



2023-2024

# PARENT HANDBOOK

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## **IMPORTANT CONTACT INFORMATION**

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Business Office .....(808) 423-1727

Fax .....(808) 423-1778

Email Address ..... adminassistant@HKS.org

Website ..... www.ohana.HKS.org

Business Office Hours..... 7:00 a.m. to 3:00 p.m. Monday through Friday

### **TAX ID NUMBERS**

Federal ID Number: # 99-0299640

State ID Number: #GE-077-371-3920-01

## **Disclosure**

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The information and policies contained in this handbook are subject to change at any time based on business, health, safety, or other needs of the school. You will be notified of any changes via email.

## INTRODUCTION

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Hale Keiki (House of Children) School (HKS) was organized and established in 1946 as a nonprofit organization. Over the years, it has served the military community as a nursery school, preschool, and, since 1967, an early childhood program for students aged three years old in preschool and continuing through grade five.

The school is governed by a Board of Governors comprised of parents of currently enrolled children and Community Members. The Head of School/Principal is responsible for day-to-day operation of the school.

Hale Keiki School is accredited by the Western Association of Schools and Colleges (WASC) and the Hawai'i Association of Independent Schools (HAIS) and is licensed by the Hawai'i Council of Private Schools.

## MISSION STATEMENT

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The mission of Hale Keiki School is to uphold the highest standards of academic, social, and emotional literacy in support of our children, their future, and their families.

## VISION STATEMENT

The vision of Hale Keiki School, in Hawai'i, is to provide for increasing quality of measurable achievement while attracting and retaining high-quality educators consistent with our mission, in a school environment that encompasses expanded preschool through fifth grades in an optimal school campus serving the diversity of the military and community ohana.

## GOVERNANCE

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The role and responsibilities of the Board of Governors (BOG) is defined in its By-Laws and provides the structure and authority for all aspects of the educational, financial, and operational decisions of the school, subject to applicable federal and state laws and regulations. The BOG establishes and implements school policies and ensures that the administration, faculty, staff, and students receive the support needed to fulfill the school's mission and long-term vision.

The BOG is comprised of a Chairperson, Secretary, Treasurer and six to eight Community Members-at-Large. Parent members serve one-year-elected terms. Community Members-at-large serve three-year terms. The responsibilities of each BOG position are outlined in the By-Laws. A copy of the HKS By-Laws is available for review upon request in the school's business office.

The Head of School/Principal is responsible for the day-to-day operation of the school and its programs. This includes all matters involving the students, curriculum and instruction, health and safety, and the physical, financial, and human resources of the school. The administrative support staff includes a Chief Financial Officer/ Development Director, Director of Admissions, After School Care Coordinator, and Student Support Specialist.

The Head of School/Principal and Chief Financial Officer/ Development Director serve on the Board of Governors in an advisory capacity and are non-voting members.



## STANDING COMMITTEES

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Schoolwide committees exist to conduct detailed planning and analysis in support of BOG efforts. Committee membership has representation from the instructional staff, school administration, and parent body. The following standing committees are now in operation:

**The Capital Campaign Committee** leads the school in forward movement towards the funding and purchase of the land the school resides on.

**The Finance Committee** (1) researches resources and collects data to help the BOG regarding financial planning; (2) reviews the proposed annual budget and makes recommendations to the BOG; (3) examines school expenditures and compares spending patterns to current reserve funds to determine if these funds are adequate or excessive. HKS's most recent annual budget is approximately \$3,053,224.

**The Steering Committee** ensures that progress is made in addressing the issues on the School Action Plan (SAP). HKS's SAP was created as part of the accreditation process with the Western Association of Schools and Colleges (WASC). The accreditation process begins with the school community evaluating the different components of the organization (e.g. program, staffing, finance, and resources) using the WASC and HAIS criterion. A self-study report articulates the evaluation results and includes an SAP. The school's SAP is a master plan that outlines direction for ongoing school improvement. A copy of the school's self-study report is available for review upon request in the office.

**The Safety Committee** develops, monitors, and implements safe work practices to help reduce the risk of a dangerous work environment for students and staff members.

