Thursdays (12:05p.m.-12:50p.m.) as long as they return in a timely way, and as long as the student's citizenship grade is 80% or greater. This is for lunch only – NO other activities.
3. Boundaries and off limit areas are to be observed. Students are not to be behind any buildings, on any landscaped areas, or otherwise out of sight of supervising personnel. Cars are not permitted to be parked in any of the surrounding streets before or after school. Strict disciplinary actions will be taken.
4. Vehicle use must be cleared through the office. Proper licensing of the driver and vehicle, evidence of valid insurance, and written parent permission must be on record in the school office. No motor scooters are allowed. Vehicles are to be parked in designated areas. All students, including owner/driver, are to stay out and off of vehicles from arrival time until departure. All vehicles should be locked during the school day. Low citizenship grades can jeopardize this privilege.

Before school, vehicles are to be parked upon arrival and after school removed immediately unless the student is on a school related trip and has prior approval from Administration. Vehicles are not to be driven on school grounds other than to and from parking areas. Abuse of these standards will result in loss of privilege.

Should a need arise to return to your vehicle during the school day, a pass from the office must be obtained. Upon your return from your vehicle, you must return your pass to the office.

5. Any items not directly related to the student's schoolwork should be left at home (i.e. iPods, radios, CD/tape players, all hand-held electronics (anything with headphones) toys, comic books, games, pets, computer games, laptops, etc.). Items at school without approval will be confiscated. Possible discipline steps may follow. Exception: laptops used for schoolwork, with permission.
6. In respecting each other and God's guidelines for relationships, please do not show affection by holding hands or anything beyond. Participating in immoral sexual behavior is obviously strictly prohibited. Public displays of affection will receive a referral step. Singling off as couples is not acceptable.
7. Please remember that we are not listing every possible standard or infraction. Parent cooperation to train from a Christ-centered philosophy is appreciated at Makua Lani.

### D. Dress Code (At school and all school functions – including sports practices and competitions)

Our main goal in supervising the appearance of students is that the students be clean, neat, and modest, and that girls look feminine and boys look masculine. Students not meeting these standards will be required to change.

Clothing should not be TOO of anything: not too high, not too low, not too tight, not too loose, and not too transparent. If you are in question, it more than likely is not appropriate.

1. Clothing that allows undue exposure is not acceptable: short blouses or shirts that expose the middle, jog bras, halter tops, shoulder straps less than 2 inches, tube tops, low cut blouses, low cut dresses, short dresses or skirts, dresses or skirts with inappropriate design (i.e. immodest slits), shorts with inseams of less than 4 inches. All skirts should be long enough so that no under garments are exposed while sitting, standing, walking up stairs, etc... When in doubt, do the mirror test and see for yourself. Because of the uniqueness of each individual, the principal may deem it necessary to re-evaluate skirt lengths. If in doubt, ask before you purchase. Ultimately, the Administration –in love- has the decision on this. Complaining is subject to citizenship points.

## 2. General Standards

a. The administration may deem specific items of clothing inappropriate even if they are not restricted below:

- No clothing with inappropriate signs, slogans, or wording – specifically skulls, dragons, occult symbols, anything referring to chemical substances (ie..beer, alcohol, etc...)
- No bare or stocking feet on campus. Slippers are acceptable.
- No hats or sunglasses are to be worn during class or chapel.
- All clothing must be appropriately buttoned and zipped up. All shorts need to be hemmed and of modest length. Pants and shirts should not have holes.
- Boys - No earrings body piercing or ponytails.
- Girls – Earrings in ears only, no body piercing.
- No visible tattoos for boys or girls.
- No body chains.
- Hair color must be a natural color ( ie. Blond, brown, black, auburn) and kept at a modest length.
- **The administration has the final say on this. Arguing or complaining is inappropriate and will be considered a discipline problem.**

b. Students receiving three warnings will be required to wear a uniform for an appropriate period of time. The home will be notified so that we can have a united front.

## E. Discipline

The discipline code at Makua Lani Christian School is divided into two areas. The first is for citizenship points and deals with minor infractions. The second area deals with more severe issues, which may result in school suspensions or expulsions.

