



# KAWAIAHA'O CHURCH SCHOOL FAMILY HANDBOOK

Updated August 2023

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# I. OVERVIEW

## **MISSION STATEMENT**

Kawaiahaʻo Church School (KCS) is a Christian program whose mission is to provide children, their families and teachers with an appropriate Montessori educational experience emphasizing Hawaiian cultural values and language.

## **FOUNDING HISTORY**

Kawaiahaʻo Church School is a Christian based non-profit educational institution owned and operated by Kawaiahaʻo Church Corporation. The Congregation of Kawaiahaʻo Church established the School in June of 1975 for 2 1/2 to 5 year olds. At present, Kawaiahaʻo Church School operates 2-3 years old Kama Iki Program, Preschool (3-6 yrs. Old) Kamaliʻi Program, Kindergarten and Elementary Programs (Grades K through 6).

## **EDUCATIONAL GOALS AND PHILOSOPHY**

The child's spiritual growth in Christ and their intellectual and emotional development through culture-based learning is our first priority. We believe that education is a partnership between the child, parent and school. When children are allowed to develop freely within a prepared environment, it will help them acquire inner guidance and an understanding of themselves and the world around them. Our goal is to nurture the natural curiosity and wonder of children to inspire a love for learning.

## **PROGRAM OVERVIEW**

Kawaiahaʻo Church School provides a Christian, culture-based curriculum using the Montessori philosophy that emphasizes the development of the whole child; intellectual, physical, social, emotional, and

spiritual. The program is characterized as:

- An environment rich in Christian and Hawaiian values
- Loving, nurturing and safe
- A prepared environment that is child-centered and responsive
- Learning activities that are spontaneous, dynamic, and self-directed
- Hands on experience
- Intrinsic motivation and freedom within limits
- Mixed age grouping that stresses cooperation and collaboration in a peaceful, community setting

The child's natural sense of wonder, exploration, discovery, independence, and concentration are nurtured in the classroom. The program moves the child from concrete experiences in primary to abstract concepts in Elementary. At the concrete level, a student observes and classifies natural phenomena. At the abstract level, the student conducts experiments to determine causes. Throughout the child's experience in all programs, culture-based curriculum is integrated in all content areas.

The 2-3 Kama Iki year old classrooms are prepared to meet the 2-3 year old's growing emotional and cognitive abilities. Classroom exercises include sensorial work and instruction in math and language. As the child grows emotionally, physically and intellectually, the activities in the classroom continue to change to meet his/her needs. In many instances, this is the first experience the child has of being away from his/her caretaker. Waiting one's turn,

sharing and patience are important lessons that each child learns. An emphasis on the importance of a peaceful environment, with the necessary nurturing and caring, is a characteristic of this program.

The Primary Kamali'i Program (3-6 year olds) emphasizes development of psychomotor and perceptual skills, social and cognitive abilities and the spiritual growth in Christ. The environment aims to instill a sense of order and independence and also to combine coordination of movement with concentration. The culture-based curriculum is kinesthetic; learning through whole body experiences rather than only hands on experiences. Starting at the primary level, children are presented lessons in sensorial, math, language arts, geography, history, zoology, botany, and practical life. The child's mastery and security in each of these areas builds the foundation for a successful transition into the Kindergarten and Elementary programs (6-11 year olds). The practice of prayer and the discussion of Jesus' love for them accompanied with Bible stories and songs prepare them in a relationship with Christ.

The Kindergarten and Elementary curriculum is highly individualized, allowing for acceleration or reinforcement when appropriate. Curriculum is research-oriented, grounded in S.T.E.A.M (science, technology, engineering, art, and mathematics) foundations, and incorporates Christian and cultural values. The school provides a pragmatic balance between encouraging creative exploration and developing skills particularly in the areas of reading, writing, and math.

Testing and assessments are administered in different forms, either individually or as a

group in those subject areas as a means of measuring the mastery of fundamental principles and proficiencies. This includes standardized testing beginning the 3<sup>rd</sup> grade. Students are given the opportunity to do practice tests prior to formalized testing in 3<sup>rd</sup> grade.

### **SCHOOL AFFILIATION**

Kawaiaha'o Church School is affiliated with the American Montessori Society (AMS) and serves as an internship site for students enrolled in the Montessori Teacher Training Program at Chaminade University of Honolulu. Our Group Child Care (GCC) and Elementary ASC is licensed by the Department of Human Services (DHS) and the Hawai'i Council of Private Schools (HCPS). Kawaiaha'o Church School is accredited by the Western Association of Schools and Colleges (WASC) and the Hawaii Association of Independent Schools (HAIS) Accreditation.

### **SCHOOL EXPECTATIONS**

Kawaiaha'o Church School's Vision Statement is aloha ke Akua (love God), aloha kekahi i kekahi (love one another), and aloha 'āina (love the land). KCS and staff strives to model these principles every day and share these values in its curriculum and activities. The school also expects our students, families, and staff to treat one another with respect, communicate with aloha, and be good stewards of our school environment and classrooms.

This Family Handbook outlines school policies and procedures from admissions to attendance policies, standardized testing to student reports. The school may also issue supplemental policies that families will be provided with during any given school year. KCS expects all students, parents/guardians,

family members, and staff to follow all school policies and procedures, as well as to uphold the values of aloha and kekahi i kekahi. The school believes it is important to model aloha to the keiki and work together as a team.

**If at any point the students, parents/guardians, family members do not comply with school policies, expectations, and/or standards of conduct, the school reserves the right to rescind admission or reevaluate if continued enrollment is in the best interest of the student, family, classroom and/or school at any time.**

## II. PARENT AND STAFF RELATIONS

### **Parent Communication**

Kawaiahaʻo Church School welcomes thoughtful, responsible comments from parents. It is essential that faculty, staff and parents communicate openly, respectfully and with a high degree of trust. The following list is provided to help facilitate appropriate communication between parents and school.

- If your concern is regarding your child, a birthday celebration, work or curriculum in the classroom, please contact your child's teacher.
- If you have a concern regarding registration, school records, financial matters, general information, please contact Admissions.
- If your concern has to do with special events, fundraising and after school programs, please contact the Director's Office.
- If your concern is regarding school policies, or safety considerations, please contact the Director.

### **Parent and Kawaiahaʻo Church School Partnership**

Open, honest, and respectful communication between parents, faculty and staff are essential to a strong partnership to benefit our children.