**The Curriculum Committee** meets once a month to assess and review current school curriculum to ensure quality of programs.

**The Development Committee** meets once a month to further the school's future and development of physical and internal structures.

## OTHER COMMITTEES

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The BOG and administration form "ad-hoc" committees to address specific needs as they may occur.

## THE PARENT/TEACHER ORGANIZATION (HKS PTO)

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The HKS PTO supports and enhances the school's existing programs through the involvement of its membership, which is voluntary. The President, Vice President, Treasurer, Secretary, and Members-at-Large comprise the PTO Board. The PTO Board coordinates various opportunities for parents and staff to work cooperatively and to interact socially. Notices regarding activities for the year are sent home via emails and in printed form in the children's backpacks. They also may be published on the school's website.

General membership meetings are held approximately three times a year, with dates published in newsletters. Parents and staff members are encouraged to attend these meetings and to be involved in the different HKS PTO projects.

# PROGRAM

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## PHILOSOPHY

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Children learn by exploration and by doing and are encouraged to use hands-on, minds-on, curiosity-based discovery, and experiential learning.

Children learn by sharing their knowledge, skills, and experiences with their classmates and their school community.

Every child is an individual who has unique experiences, needs, abilities, and potential for making decisions, taking responsibility, understanding academics, and developing problem-solving tools in both interpersonal and intellectual growth and development.

As children develop their love of learning, they envelop a commitment and passion for lifelong intellectual curiosity and achievements.

Children are most successful when parents, teachers, and students work cohesively and cooperatively in partnership to achieve their goals.

The school balances its warm, caring environment with high expectations for each student's physical, social, emotional, and intellectual development. It is the goal of the school to prepare each student to transition successfully to schools across the globe.

Hale Keiki School is committed to the following ideals for its preschool and prekindergarten students:

- Providing a supportive, comfortable environment to foster learning
- Encouraging play and the development of independence and self-help skills
- Facilitating the development of self-control by using positive guidance techniques
- Ensuring fine and gross motor development
- Helping each student to develop appropriate social and emotional skills necessary to be an integral part of the classroom community
- Establishing a solid academic foundation leading to readiness in reading, writing, and mathematics to prepare each student for future educational success
- Creating a partnership with parents to build mutual understanding and consistency between school and home

Hale Keiki School is committed to the following ideals for its elementary school students in kindergarten through fifth grade:

- Recognizing that each child is unique and has had varied experiences
- Assisting students in the development of a positive attitude about themselves, their accomplishments, their peers, their school, and their family
- Providing differentiated, rigorous, integrated lessons utilizing a variety of teaching methods, strategies, examples, and experiences for the total development of the young child
- Building upon each student's abilities and ensuring individual growth
- Promoting self-discipline and respect for self, classmates, and the school community
- Encouraging open communication between home and school, reflecting that successful education is a partnership between these two important areas of a student's life

## **SCHOOLWIDE LEARNING EXPECTATIONS**

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Hale Keiki School provides an integrated and carefully developed academic program. The school strives to prepare each student to live and function socially, emotionally, academically, morally, aesthetically, and physically in today's world. This is achieved through independent study as well as through group effort. Children in the younger stages of development can learn to be responsible for their actions and achievements. Students learn to be lifelong learners, effective communicators, productive thinkers, respectful and responsible students, collaborative workers, community contributors, and health-conscious participants.

The school's Schoolwide Learning Expectations, or SLEs, represent what each student should know, understand, and be able to do upon graduating from fifth grade. Schoolwide Learning Expectations are assessed at each grade level. The following SLEs are used:

### **LIFELONG LEARNER**

- Exhibits curiosity, confidence, and enthusiasm
- Responds to learning opportunities
- Seeks information to increase knowledge and understanding
- Demonstrates active and receptive learning skills
- Shows flexibility and perseverance in completing tasks
- Displays independence
- Has confidence in his or her own knowledge and abilities
- Develops and displays a positive attitude
- Understands and appreciates the arts