### 1) Minor discipline plan

Much of the discipline is done on a case-by-case basis with the strongest sense of fairness and consistency possible. However, the following is a guideline for calculating the citizenship grade. Students may earn points back for minor offenses to raise his/her citizenship grade through special commendations or weekly opportunities provided after school. A half hour of work will earn five points of credit. Major or serious violations or offenses may not be worked off except at the discretion of the Principal.

<u>Infraction</u>	<u>Point(s)</u>
1. Classroom conduct	1-5+ Teacher's discretion
2. Disrespect towards staff or peers	1-5+ and possible step
3. Public display of affection (including singling off as couples)	1-5+ an possible step
4. Improper storage of supplies, books, lunches, etc.....	1-5 + Teacher's discretion
5. Improper language	1-5+ and possible step
6. Dress infraction	1-5+ and possible uniform
7. Unexcused (non-homeroom) tardies	5+ and possible step
8. Lying	1-5+ Teacher's discretion
9. Cell phone misuse	5-20 and possible step – see L. on page 8
10. Cheating/plagiarism	10, 0 on assignment, and step
11. Stealing/vandalism	10, repair or replace, and step
12. Truancy (unexcused absence)	10 and step
13. Possessing weapons	10, step, Board conference, possible expulsion, parent contact

14. Using/possessing illegal drugs /paraphernalia	Parent contact, expulsion, Police
15. Using/possessing alcohol/tobacco -including matches & lighters	10, step, Board conference/possible expulsion, parent contact
16. Step 7 on Referral Step	Re-emphasizes possible expulsion
17. Improper Web use	Possible expulsion
18. Physical fighting on campus or at any school function	10, step, Board conference, possible expulsion, parent contact
19. Unauthorized electronics on campus (iPods, hand-held games, etc...)	5-10, possible step
20. Sexual Harassment	See page 13

Parents will be notified when a student's citizenship average falls below 80%. A student will not be eligible for the Honor Roll, sports or other school related activities if his/her citizenship grade falls below 80% or if he/she is on Step 3 or greater.

\* Any student on step three of the Severe Discipline program will be ineligible for activities as long as the steps are in place. Any student on the Severe Discipline Step 2 or greater will have their citizenship grade reset to 80% (rather than 100%) at the new quarter.

## 2) Severe Discipline Plan

The following are successive discipline referral steps that will be taken for any violations of the standards of conduct or dress. Severe cases may skip steps. Infractions after dropping below 80% on the citizenship grade may warrant a step. These steps begin new each semester.

Discipline Referral Steps administered by the Principal:

Step 1: Essay on misconduct or 3 days lunch detention, and parent contact

Step 2: One week (4days) of lunch detention and parent contact

Step 3: Work detention from 3:00-5:30pm and parent contact

Step 4: Saturday work detention from 9 a.m. to 12 p.m. and parent contact

Step 5: One day suspension, parent contact, and conference with student, spiritual head of the household, and the Principal

Step 6: Three day suspension, parent contact, and conference with the Principal

Step 7: Presentation to the Board for expulsion

Steps begin new with each semester

## F. Detention

Detention is given at the discretion of the administration. See Discipline Referral Steps.

1. Students who skip their discipline action will automatically move to the next referral step.
2. Students will NOT be excused from referral steps to participate in student activities.

## G. Suspensions

Suspended students may not participate in any school functions on the day of suspension. All work missed during a suspension must be made up. Parents will be notified of suspension. Parent's cooperation is required for suspension to be an effective discipline.

## H. Expulsion

In severe or repeated disciplinary cases, the Principal or Administrator may recommend to the Board that a student be expelled; that is, dismissed from school for the remainder of the year. Such an action can only be taken by the Makua Lani Board.

## I. Student Harassment / Bullying Policy

### 1. Policy

Makua Lani is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect, which is free from all forms of intimidation, exploitation and harassment, including sexual harassment. Employee-to-student and student-to-student sexual harassment is prohibited. This school is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion.