Working together, parents and KCS faculty, staff and administration, have a strong influence on the emotional, social, academic, and spiritual development of our children. By modeling adult working relationships based upon respect and openness, we also help children to grow and mature in their relationships with others. Trust and mutual respect are the two most important factors in the parent and KCS partnership.

Parent involvement and support is critical to the success of KCS. Staying informed about important school events, reading written communication, volunteering, attending pertinent meetings and communicating concerns openly and constructively help to build a foundation for a successful partnership. KCS is committed to open and timely communication regarding pertinent information. In addition, thoughtful questions and suggestions are always welcomed.

### **Contacting Teachers**

Teachers are not available to speak on the phone during class time. Should you wish to leave a message for a teacher please call the school at 585-0622. Teachers will be available to return calls during their break. In the event of an emergency, please speak with our office staff.

### **Family Mailboxes**

Each family has been assigned a message box in which notes from the Office, Teachers and Parent Group may be placed. These message boxes are located at the entrance to each classroom. Parents are responsible to check their mailboxes daily. Mailboxes are for school communication only. Mailboxes are strictly forbidden for personal use such as party invitations, commercial use, or other non-school related solicitations.

Also, please read the bulletin board posted at your child's classroom. Posted notices are of a timely nature which include notification of contagious illnesses, reminders of field trips or meetings, etc.

### **Kaleihiwa Parent Organization**

As approved by the Kaleihiwa Parent Organization on October 28, 2010:

The purpose of the Kaleihiwa Parent Organization is to provide necessary support for Kawaiahaʻo Church School. Kaleihiwa Parent Organization exists to serve Kawaiahaʻo Church School.

Membership: All parents of KCS students are automatically members of the Kaleihiwa Parent Organization. Active members will be supportive of the school's faculty, staff, administration and mission and be committed to the enrichment of our keiki's spiritual growth, cultural experience, and education.

### ***Officer Positions***

***School Liaison*** – The connection from the parent group to the school administration and KCS Council. ***Spokesperson*** – Responsible for taking notes and communicating the group's activities to the general parent membership.

***Bookkeeper*** – Responsible for transactions between the parent group and the Kawaiahaʻo Church Business Office.

### ***Meetings***

All are encouraged to attend scheduled meetings. KPO Officers will publicize the meetings via classroom posters and email blasts to classroom lists.

- The KPO may choose to support the school in the following ways:  
Sponsor school-wide social activities (such as Snow Day) which promote parent/student interest and school support while fostering Kawaiahaʻo Church School's spiritual, Montessori and Hawaiian values.
- Sponsor enrichment opportunities for parents and families. These can be presented in the form of visiting

speakers, book or journal clubs, support groups, and the like.

- Raise funds to support school activities, physical improvements, and materials pertaining to curricular use. If fundraising happens to exceed the goals that have been set, then those excess funds will be spent as determined by KPO.

### **Parent Participation Policy**

The KCS Parent Participation Policy provides parents and extended family members the opportunity to get involved with and support KCS. Each family is required to provide 10 loving hours of service to the school per school year. Single parent families are required to provide ½ that amount. Please check with your child's teacher and the school's Events Coordinator for a list of parent participation opportunities.

### **New Family Orientation**

Families new to KCS are required to attend an orientation before the start of the new school year. General school policies are reviewed and discussed. New families will have the opportunity to meet their child's teachers.



### III. ADMISSIONS

Kawaiaha‘o Church School offers programs for children ages 2 to 11 years old. KCS does not discriminate on the basis of race, religion, national origin, or political belief. Each application for admission is assessed individually, pursuant to the enrollment criteria for the programs and curriculum of KCS.

Children with exceptional needs (behavioral/emotional, developmental learning differences) are accepted at Kawaiaha‘o Church School if the Director(s) and Classroom Teacher, and the parents/guardians feel the child’s needs can be met within the Kawaiaha‘o Church School setting. We will limit the number of students who require additional staff resources to ensure that all students fairly receive appropriate instruction and attention. The school makes every reasonable attempt to guide the children to success in the program.

All new students are admitted with a 60-day probationary status. Kawaiaha‘o Church School reserves the right to dismiss any child and/or prohibit any parent or family member from the school, when the school believes it necessary for the best interest of the child or school. The school also reserves the right to re-evaluate whether the continued enrollment is in the best interest of the student, family, classroom environment and/or school.

#### **Enrollment Criteria**

##### ***2-3 years old (Kama iki)***

For a child to be considered for our Kama iki program, he or she must be at least 2 years old.

##### ***Primary (Kamali‘i)***

For a child to be considered for our Primary Kamali‘i program, he or she must be at least

3 years and toilet-trained.

##### ***Kindergarten***

For a child to be considered and remain in our Kindergarten program, he or she must be 5 years by July 31<sup>st</sup> of that same year and meet all expectations below:

- Able to follow teacher’s directions
- Able to work cooperatively with peers
- Able to work and choose work independently
- Able to be responsible for self-care (using the bathroom, dressing self, putting on shoes, etc.)
- Able to express wants and needs verbally using complete sentences
- Able to write his/her name
- Able to count and identify numbers/objects 1-20
- Recognize the alphabets upper/lower case
- Able to grip a pencil, marker, or crayon correctly with thumb and forefinger
- Knows most colors
- Can identify at least 3 or more basic shapes, i.e., circle, triangle, square, etc.

New incoming kindergarten students and parent/guardians are recommended to meet with the kindergarten teacher prior to the start of school.

##### ***Elementary***

For a child to be considered and remain in our Elementary program, he or she must be 6 years old by July 31<sup>st</sup> of that same year. In addition to the kindergarten list of expectations above, elementary students also need to do as follows:

- Write his/her first and last name

- Respect classroom rules and relate positively to peers and adults
- Read phonetically and/or recognize words
- Concentrate and complete task
- Able to work in groups and collaboration with others

***In addition to the above criteria, prospective elementary students from outside of Kawaiaha‘o Church School must:***

- Submit student evaluations and one letter of recommendation from their previously attended school (applications without these documents will not be accepted).
- Have student and parent interview with elementary teacher.