### **EFFECTIVE COMMUNICATOR**

- Communicates effectively in oral, written, and artistic forms
- Receives, organizes, and interprets information correctly
- Uses technology to acquire, synthesize, and share knowledge
- Expresses ideas, thoughts, feelings, and opinions clearly
- Demonstrates knowledge of subject matter

### **PRODUCTIVE THINKER**

- Identifies and analyzes issues
- Researches, hypothesizes, and formulates possible solutions
- Implements problem-solving strategies
- Applies academic knowledge and skills

### **RESPECTFUL AND RESPONSIBLE STUDENT**

- Demonstrates positive behavior toward family, friends, and community
- Respects the physical, emotional, and mental well-being of self and others
- Expresses feelings and opinions politely and respectfully
- Understands and actively distinguishes right from wrong
- Respects authority
- Accepts responsibility for decisions and actions
- Appreciates and values the differences between individuals
- Respects nature and the environment

### **COLLABORATIVE WORKER**

- Works both independently and cooperatively
- Demonstrates leadership skills and positively contributes
- Strives to improve by using skills to set and achieve goals

## **HEALTH-CONSCIOUS PARTICIPANT**

- Understands the importance of physical activity
- Enjoys and participates in physical activities
- Practices safe and healthy routines
- Develops habits that promote a healthy mind and body

## **CURRICULUM**

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The preschool and prekindergarten programs balance developmental activities with pre-academic skills. Interest-driven and learning-based centers include experiences for literacy development, early number concepts, socialization, and motor (physical) development.

The programs in the elementary grades provide a vigorous educational experience utilizing a multisensory approach. Students learn through letter and sound recognition, reading, spelling, syllabication, and language rules. Students develop reading strategies for comprehension and critical thinking, as well as writing skills in whole and small instructional group sessions. Math strategies are utilized in preschool through fifth grade to introduce, support, and scaffold math concepts in number and numeration, operations and computation, data analysis and probability, measurement and reference frames, geometry, patterns, functions, and algebra. Throughout all levels, curricular areas also include science, creative arts, social studies, physical education, and library skills. Basic computers skills are incorporated into the first through fifth grade curriculum. HKS also offers a variety of after school enrichment programs.

## **PROGRESS REPORTS AND PARENT/TEACHER CONFERENCES**

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Student progress is reported through quarterly progress reports, mid-quarter needs notices, frequent informal notes, phone calls, and conversations throughout the year. Parents contribute to the effectiveness of these reports by mindfully understanding and supporting the school's goals and philosophies. The school strives to integrate a family's home factors with a child's academic success and social adjustment through open and purposeful dialogue throughout the year, as well as during parent/teacher conferences.

Conferences are an effective means of keeping parents informed about progress made and setting goals for continued growth. Conferences provide time for parents to review their child's work samples. Two parent/teacher conference days are scheduled each year: one in the fall and one in the spring. Conferences are 15 minutes per student. If more time is needed, follow-up conferences may be scheduled.

Teachers schedule conferences with parents on these pre-determined days using the classrooms as their meeting space. There is no school for the students on parent/teacher conference days. Childcare is available for full-time After School Care students; however, parents must sign their child up for this care. Parents must sign their child in and out with the staff on duty. Students signed up will have their classroom information on the bulletin board in front of the office.

Parents are encouraged to schedule additional conference times with their child's teacher during the school year if needed.

Teachers send progress reports home at the end of each grading period. Progress reports for the first through third quarters are emailed to parents. An acknowledgement form is sent home in the child's backpack and needs to be signed by a parent or guardian and returned to school as soon as possible.

## **TESTING**

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Shortly after the start of school, each teacher will informally assess students. These informal intake assessments support our teachers in meeting the students where they are individually before moving them forward through differentiated instruction.

## **HOMEWORK**

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Carefully selected assignments can help students establish good study and leisure time habits. Homework reinforces classroom learning and also encourages parental involvement. When a student experiences difficulty in completing homework independently, parents should inform the teacher promptly. Parents should check backpacks and homework folders every day to monitor the student's homework assignments.