### 2. Definition of Harassment

“Harassment”, including “sexual harassment” means unwelcome sexual advances, requests for sexual favors, and the verbal, visual, or physical conduct of a nature that denigrates or shows hostility or aversion toward an individual because of his/her race, color, national origin, gender, disability or age, made by someone from or in the work or educational setting, under any of the following conditions:

- a. Submission to the conduct is explicitly or implicitly made a term or condition of an individual’s academic status, or progress.
- b. Submission to or rejection of the conduct by the individual is used as the basis of academic decisions affecting the individual.
- c. The conduct has the purpose or effect of having a negative impact upon the individual’s academic performance or of creating an intimidating, hostile, or offensive educational environment.
- d. Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through this school.

### 3. What To Do If You Experience or Observe Harassment

Students who feel that they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to one of the school officials designated below. Students who observe conduct of a sexually harassing nature is also encouraged to report the matter to one of the school officials designated below. All complaints will be promptly investigated.

### 4. Where to Report Harassment

The administrator, principal, or secretary are specifically authorized to receive complaints and to respond to questions regarding harassment. They can be reached at KCA 329-3093 or ML 329-4898.

### 5. Protection Against Retaliation

It is against the school’s policy to discriminate or retaliate against any person who has filed a complaint concerning harassment or has testified, assisted or participated in any manner in any investigation proceeding or hearing concerning harassment.

### 6. Consequences for Harassment

Any employee or student found to be responsible for sexual harassment in violation of this policy will be subject to appropriate disciplinary action up to and including expulsion or termination. The severity of the disciplinary action will be based upon the circumstances of the infraction.

## IV. ACADEMICS

### A. Student Load

The Makua Lani Board believes that the school can best meet its objectives with each student by having each student in the full program for the full school day. All first semester students must be full

time. Consideration may be given to 2<sup>nd</sup> semester seniors; however, all students will be encouraged to be full time.

#### B. Grading

Grades are determined at the end of each quarter. Semester grades will be used to determine GPAs and any honors. Grading begins anew at the beginning of each quarter.

<u>Grading Scale</u>	<u>GPA</u>	<u>Grading Scale</u>	<u>GPA</u>
A+ 98.00-100.0	4.0	C+ 78.00-79.99	2.5
A 93.00-97.99	4.0	C 73.00-77.99	2.0
A- 90.00-92.99	4.0	C- 70.00-72.99	2.0
B+ 88.00-89.99	3.5	D+ 68.00-69.99	1.5
B 83.00-87.99	3.0	D 63.00-67.99	1.0
B- 80.00-82.00	3.0	D- 60.00-62.99	1.0
		F 59.99 & Below	0.0

Incompletes must be made up within two weeks of the end of the quarter. In some classes, a grade of “Pass” or “Fail” may be given. In such courses, credit will be given or denied, but the grade will not be used to determine a GPA for academic or eligibility purposes.

#### C. GPA – Grade Point Average

A student’s Grade Point Average (GPA) will be used to determine academic honors, eligibility, or for any other purposes deemed necessary by the Administration. Points are given to letter grades as given in the GPA scale above.

#### D. Dropping and Adding Courses

Students may drop or add a course within two weeks after the semester begins. Parents and administration must approve all drop/adds. Students who drop courses after the two-week period will fail the course.

#### E. Honor Roll

Academic achievement will be recognized by two levels of honor roll as follows:

Highest Honor Roll: All A’s for the quarter or semester (A or B in AP is acceptable)

Honor Roll: GPA of 3.5 to 3.99 with nothing below a C.

1<sup>st</sup> Time, 2<sup>nd</sup> Time, 3<sup>rd</sup> Time: Recognition in School Newsletter and luncheon

**\*The honor will be forfeited if citizenship grades falls below 80%**

#### F. Homework

The ML curriculum is designed to have a reasonable amount of homework to reinforce and give practice to the lessons taught each day. The amount of time involved varies according to grade level and your child’s abilities and effort. Please check with your child’s teacher if you have questions about homework, content, time involved, etc.