Applications are accepted in the following order:

1. Current KCS students whose applications and payment of required fees are received by an established re-enrollment deadline.
2. Siblings of current KCS students whose application and payment of required fees are received by an established re-enrollment deadline.
3. Children of Kawaiaha‘o Church members.
4. New students with a prospective long-term commitment to the school

Applications from families outside KCS are received throughout the year. Regardless of the date of application, prospective students are not considered for enrollment

until one month following the KCS re-enrollment deadline for current families. Date of application will be taken into consideration when all other factors are equal. Once the school year has commenced, entrance into the program will be considered on an individual basis on a first-come, first-serve basis. Upon enrollment, families will be provided with an application to the After School Care (ASC) Program. The ASC program has limited spaces. All enrolled KCS families may sign up for ASC for an additional fee, when space is available.

**Student Placement**

The Admissions Office will review applications of all new and returning students. When a child is placed in one of our programs and classrooms, the following is considered: boy/girl ratio, ability level, age, classroom size, and special needs. A well-balanced classroom is critical for the success of both new and returning students. Please let the Admissions Office know if you are interested in requesting the dual language program.

**Siblings**

It is up to the discretion of the Director(s) and the classroom teacher as to whether it is appropriate for siblings to be placed in the same classroom.

**Tuitions and Fees**

Parents/guardians are required to arrange and make timely payments and tuition payments through our online payment system, TADS. Details on accessing this system is found in our school’s admissions office or school website. Tuition and fees are also available on the school website.

### **Student Withdrawals**

In the event a student withdraws from KCS, the parent and/or guardian must provide written notice at least 30 days prior to the effective withdrawal date. With this written notice, KCS will return the last month's deposit if the last month's tuition balance is paid in full. If 30 day written notice is not made, the registration deposit will be forfeited. In the event of an early withdrawal, tuition will not be pro-rated. No tuition is refunded for temporary withdrawals (illness, vacations, or other reasons).

### **School Observation and Tours**

Prospective parents are encouraged to visit the school prior to enrolling. Appointments are necessary and can be made by calling the school or booking online.

### ***General Etiquette for Observation***

- Observers must use hushed tones and limited communication within the classroom. Children are friendly and may approach the observer. If this happens, we would expect the observer to be warm and responsive. However, the observer should not interrupt the children at work or engage them in conversation unless approached.
- Picture taking is prohibited in the classroom without prior consent from the Director.

## IV. HEALTH AND SAFETY

The health and safety of Kawaiaha‘o Church School students and staff is a top priority. For all students new to Kawaiaha‘o Church School, the following health requirements must be documented and turned into the Admissions office before your child’s first day of school. A child’s health information should be documented on a “Student Health Record” (Form 14), which can be obtained and completed by your child’s physician.

In the event of a pandemic, outbreak, natural disaster and/or act of God, additional supplemental health requirements may be mandated by the school, health department, or other agencies. Complying with any and all health requirements and policies provided by the school are mandatory for continued enrollment and/or acceptance to KCS. Any exemption requests made prior to July 1, 2021, will be grandfathered in.

### **HEALTH REQUIREMENTS**

Hawaii State Law requires all students to meet the school health requirements listed below. The health requirements are part of the Kawaiaha‘o Church School admissions process before completing enrollment and student placement.

Tuberculosis clearance is required prior to the student’s first day of school.

### **I. TUBERCULOSIS CLEARANCE**

- A negative tuberculin (t.b.) skin test (Mantoux) or chest x-ray for all new KCS students, to have been completed within one year before the student’s first entrance into school in Hawaii.

- The PPD Mantoux skin test (or chest x-ray) will provide acceptable t.b. clearance, but a time test is not acceptable.
- Must be performed by a U.S. licensed practitioner (MD, DO, APRN, or PA).
- Without a tuberculosis clearance, children are not permitted to start school.

### **II. HEALTH RECORDS** (Form 14 and DHS Form 908)

- All new students must submit a current record of all health requirements (Form 14) prior to enrollment.
- These requirements must include (in English) records of a physical examination (completed within one year prior to Hawaii school entry), updated immunizations, and a record of a negative tuberculosis test.
- In addition, all Preschool students (including Two Year-Olds) must also submit the DHS Form 908.
- Blank copies of these forms are available on the school’s website. The Form 14 is also available through your (local) physician’s office.

### **III. PHYSICAL EXAMINATION**

- Must be completed within one year prior to first entrance into school in Hawaii.
- Must be performed by a U.S. licensed practitioner (MD, DO, APRN, or PA).

### **IV. IMMUNIZATIONS**

All immunizations must meet the minimum ages and intervals between vaccine doses as required by Hawaii Administrative Rules, Title 11, Department of Health; Chapter 157, Examination and Immunization.

### **REQUIRED IMMUNIZATIONS:**

#### ***Twos & 3-6 Preschool***

DTaP, DTP = 4 doses

Polio = 3 doses

MMR = 1 dose  
Hep B = 3 doses  
Hib = 1 dose  
Varicella = 1 dose

Documented history of varicella by a U.S. licensed practitioner (MD, DO, APRN, or PA) may be substituted.

### ***Kindergarten through Grade 6***

DTaP, DTP = 5 doses  
Polio = 4 doses  
MMR = 2 doses  
Hep B = 3 doses  
Varicella = 1-2 doses

Documented history of varicella by a U.S. licensed practitioner (MD, DO, APRN, or PA) may be substituted.

### **IMPORTANT SUMMER ENROLLMENT INFORMATION**

Outside applicants and students who were enrolled in previous KCS summer programs must complete any outstanding health requirements prior to enrolling at KCS for any subsequent summer programs.

### **HEALTH AND SAFETY POLICIES**

Please inform the office if your child will be absent. Children should be kept home if they are exhibiting one or more of these symptoms:

- 99-100 degree temperature
- sore throat
- runny nose/eyes (due to congestion or allergies)
- itchy eyes/runny nose (due to allergies or infections)
- coughing
- intestinal upset
- diarrhea and/or vomiting
- unable to contain the spread of germs (due to severe allergies or illness)

A child who has vomited, had a fever, or diarrhea, must wait 24 hours (without the aid of medication) after these symptoms subside before returning to school.

All communicable diseases must be reported to the office immediately and a doctor's written release may be required before re-admission. Communicable diseases include but are not limited to:

- chicken pox
- measles
- mumps
- streptococcal infections
- scabies
- conjunctivitis (pink eye)
- impetigo
- head lice
- ringworm
- pinworms
- COVID-19 (potential exposures must be reported as well, including but not limited to positive cases in a child's household)

Parents/guardians will be notified appropriately of the existence of a communicable disease at school. If a child is deemed too ill to be in school, and/or exhibiting symptoms such as a runny nose with colored discharge or fever, parents/guardians will be called to take the child home within an hour of notification.