## **SUMMER ENRICHMENT PROGRAM**

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Our summer program is a balanced, developmentally appropriate experience offered each summer for all students (preschool through sixth grade). Each summer the curriculum revolves around academic, recreational, artistic, and enrichment activities.

## **SCHOOL CLOSURE POLICY**

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In the event of a temporary school closure due to causes beyond the school's immediate control, the school reserves the right to continue the educational program via a distance learning platform.

## ENROLLMENT AND FEES

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### REGISTRATION

Applications are taken on a first-come, first-served basis with children of military personnel having priority.

Enrollments for currently enrolled students and Applications for new preschool siblings are accepted on January 12, 2023. Applications for any tier of enrollment can be submitted on or after that date. Invitations to enroll will be sent out based on the tiered schedule below using the application submission date and time to determine first-come first-served status.

Enrollment Tiers are as follows:

- New preschool students, current families, as well as siblings entering prekindergarten through fifth grade enrollment invitations will be sent on January 12, 2023.
- Military and Civilian students on the waitlist during the 2022-23 school will be invited on January 27, 2023.
- New Military Students will be invited to enroll on February 2, 2023.
- New civilian students will be invited on February 17, 2023.

Enrollment invitations are sent and accepted until classes are full. The enrollment process includes both parents' signatures acknowledging the understanding of the \$1,100.00 disenrollment fee, payment of a non-refundable, non-transferrable registration fee, a tuition deposit, progress reports, IEP forms, explanation of the screening process for preschool through fifth grade, and enrollment in FACTS, our automatic payment system. The tuition deposit is applied to the first installment payment and is not refundable or transferrable. You can access submitted enrollment packets via your Family Portal.

Enrollment is open to all students whose needs can be accommodated without altering the programs and services typically provided by the school. Parents must disclose any health or educational needs that their child may have which require special considerations and accommodations. This includes, but is not limited to, IEPs, separation concerns, Attention Deficit Disorder, developmental delays, processing disorders, speech and language impairments, behavior disorders, hearing or vision impairments, allergies, and medical conditions which may be communicable through incidental contact which occurs normally in a school setting. Nondisclosure of pertinent educational information at the time of registration will be grounds for disenrollment.

We do have open enrollment, space permitting, until Spring. Students can start school any time between the first day of school and the Monday preceding Spring Break, the exception being we do not allow students to begin school at HKS in December. New students can start after Winter Break.

The school will conduct admission screenings prior to acceptance. The screening is for social, emotional and academic readiness. Preschool through Kindergarten students must attend a Meet and Greet/Pre-Screening on May 10, 2022 from 8:30 a.m.-10:30 a.m. Preschool through Kindergarten students will also be tested for basic fine motor skills. The purpose of this assessment and training is solely to increase our student's readiness for their first formal learning experience. Parents of students not passing this fine motor skill assessment will be required to attend a fine motor skill training session to remain enrolled. All new students will attend a five-day screening during the first week of school to assess social, emotional, and academic readiness.

Newly enrolled families are required to participate in a Family Interview with a member of Administration prior to the first day of school. These interviews should be booked via link provided in enrollment confirmation email. New and returning families must attend one information session per year. HKS conducts a couple of these sessions throughout the year

once during the Meet & Greet for *New Families* on May 10, 2023 and one during Parent Orientation Day on July 28, 2023. If you are unable to attend either of these sessions it is your responsibility to reach out and schedule a time to receive the information.

*Hale Keiki School, Inc. admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs and athletic and other school-administered programs.*

## **AGE ELIGIBILITY REQUIREMENT**

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THE AGE ELIGIBILITY IS AS FOLLOWS:

### **FIFTH GRADE**

- A student who is 10 by September 30
- OR has successfully completed fourth grade in another state from an accredited institution (requires admin approval).

### **FOURTH GRADE**

- A student who is 9 by September 30
- OR has successfully completed third grade in another state from an accredited institution (requires admin approval).

### **THIRD GRADE**

- A student who is 8 by September 30
- OR has successfully completed second grade in another state from an accredited institution (requires admin approval).