#### G. Graduation Requirements

Makua Lani requires 24 credits of high school courses plus one ½ credit of Bible for each year in attendance to graduate. Course requirements are as follows:

English – 4	Math – 3	P.E. – 1	Health/Guidance – 1
History – 4	Science – 3	Electives – 3	Foreign Language – 2
Bible – 2	Core Visual Performing Arts - 1		

Transfer students will only be expected to meet the Bible requirements for their years in attendance at Makua Lani. More information is available in regards to P.E. credit under “Physical Education”, Section IV-I.

Makua Lani holds a Senior graduation. The ceremony guidelines are provided by the administration. The school sets aside a small budget for this ceremony, which is usually \$350. This budget allotment does not include refreshments or decorations. Any plans and finances for other things need to be organized by the parents and the graduates. Special recognition:

\*Valedictorian–student with highest cumulative GPA at the end of the 1<sup>st</sup> semester.

\*Salutatorian – student with second highest cumulative GPA at the end of the 1<sup>st</sup> semester.

\*Must be accompanied by Administrative Approval and discipline review (see Policy Manual 4043)

\* A student must be enrolled for one full year at Makua Lani for consideration.

Diploma recognition: Cum Laude – Cumulative GPA of 3.0 – 3.49

Magna Cum Laude – Cumulative GPA of 3.5 – 3.79

Summa Cum Laude – Cumulative GPA of 3.8 – 4.0

## H. Grade Placement

### 1. High School

High School students will be classified in grades by the number of accumulated credits according to the following scale:

Completion of 6 credits – 10<sup>th</sup> grade – Sophomore

Completion of 12 credits – 11<sup>th</sup> grade – Junior

Completion of 18 credits – 12<sup>th</sup> grade – Senior

Students will participate in student activities as a member of the class to which they are assigned by credit accumulation.

### 2. Junior High

Junior High School students pass or fail the grade. If a Junior High student fails two or more of the five basic classes (Bible, English, Math, Social Studies, and/or Science) he/she will fail the year. If such a student passes the failed courses through a summer school program, he/she may be eligible to pass the year. Any junior or senior high school student who fails to pass from one grade to the next will automatically come up for review before the Admissions Committee to be reconsidered for continued enrollment at Makua Lani.

## I. Plagiarism / Cheating

Plagiarism is stealing another person’s ideas. It will be explained and discussed by teachers in all classes. This includes copying another’s test, homework or school required materials. Papers that are found in violation of this will be dealt with severely. Consider the consequences and make sure you are NOT putting yourself in jeopardy. Due to the internet, it is very easy to catch plagiarism. Do not fall into temptation because of poor time management.

## J. Physical Education

P.E. credit is not offered every year. Credit hours can be obtained from a class in the community, which involves instruction and application relating to physical exercise. This may include dance, gymnastics, AYSO soccer, etc. The student must inform the Administration of their intent to enroll in a class for credit outside of Makua Lani at the beginning of the grading period. A training program earns .5 credits for every 60 hours.

The instructor will be required to fill out the appropriate forms (high school only) indicating a grade based on attitude, attendance, and participation. Involvement in BIIF sports can also earn the student .5 credits per sport. For more on BIIF sports, see Section V-D.

## K. Music Groups – Praise and Worship Team

All Makua Lani music teams are required to be at performances when designated by teacher or Administration.

## L. Standardized Testing

In April of each year, grades 8 through 11 are given standardized testing in order to monitor the achievement of the individual as well as the school. Test results are made available to parents upon request.

Freshmen, Sophomores and Juniors are all required to take the PSAT. Juniors and seniors are encouraged to take either the SAT or the ACT required by most colleges and universities. Admission requirements for colleges should be investigated early.

College Boards are not held on campus. However, registration dates and locations will be given. SAT 1 is the general test taken.

## M. College/Career Guidance

Our college counselor, Kim Dong will assist students with college/career selection, financial aid applications, scholarship opportunities, etc. The school hosts a College Information Night in the fall and spring. Juniors and seniors attend the local college fair each fall. For any questions, please contact Mrs. Dong via email at [makualanicounselor@gmail.com](mailto:makualanicounselor@gmail.com)

## V. ACTIVITIES

### A. Policy and Offerings

It is the policy of Makua Lani that all student activities are a means of developing high standards of Christian character. The activities are not to be seen as an end in themselves.