### **Medication**

A medication permission form (available from the school website) completed and signed by the parents must be submitted to the school office prior to a teacher dispensing any medication. The form must include the following information: type of medication to be given, method of

administration, dosage, time(s) to be given, starting/ending dates.

The medication must be in its original container with the prescription label affixed with the child's name. This is true for over the counter medications (including sunscreen) as well as prescription medications (including inhalers and epi-pens). All medications must be provided to the child's teacher and may not be stored in lunch boxes. All medication needing refrigeration must be stored in a sealed plastic bag clearly labeled with the child's name.

### **Peanut Allergies**

KCS is a peanut-free school. If your child has peanut allergies and has been prescribed an epinephrine injection (epi-pen) please send at least 2 (two) for the child's classroom, as well as 2 (two) for the After School Care Program, if applicable. Each epi-pen should be sealed in a plastic bag labeled with your child's name and the prescription label with the expiration date.

Staff trained in CPR and first Aid are also trained in administering epi-pens. Parents/guardians are asked to be cognizant of epi-pen prescription expiration dates so that current epi-pens can be provided to school. As it is vitally important to be prepared in case of accidental ingestion of peanuts, KCS will not admit a child who has peanut allergies unless the school has a current prescription epi-pen for that child.

### **Diapering**

All diapering for children in our toddler Kama Iki 2-3 year old program will be carried out in a sanitary, safe manner to prevent the spread of germs and diseases that can occur during the diaper changing process. The diapering procedure will be

posted above the area diapering is to take place. Parents/guardians are asked to provide diapers/pullups for their child to be used at school.

### **Sanitation Practices**

Hand washing is required by all staff, volunteers, and children to reduce the risk of transmission of infectious diseases to themselves and to others.

Staff assists children with hand washing as needed to successfully complete the task. Children wash either independently or with staff assistance.

Proper hand-washing procedures are followed by adults and children and include:

- using liquid soap and running water
- rubbing hands vigorously for at least 10 seconds, including back of hands, wrists, between fingers, under and around any jewelry, and under fingernails; rinsing well; drying hands with a paper towel, a single-use towel, or a dryer; and avoiding touching the faucet with just-washed hands (e.g., by using a paper towel to turn off water).

### **School Accidents**

An Accident Report will be provided to parents/guardians in case of minor accidents at school. In case of any kind of head injury from the neck up, parents will be immediately contacted by telephone. In rare situations where immediate medical attention is required, the school will phone 911 and contact the parents/guardians. If it is necessary to transport a child to a hospital, one of the child's teachers will accompany and stay with him/her until the parents arrive.

### **Emergencies**

An updated Emergency Contact form must be submitted to the office with changes in your emergency information especially changes in phone numbers or email addresses. It is essential that names and phone numbers of persons outside the immediate family be provided. If there is a serious accident or illness, and if no hospital preference is stated on your emergency card, your child will be taken to Queen's Medical Center.

### **Sun Protection**

Given our climate, it is important for parents to apply sunscreen to children prior to arriving at school in the morning. Please provide your child with a hat to wear outdoors. Teachers are not allowed to apply sunscreen to children.

### **Child Abuse**

Kawaiaha'o Church School complies with the Child Protection Act of 1987 and the mandatory reporting requirements under that Act. Any employee of Kawaiaha'o Church School who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect, or who has observed a child being subjected to circumstances or conditions which would reasonably result in abuse or neglect, shall immediately report or cause a report to be made to Hawai'i Child Protective Services. If the employee is uncertain as to whether reasonable cause to suspect child abuse or neglect exists, the employee should report according to the law and this policy and allow the Hawai'i CPS to determine whether an investigation is warranted.

## V. ATTENDANCE POLICIES AND PROCEDURES

Please arrive to school by 7:45 a.m. Beginning the school day on time allows your child to participate in valuable social interaction and learning experiences, which they would otherwise miss. Regular attendance is critical to the learning process and academic success of children.

Children benefit greatly with a set daily routine and a predictable schedule. Arriving at school every day on time helps children to know what to expect from the teacher and the classroom. Morning circle time is a crucial part of the school day. During morning circle, children greet each other and the teacher introduces new activities. The teacher and the children discuss what will happen in class that day, as well as what has happened in the past.

Late arrivals are disruptive and inconsiderate to the rest of the class, and nothing can be more detrimental to a child's education than irregular attendance. If unforeseen circumstances cause you to be late, and circle time is already in progress, we will ask the child to enter the room quietly so the class is not disturbed. If you plan to arrive after 9:00 a.m., please notify the school office and your child's teacher in advanced in writing; otherwise, your child will be considered absent for the day, and you will have to make other arrangements for care as your child will not be admitted for that day.

Piko is where we gather as an entire school in our courtyard and starts at 8:00 a.m. During this time the entire school pledges to our American and Hawaiian flag/Hawai'i Pono'i, Pledge to ke Akua, school and other 'Oli, various mele/songs, mission statement, birthday blessings, important information, and daily announcements.

### 2-3 year old Kama iki classes

All 2-3 year old children are strongly encouraged to be in school by 8:00 a.m. We recommend that the children participate in our daily Piko/assembly meeting with the entire school. If you plan to arrive after 9:00 a.m., please notify the school office and your child's teacher in advanced in writing; otherwise, your child will be considered absent for the day, and you will have to make other arrangements for care as your child will not be admitted for that day. Prior arrangements are to be made with the school office for all absences or appointments. Children may return to school after morning appointments only if they will be returning before 11:00 a.m.

### Primary 3-6 year old Kamali'i classes

All primary children are strongly encouraged to be in school by 8:00 a.m. for Piko. We recommend that the children participate in our daily Piko/assembly meeting with the entire school. If you plan to arrive after 9:00 a.m., please notify the school office and your child's teacher in advanced in writing; otherwise, your child will be considered absent for the day, and you will have to make other arrangements for care as your child will not be admitted for that day. Prior arrangements are to be made with the school office for all absences or appointments. Children may return to school after morning appointments only if they will be returning before 11:00 a.m.

### Elementary K-6<sup>th</sup> grade

All elementary children are required to be in school by 8:00 a.m. Children will be considered tardy after 8:00 a.m. and will need to check in at the school office. Tardies, absences, and attendance records are included on a student's school records, which follow students to his or her next



school. Prior arrangements are to be made with the school office for all absences or appointments. If you plan to arrive after 9:00 a.m., please notify the school office and your child's teacher in advanced in writing; otherwise, your child will be considered absent for the day, and you will have to make other arrangements for care as your child will not be admitted for that day.

### **Absences**

1. When students are absent, the parent/guardian must inform the teacher or call the school office at 585- 0622.

2. In the case of extended absences, it is the responsibility of the student and the parents/guardians to work with the teacher(s) to make up all work and learning missed.

3. For Elementary students (kama iki and kamali'i students upon request):  
Upon child's return to school, parents/guardians are asked to send a note attaching the necessary documentation, (i.e., doctor's note) as needed for an excused absence within three school days upon returning to school so the absence can be marked accordingly in the school attendance system.

### **Excused Absences**

- Funeral services for a family member
- Doctor / Dentist appointment (doctor's note required)
- Family Court appointments, hearings, and hearings involving foster children, (note from Family Court required).
- Illness (Absence due to illness for three or more consecutive days, a doctor's note is required.)

### **Administration-Approved Leave for Elementary Students:**

Eligibility for Administration-Approved leave will be reviewed on a case-by-case basis using the following criteria:

- Submit written parental notification to Administration two (2) weeks prior to leave
- Obtain Administration's approval for leave
- Have 95% attendance

### **Tardies**

Students who arrive after 8:00a.m. are considered tardy and their attendance (for elementary students) will be marked accordingly. If the student arrives after morning attendance has been taken, they should check in at the front office.

### **Excused Tardies**

- Funeral services for a family member
- Doctor / Dentist appointment (doctor's note required)
- Family Court appointment (note from Family Court required)

### **Unexcused Tardies**

- Car trouble
- Lack of childcare or babysitting
- Overslept, late start
- Waiting for siblings
- Completing homework
- Lack of transportation
- Waiting for parent to drop off items
- Traffic (can be reviewed on a case-by-case basis, if traffic situation impacts multiple families coming from same community)

### **Authorized School Activities**

Any student who misses class or is tardy due to Authorized School Activities shall not

be marked absent or tardy or penalized for missing class provided they have the proper documentation.

“Authorized School Activities” may include but are not limited to:

- 1) On-campus activities such as
  - a. Appointments with administrator
  - b. Meeting with another teacher
- 2) Off-campus activities such as:
  - a. School-related field trips
  - b. Participation in school events

### **Administrative Steps For Tardies or Absences**

#### *Unexcused Tardies*

1. 5 tardies: Student counseled by teacher and parent contacted by phone or email
2. 10 tardies: Attendance letter sent home
3. 15 tardies: 2nd attendance letter sent home via certified mail, attendance referral submitted, phone/ in-person conference held with parent by School Director

#### *Unexcused Absences*

1. 5 absences: Student counseled by teacher and parent contacted by phone or email
2. 10 absences: Attendance letter sent home
3. 15 absences: 2nd attendance letter sent home via certified mail, attendance referral submitted, School Director sets up conference with parent, contract may be created (Chronic absenteeism is defined as 15 or more absences within a school year)
4. 20 absences: Conference or home visit scheduled with parent by School Director to revisit contract and determine possibility of education neglect and next steps.

### **Excessive Unexcused Absences for Kindergarten or Elementary Programs**

The Hawaii Revised Statute, Section 302A-1132, states that unless excluded from school or exempted from attendance, all children who will have arrived at the age of at least six years, and who will not have arrived at the age of eighteen years, by January 1st of any school year, shall attend either a public or private school for, and during, the school year, and any parent, guardian, or other person having the responsibility for, or care of, a child whose attendance at school is obligatory, shall send the child to either a public or private school.

The State of Hawaii, Department of Education, defines truancy as unauthorized absences from school. Currently Section 302A-1135 of the Hawaii Revised Statutes states that if any child of school age persists in absencing oneself from school, the family court judge, upon a proper petition, citation, or complaint being made by the school teacher or any other officer or agent of the department, or police officer, or any other person, shall cause the child, and the father or mother, guardian, or other person having charge of the child, to be summoned to appear before the judge. Upon its being proved that the person responsible for the child had not used proper diligence to enforce the child’s regular attendance at school, the responsible party shall be guilty of a petty misdemeanor.

School attendance is a primary indicator of academic success. Excessive absences can be detrimental to their learning and may have a negative effect on students' grades. Please schedule doctor, dentist, and other appointments outside of school hours and plan family trips to coincide with school vacations.

Parents/guardians are responsible for notifying the office in writing of any special custody arrangements. Parents/guardians will be asked to provide evidence of any legal action, which curtails the non-custodial parent's rights.

### **Program Hours**

2-3 year old *Program* 7:45a.m.– 2:30p.m.  
*Before School Care* 7:00a.m.- 7:45a.m.  
*After School Care* 2:30p.m. – 5:00p.m.  
*Primary Program* 7:45a.m. – 2:30p.m.  
*Before School Care* 7:00a.m.- 7:45a.m.  
*After School Care* 2:30p.m. – 5:00p.m.  
*Elementary Program* 7:45a.m. – 2:30p.m.  
*Before School Care* 7:00a.m.- 7:45a.m.  
*After School Care* 2:30p.m. – 5:00p.m.

The regular school day program ends at 2:30p.m. The After School Care program ends at 5:00p.m. The student must be picked up by his or her respective program end time. There is no grace period. A \$1 per minute charge will be assessed. It is especially important for teachers to have access to work and cell phone numbers, in order that the parents may be reached in an emergency. Please make sure the emergency form in your child's file is kept current.

### **Release of Children**

Children are expected to be picked up at their scheduled time by authorized persons. Children will only be released to someone other than parents who are listed on the emergency form. Exceptions must be made in writing in advance. It is understandable that unplanned situations arise and last minute arrangements may need to be made regarding the pick-up of children. In these cases, please call the office and provide a detailed description of the person, legal name, relationship to child, and his/her address and phone number. The designated individual will be required to provide a picture ID with address and phone number.

## VI. AFTER SCHOOL CARE (ASC)

After School Care (ASC) is available between 2:30 – 5:00 p.m. for Kama Iki, Primary Kamali'i, and Elementary children. After School Care can be arranged through the admissions office for an additional charge. Any changes made to your student account requires a "Change of Status" form turned in to the admissions office or online and will then be updated in TADS.