Makua Lani offers a variety of activities to enhance the talents and abilities of students, which include: bowling, golf, tennis, soccer, cross country, track, and Student Council.

### B. Student Council

The ML High School Student Council is composed of the following elected officers: President, Vice-President, Secretary, Treasurer, and Class Representatives. The Makua Lani Student Constitution governs them.

### C. Xtras – Christ’s Truth Reaching All Souls

The Xtras are the spiritual leadership group of Makua Lani. Applications must be submitted and approved. Biblical Leadership class is mandatory before selection.

### D. BIIF Enrollment Rules

To be eligible during a school semester for participation in interscholastic activities, a student must:

1. Have a current sports physical on file at the school (current within the year)
2. A student (excluding freshmen) must have passed for the immediately preceding semester, at least 4 semester units of credit toward graduation.
3. Be carrying a minimum of 3 classes (semester units) that lead to granting of credit toward graduation.
4. Be in regular attendance at school classes in which enrolled.
5. A student who becomes 19 years of age by August 1<sup>st</sup> shall be ineligible for interscholastic competition.

For complete BIIF rules and requirements regarding student eligibility, maximum participation, recruiting, transfer/residency rules, etc., contact the Makua Lani Athletic Director and read the Makua Lani Athletic Handbook.

#### E. Eligibility for Extra-Curricular Activities (including dances)

In addition to BIIF's rules, Makua Lani requires the following:

A student who is age 19 by September 1 is ineligible to participate in interscholastic sports for that school year. Eligibility starts from the freshman year regardless of where they attend school or how long.

1. A student must have passed (no F's) all courses in the quarter preceding the activity and must maintain a 2.0 grade point average (GPA).
2. A student must have 80% or above for their citizenship grade during the entire participation period. Any student on step three of the Severe Discipline program will be ineligible for activities as long as the steps are in place. Any student on the Severe Discipline Step 2 or greater will have their citizenship grade reset to 80% (rather than 100%) at the new quarter.
3. A student with an incomplete grade from the previous quarter is ineligible unless the incomplete is made up within 10 school days after the end of the quarter.
4. Participation will be based on the quarter before, as well as the quarter of participation. Grades will be checked and on or before the 3<sup>rd</sup> Monday of each new quarter and then throughout the period of participation. An athlete who is ineligible due to academics may not attend practice or participate in any games until such eligibility is restored as determined by the athletic director.
5. School athletes must be in school the entire day to be eligible to participate in practices or games for that day – Friday attendance is mandatory for weekend games.
6. The athletic director will verify every eligible requirement.

#### F. Fundraising

Ultimately, all fundraising must meet with the approval of the Makua Lani School Board.

Generally, the fundraising for school activities must be approved by the Administration.

#### G. Dances – Students must be in school the full day of or the day before a dance

The main dances at Makua Lani Christian School include the Winter Ball and the Junior Senior Prom. Permission forms for all Makua Lani students and guests must be completed to be admitted to the dance. NO students younger than 9<sup>th</sup> grade may attend. NO guest over 19 is allowed. The dance is for grades 9-12. Any non-Makua Lani student must have administrative approval.

Students must abide by all so stated information in the permission forms. Note that students MUST stay for the entire dance and that random Breathalyzer tests may be given.

Students with citizenship points under 80% or steps above 2 may not be allowed.

Dress code is stated on the permission slip and must be followed.

### VI. GENERAL INFORMATION

#### A. School Hours

8:05-2:45      Mondays, Tuesdays, Thursdays and Fridays  
8:05-12:00    Wednesdays

#### B. Church Attendance

Recognizing the importance of home, school and church working and praying together in the training of young people, we request that all families with children at Makua Lani Christian School

regularly attend a church of their choice for fellowship, spiritual growth and reinforcement on Christian truths.

#### C. Accreditation

Makua Lani is accredited through the Association of Christian Schools International and WASC (Western Association of Schools and Colleges). The school is also licensed with the Hawaii Council of Private Schools.

#### D. Chapel

Chapel days occur once a week and parents are welcome to attend. Students participate through special music, drama, etc. **and come prepared with Bible, notebook and pen.** All school chapels may be observed for special holidays or speakers. Families are also urged to regularly attend and be involved in a local Bible believing/teaching church as a way to reinforce the principles we teach. Makua Lani chapel times are usually held from 11:00-12:00 on Wednesdays. GIG (Getting Into God) week is held once a semester.

#### E. Fire Drills

At the sound of a continuous bell, students are to stand, form in lines as directed, and move out of the building in an orderly, prescribed manner. At two bells, they can return to the classroom in the same orderly manner. Students must walk in lines. They are expected to refrain from talking, pushing, or running. Each teacher will be with his/her group. A practice fire drill will be held each month during the school year.

#### F. Library

The library is available on campus. Check for availability with administration.

#### G. Lunch Program

Students must remain at school during lunch. Students will eat only in designated areas during scheduled lunch breaks. Students will be responsible to put trash in wastebaskets and to clean up the area when finished.

Seniors may leave on Thursdays for lunch provided their citizenship grade is 80% or above and the appropriate form has been signed by a parent and returned to the Office. Any tardiness will be dealt with by the Administration and may negate the privilege. This a lunch privilege only – no other activities are allowed.

Makua Lani will offer a selection of food through the Snack Shack. The Snack Shack is manned and run by Student Council.

#### H. Memberships

Makua Lani is a member of BIIF and the Association of Christian Schools International (ACSI), Hawaii Association of Independent Schools (HAIS) & the Western Association of Schools and Colleges (WASC).

#### I. Parent Involvement

Having chosen Makua Lani for my children, parents must commit and be an active participant in the school. Prayer support for the school and staff is vital. Parent involvement is required and includes workdays and school fundraisers. All financial obligations (i.e. tuition and fees) are expected within a given time frame. The Mathew 18 principal requires all conflicts be solved in a systematic procedure. Parents will abide by this and work with the faculty, administration and school board accordingly to make the best learning environment for the student.

#### J. Back to School Night

Back to School Night is held at the beginning of each school year to inform parents of plans, procedures and curriculum in the classroom. All parents are expected to attend.

#### K. Supplies

Prior to the opening of school, a list of needed supplies may be mailed to each student. All personal property should be clearly and unmistakably marked with full name of student to prevent confusion or loss. Basic supplies for most students include the following: Bible, paper, pens, and pencils. It is recommended that you check the supply list for special items requested by each teacher. Each student is required to bring a predetermined amount of paper towel and facial tissues to their homeroom the first week of school.

All supplies, books, lunches, etc... must be kept in lockers and away from doors, stairs, and common areas. Citizenship points will be given.

#### L. Visitors

Parents are welcome to visit the school at any time. If time is desired with a teacher, Principal, or Administrator during school hours, an appointment must be made. Upon entering the building, parents must check in at the Office before proceeding to a classroom.

Student visitors must have prior approval from the Administration and teachers with a completed form for visitors in the Office prior to the date of possible visitation. These visits are limited to a school day and only to those who are potentially future students of ML. Visitors are expected to abide by the rules and regulations of ML students and are expected to attend class with the host student. Visitors must sign in and receive a visitor's pass before attending classes.

#### M. Lost and Found

Lost items will be turned into the school office. Lost and found items will be kept in the office for one week and then will be donated to the needy.

#### N. Emergency Procedures

Do not panic. Teachers are to wait to receive instructions by the Administration. In case of a power outage, students from Room 2 will be allowed to go into another room that is vacant with more light. The Café or Library may be a choice.

In case of severe rain or wind, students will remain in the same classroom until Administration allows for movement. Students are NOT to leave the classroom regardless of the bell system. Any student that leaves will automatically be written up on a step.

Should it become necessary to dismiss school:

1. The Administration will call home for those students with cars first. As permission is granted, Administration will come and get the student to be dismissed.
2. Starting with the senior class, the Secretary, Principal, and/or Administrator will call home. **DO NOT COME TO THE OFFICE**. The lines will already be filled with parents trying to contact us. The Office will organize and contact students. Only if the Office sends for a student, should a student go to the Office.
3. Cell phones will only be allowed to be used in the Office and under the knowledge of the Administration. This is to make sure that Administration knows the decisions of all parents.