After School Care activities include events on the playground or gym, arts and crafts activities, food preparation, or quiet activities in the classroom on days with inclement weather. An afternoon snack is also served daily. We will make provisions for the individual needs of children as best as we are able to provide.

Pick up after 5:00p.m. is considered late. There is no grace period. A \$1 per minute charge will be assessed. It is especially important for teachers to have access to work and cell phone numbers, in order that the parents may be reached in an emergency. Please make sure the emergency form in your child's file is kept current.

In the event that a child is not picked up by 5:00 p.m. and the After School Care provider has not been notified by the parent of an emergency situation, individuals on the Emergency Form will be contacted to pick up the child. If they cannot be reached, Child Protective Services may be called to pick-up the child.

The school will observe, and be closed, on all legal holidays. There will be no childcare provided on these holidays. Please consult your school calendar and note the days the school will be closed.

### Outside Extracurricular Programs

Kawaiaha'o Church School offers Outside Extracurricular programs taught by outside professionals who have passed a screening for instructing children. The instructors will send out flyers regarding class times, costs, and sign-up processes. The instructors manage communication and class sign-ups directly with the parents and do not involve the Kawaiaha'o Church School Administrative staff. If you have questions regarding an Outside Extracurricular class, please contact the instructor directly.

Parents will be charged for childcare between class dismissal time and the start time of the Outside Extracurricular program, if applicable. If a child is not picked up when the Outside Extracurricular program ends, the child will be taken to After School Care and charged the applicable late fees (\$1 per minute).

## VII. STANDARDIZED TESTING AND REPORTS

### **Standardized Testing**

Elementary students (3<sup>rd</sup>-6<sup>th</sup> grade) will be administered a national achievement test each spring. These tests are given to provide students with the experience of taking such tests; provide some predictive information; provide a formalized achievement benchmark to the parent and teacher; and evaluate composite scores that may indicate more emphasis in a given curriculum area for the teaching staff.

### **Student Reports**

Kama Iki and Kamali'i Programs: Parent conferences are scheduled after the first 6 weeks for newly enrolled students in the 2-3 year old Kama Iki Program and Kamali'i Primary Program. The initial 6-week conference with the teacher and parent(s) is an informal conference (no written report) to assess how their keiki is adjusting to school. Personal development, academics, issues and concerns are discussed at the Formal Mid-Year and End of the Year conference, where Student Reports are distributed. The Mid-Year conference is required, the End of the Year conference is optional. Parents/guardians will be provided a copy of the Reports and will be asked to sign the Report and it will be included in the student's file.

Kindergarten and Elementary Programs: At the kindergarten/elementary level, parent conferences are scheduled for January and May, at which time student reports are distributed. The Mid-Year conference is required, the End of the Year conference is optional. Parents/guardians will be provided a copy of the Reports and will be asked to sign the Report and it will be included in the student's file.

Student reports are intended to reflect the

teacher's assessment of the child's achievements. Students do not receive grades, but the student report will indicate mastery level for given concepts/curriculum area.

Parents who have a concern regarding his/her child are encouraged to schedule a conference with their child's teacher. Your child's education is a partnership between the parents and the school and fluid communication will strengthen this partnership.

## VIII. DISCIPLINE POLICY AND STANDARDS OF CONDUCT

The Montessori philosophy stresses self-discipline of the child. In an atmosphere of freedom within limits, the focus is placed on a sense of responsibility, respect for persons and materials, consideration of others and cooperation. Montessori discipline emphasizes non-punitive, positive methods that avoid personal humiliation. Discipline is in the form of logical consequences and will be appropriate to the child's developmental stage and level of understanding.

Kawaiaha'o Church School believes working with any misbehavior or misconduct issues requires the collaborative and cooperative partnership with the child's family. KCS reserves the right to suspend or dismiss any child when the school believes it necessary for the protection of others in the classroom community and if his/her placement is not in the best interest of that child, another child, or the school environment. This includes the child's parents/guardians or any household and family member not abiding by the school's standards of conduct or school policies at anytime.

### **Standards of Conduct**

Kawaiaha'o Church School maintains the highest standards of business ethics and conduct in the instruction, communication, and interactions occurring within and involving the school. These standards apply to staff, teachers, parents/guardians, family members, and all adults involved with Kawaiaha'o Church School. The intent is to foster and maintain a safe environment for all, in which everyone treats others with consideration and respect.

Examples of misconduct include but are not limited to the following:

- Violation of any policy, procedural guideline, rule or regulation
- Violation of safety or health rules
- Abuse or harassment of any kind
- Using words that could be construed as harassing, unreasonable, degrading, or offensive
- Dishonest acts or conduct
- Inappropriate communications or gestures
- Threatening, badgering, intimidation, coercing, aggravation, or any interference of professional responsibilities
- Racial slurs, derogatory comments, or insults
- Neglect, carelessness or mischief which results in loss, damage or destruction of property or bodily injury
- Engaging in any kind of illegal activity on KCS property
- Defamation of the school or property

### **Misbehavior**

Although the functioning of the classroom promotes the acceptance of a wide variety of individual needs, at times a child's behavior may become disruptive to individuals, groups, or to the work cycle of the class. Recurrences of this behavior can have a substantial impact, not only on a child engaging in the behavior, and/or children involved, but also to the class as a whole. When a teacher deems behavior to be negative and damaging to other children, the class environment, or a child, steps will be taken to protect the overall functioning of the class. Depending on the nature of the problem and a child's history, the school will determine what will be in the best interest

of the classroom community and Kawaiaha’o Church School.

On occasion outside professional help may be required. The professional may be asked to participate in the creation and monitoring of a behavioral plan. Kawaiaha’o Church School does not recommend specific professionals but has a list of people or organizations that may be used as a resource. It is the responsibility of parents to choose the professional, keeping in mind that it is important that the child, family and school are all able to work with whoever is selected. Tuition does not cover this situation.

Listed below are examples of misbehavior that is prohibited from students, parents, guardians, and staff:

- Assault – Assault or harassment, whether physical, sexual, or verbal, will not be tolerated. Any form of assault will be responded to with the possibility of suspension or expulsion.
- Uncontrollable behavior – Including, but not limited to, screaming, escaping from the classroom, or running away from the teacher in a manner which could be dangerous to the child’s safety.
- Bullying – Bullying means any written or verbal expression, or physical act or gesture, or a pattern thereof that is intended to cause distress upon one or more children in the school, on school grounds, or at school activities or events. Bullying will not be tolerated at Kawaiaha’o Church School, and depending on the severity of the

action, a behavioral plan may be developed or expulsion may occur.

- Disrespect – Disrespectful behavior is not tolerated at Kawaiaha’o Church School. Rude, negative, or hurtful comments, damaging or destructive actions, or a disregard for personal or school property is unacceptable. Depending on the severity of the action, a behavioral plan may be developed, or expulsion may occur.
- Biting – Biting is a natural stage of development for young children. It is usually a temporary condition that is most common between children 13 and 24 months of age. It is not a sign that the child, the parents, or the school has failed. However, it is an indicator that the child, the parents, and the school must work together to provide the child with alternative coping techniques. Incidents of biting can be stressful and frightening for the child, the parents and teachers involved. KCS’s goal is to help each child develop self-discipline by redirecting the child and using natural and logical consequences.

There are clearly defined steps one can take to help a child learn how to stop biting. KCS staff will work with the family to learn tools and new habits to alter the coping behavior. While KCS strives to keep all children safe and secure, biting does happen. Our response to biting will be to care for and help the child that is bitten and to help the biter to stop the

behavior, as well as to examine the setting around the biting incident.

Teacher/parent communication is critical when dealing with biting behavior. KCS requires that if a child bites another child, a call will be made to parents of both children announcing the incident. KCS staff will report all bites to Administration.

Every effort will be made to stop the biting behavior, if the behavior continues and becomes a serious concern, expulsion may occur.



# IX. DISASTER/EMERGENCY PREPAREDNESS

Kawaiaha‘o Church School utilizes a *One Call Now* emergency notification system. When a parent/guardian enrolls their child through the online TADS system, this is where enrollment in the *One Call Now* occurs. If a parent/guardian has any changes to emergency contract information (especially changes in phone number and emails) please contact the School Office.

KCS reassures all families that children will be cared for during any emergency or disaster that occurs during school operational hours. The following are a few suggestions for parents:

- If the media has announced that schools in the area are closing, KCS in all likelihood will be closing as well.
- Please do not call the school so that we may keep the telephone lines open and available for immediate and urgent needs. KCS will provide parents/guardians updates through the *One Call Now* notification system.
- Establish individual and family plans for all emergency disasters. These plans should include location of shelters, how you will get there should evacuation become necessary, separation of family members, supplies needed, etc.

## **Emergency Drills**

Emergency drills are held on a regular basis. Children practice sheltering in place or walking to designated safe areas, depending on the respective drill or emergency. In the event our facility is damaged by fire, we will care for the children on Church grounds until parents/guardians arrive.

## **Tsunami Warning**

KCS does not fall in a Tsunami inundation zone. However, in the event of a Tsunami watch, the school will be closely monitoring the situation and the school may need to close. If the warning is made during school hours, administration and teachers will notify parents/guardians through *One Call Now* with pickup instructions. If necessary, children will be evacuated to the 2nd floor of Kawaiaha‘o Church. It is recommended you remain in a safe area until the “all clear” signal is given. KCS staff will remain with your child until parents/guardians arrive.

## **Hurricane/Tropical Storm**

Hurricane or Tropical Storm Watches are issued by the National Weather Service 36 hours prior to the arrival of a storm. Warnings are issued when it could affect O‘ahu within 24 hours. The school will monitor the forecasts and make a decision whether or not to close the school as soon as possible. You will be notified through ***One Call Now***.

## **Flood**

KCS does not fall in a flood inundation zone. However, if water begins to rise around our facilities, or we are advised to evacuate, we will move the children to the school’s 2<sup>nd</sup> floor. Parents/guardians will be notified through ***One Call Now***.

## **Earthquake**

Should an earthquake cause any serious damage to the school, KCS will care for the children in a safe location on Kawaiaha‘o Church grounds until parents can safely arrive. You will be notified through ***One Call Now***.

## **Soft Lockdown**

A soft lockdown occurs when there is a

suspicious person on campus that seems to be non-threatening. Doors will be locked and children will shelter in place.

### **Lockdown**

A Lockdown will commence when there is eminent danger on campus or in the community. You will be notified through ***One Call Now***. Please do not come to school to pick up your keiki when we are in lockdown status. You will be notified of an “all clear” notification through ***One Call Now***.

### **Missile**

In the event of a missile warning during school hours, we will seek immediate shelter in designated areas within the school. School will be closed until further notice if it occurs during off school hours.

## X. GENERAL INFORMATION

### First Days of School

In order to make your child's transition to school positive, we suggest the following:

- Take the opportunity to let your child see the school in advance.
- Be positive as you talk to your child about his new school.
- Discuss portions of the family handbook and expectations
- Outline the arrival and pick up procedure with your child in advance.
- In the morning, say a short goodbye.
- Consistent attendance is important for the child.

### School Attire

Children are required to wear school uniform t-shirts daily and dressed in clothing appropriate for outdoor play and physical education. A child should wear clothes and shoes he can manage himself. Overalls, jumpsuits, dress shoes or boots may cause difficulty for the younger child and are discouraged. Please have your child wear shoes with Velcro that he/she can put on himself/herself. Clothing promoting aggressive commercial characters or displaying offensive language is prohibited. Jewelry, watches and other personal belongings are strongly discouraged for primary and elementary children, since they are often distracting, and may be removed at the discretion of the teachers/staff.

On the first day, 2-3 year olds and primary children must bring an extra full set of clothing in a labeled plastic bag. Each garment should be labeled with the child's name. Please help your child recognize and

be able to identify his own clothing and lunch bag. Your encouragement will help the child learn to take responsibility for personal property. All forgotten personal belongings are placed in a bin inside the school office and unclaimed items will be donated.

### Snacks

A nutritious snack is provided in the morning for all 2-3 year old Kama Iki, Primary Kamali'i, Kindergarten and Elementary students. A nutritious snack is also provided for all students participating in the after school program.

### Lunch

Lunch is an important learning and social experience for the child. Typically, children do not drink enough water to prevent dehydration. We know through research that the brain functions rely heavily on an ample water supply. KCS asks that all students bring a water bottle to school. The school provides water coolers in each classroom to refill waterbottles. Milk is offered to students during mealtimes.

If your child is bringing lunch from home, please send a balanced and healthy lunch. No candy or peanuts. Be sure the foods you send can be opened independently and eaten easily. Uneaten portions will remain in the lunch bag. The uneaten food is sent home so that you may adjust portions accordingly.

If you purchase lunch through The Happy Bento and find it is not enough food, please supplement your child's lunch with other nutritional food.

Refrigeration or heating of food is not provided. You may wish to include a cold pack in your child's lunch. A soft sided or

cloth lunch bag is preferred. Oversized boxes create a storage problem. Your child's name must be prominently and permanently marked on the outside.

### **Napping**

All toddler kama iki and primary kamali'i children are offered an afternoon nap or rest period. Please bring a sleeping mat and crib sheet (to cover the mat) for your child. Children may bring in a small blanket (with their name marked on it) and a small stuffed animal. These items (with the exception of the sleeping mat) need to fit into the child's cubby.

### **Field Trips (Huaka'i)**

Field trips/huaka'i are scheduled throughout the year for Primary and Elementary, when appropriate. Transportation is arranged through licensed bus companies, or the children will walk to their destination. On occasion, we will ask parents/guardians to drop their child off at a designated field trip location.

4/6 passenger buggies are used in the 2-3 year old kama iki classrooms for all weekly excursions. When they leave the school campus on the buggies, the child/teacher ratio and group size meet State DHS Licensing requirements.

At the start of each school year, families are required to complete an emergency form which includes a section for a parental permission form for field trips and related activities outside the school during regular school hours. The After School Care Programs do not go on field trips.

All field trips/huaka'i will be posted on your classroom bulletin boards well in advance. Children are required to wear their KCS t-shirt and covered shoes for all.

### **Summer Program**

The 2-3 year old kama iki program is a year-round program. Summer programs are offered during the summer months for primary. Regular school faculty as well as summer hires conduct the program. Details for the coming summer will be made available in the spring. A separate enrollment process is required for this program.

### **Fundraising Campaigns**

Kawaiaha'o Church School faculty, staff and families participate in fundraisers throughout the year. Fundraisers are approved by the School Administration to ensure children and staff shall not be exploited in activities which would be detrimental to the children or the program.

### **Birthdays**

A child's birthday is unique and special, and we enjoy sharing this important occasion. Prior to your child's birthday, a biography form will be sent home to provide information for the traditional Montessori birthday celebration called a "Sun Ceremony." A birthday candle is lit to represent the sun, the child holds the globe and walks around the sun symbolizing a year in their life, while the teacher reads the biography representing that year.

We welcome you to bring a special snack for the birthday celebration. Portions should be small for the children. Some suggestions are fresh cut fruit, small muffins, trail mix, jello or a frozen treat. If invitations are being sent out to a home birthday party, the parent must use U.S. Mail or email. The child may not pass out invitations in class or in the mailboxes, unless distributed to the entire class. Balloons, characters, clowns,

and outside vendors are not permitted at school.

### **Celebrations and Holidays**

At KCS, holidays are celebrated from a cultural perspective reflecting the diversity of the school and island community. Our focus is the enhancement of our culture-based curriculum. We highlight ceremonies, foods, traditional clothing, arts and crafts, and underlying lessons of cultural values.

### **Monthly Chapel**

On the first Wednesday morning of each month, our students along with teachers and staff, attend chapel at Kawaiahaʻo Church. Each classroom participates with reciting bible memory verses, sharing praise and worship music.

### **Snow Day**

Just before the Christmas holiday break, our students are treated by the KPO to a snow day on campus. Several tons of snow are trucked to school. All our children are encouraged to dress in their festive snow gear to enjoy the Hawaiian snow.

### **Maximum Number of Children Permitted by License**

GCC 2 -7 years-127 children  
Elementary 1<sup>st</sup> to 6<sup>th</sup> grade – 49 children  
Elementary After School Care (over 5 years of age to 12) – 49 children

### **Consent to Publication**

Kawaiahaʻo Church School's website, social media, pamphlets, and advertising are tools to communicate with school families, teachers, prospective students, and the larger community. Photos are often used to show student and family involvement in various programs and activities. In addition,

there may be times that we invite the local news to our school to cover an event and your child's picture may be taken. Consent to publication is included in our general release form. The general release form is a required form in KCS's enrollment process.

### **Liability Insurance Coverage**

KCS is covered for general liability insurance under Kawaiahaʻo Church Corporation through the United Church of Christ Insurance Board.

### **Discrimination Disclosure and ADA**

#### **Compliance**

Kawaiahaʻo Church School admits all children regardless of race, color, national origin, gender, religion, disability, political beliefs, sexual orientation and marital or family status. In compliance with the Federal ADA law, the School accepts children with disabilities as long as the child's needs can be adequately met.

#### **Safe School Zone**

Kawaiahaʻo Church School prohibits the use of illegal drugs, alcohol, smoking, weapons, or any other promotion or participation of illegal activities on School premises and on Church grounds.

#### **Changes in Policy**

The State Licensing Division of the Department of Human Services as well as the parents and guardians of enrolled children at Kawaiahaʻo Church School will be notified of any changes in services no later than thirty days before the date of change.

#### **Confidentiality**

Information pertaining to an individual child or his/her family will not be disclosed to persons other than the parents or school staff directly involved with the child unless

the parent's written permission has been granted or an emergency arises. In circumstances that involve the reputation of the school, staff or children, the Director will use his/her discretion in releasing information.

**Mahalo**

Mahalo for taking the time to carefully read and understand these policies, procedures, and expectations. Kawaiaha'o Church School looks forward to partnering with each and every one of our 'ohana to create the safest and healthiest environment for our keiki and entire KCS 'ohana.

Your kokua is appreciated. The following page must be signed as a good faith demonstration of your understanding and commitment.

**ACKNOWLEDGMENT PAGE**

I have read and understand all policies, procedures, and expectations provided by Kawaiaha‘o Church School. By signing below, we are demonstrating our ‘ohana’s commitment.

STUDENTS NAME:

\_\_\_\_\_

DATE: \_\_\_\_\_

PARENT/GUARDIAN #1 NAME:

\_\_\_\_\_

PRINTED NAME

\_\_\_\_\_

SIGNATURE

PARENT/GUARDIAN #2 NAME:

\_\_\_\_\_

PRINTED NAME

\_\_\_\_\_

SIGNATURE