### **SECOND GRADE**

- A student who is 7 by September 30
- OR has successfully completed first grade in another state from an accredited institution (requires admin approval).

### **FIRST GRADE**

- A student who is 6 by September 30
- OR has successfully completed a comparable kindergarten in another state from an accredited institution (requires admin approval).

### **KINDERGARTEN**

- A student who is 5 by September 30

### **PREKINDERGARTEN**

- A student who is 4 by September 30

### **PRESCHOOL**

- A student who is 3 by September 30
- Students attending preschool do so with a trial period during the first quarter. During this trial period, readiness in preschool will be assessed through observation. If the student is having difficulty adjusting to preschool, the parents will be informed that their assistance is needed. The parents will be required to assist with the student for part of or for the entire preschool day, as deemed necessary by the teacher and Head of School/Principal. If after the trial period the

teacher and/or the Head of School/Principal find that preschool placement is inappropriate, the student will be disenrolled. Preschool children must be fully potty-trained without assistance.

## **PAYMENT OF TUITION**

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The school does not send out monthly statements. A late fee will not be charged if payment is received by the 15<sup>th</sup> of each month. Tuition and fees are paid in either 10 monthly installments, annually, or semiannually. Installment payments will be drafted from the parent designated bank account on the 15<sup>th</sup> of each month. Accounts with insufficient funds on the 15<sup>th</sup> will be assessed a \$30 late fee. A second draft will be attempted on the 30<sup>th</sup> of the month.

### **MILITARY FAMILIES**

Accounts not cleared by the end of the month incur an additional charge of 10% of the delinquent balance on the account. Accounts in arrears over 30 days are brought to the attention of the Board of Governors and may result in the student's disenrollment from school. Expenses incurred by the school resulting from collection on delinquent accounts will be charged to the families necessitating those expenses.

### **CIVILIAN FAMILIES**

Payments not received or paid in full by the 15<sup>th</sup> of each month will incur a late fee of 10% of the delinquent amount. A statement will be mailed to the family stating automatic disenrollment will occur at the end of the month if full payment is not received. Expenses incurred by the school resulting from collection on delinquent accounts will be charged to the families necessitating those expenses.

Payment for full-time care will be added to the family account for automatic withdrawal on the 15<sup>th</sup> of the current month. Payment for standing reservations, casual care, and other miscellaneous fees will be added to the family account for automatic withdrawal on the 15<sup>th</sup> of the next month. HKS will not accept any cash payment over \$20.00.

## **TUITION AGREEMENT**

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The tuition agreement is part of the enrollment packet, which cannot be submitted without completion of said agreement. Please access your enrollment packet in Family Portal to review the terms.

## **TUITION FEE SCHEDULE AND PAYMENT POLICIES**

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Please refer to Tuition Agreement, Tuitions Schedule, and Fees and Incidentals available in Family Portal for further information.

## **RETURNED CHECKS**

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See payment of tuition.

## **FEDERAL TAX ID NUMBER/YEAR END STATEMENT**

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The school's federal tax identification number for income tax filing purposes is 99-0299640. The state identification number is GE-077-371-3920-01. Year-end statements are available on FACTS. Please visit <https://www.halekeikischool.org/admissions/taxstatements.cfm> for the FACTS link, and detailed instructions to retrieve your statement.



## ENROLLMENT/HEALTH REQUIREMENTS

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Prior to acceptance, it is required that each student enrolled be fully potty-trained. The student must be able to take care of his or her own toilet functions without the assistance of any other person. Therefore, for health reasons, no form of diapers, pull-ups, training pants, or other training aids are allowed.

A copy of the birth certificate, military I.D., or other appropriate legal documents must be provided by July 1, 2023 in order to verify the birth date and legal name shown on the enrollment form.

- By July 1, 2023, all students entering school in Hawai'i for the first time must have:
  - Tuberculosis (TB)/Purified Protein Derivative (PPD) clearance within the last year

**AND**

  - A completed student health record that includes:
    - Physical examination (PE)
    - All required immunizations (Please see letter from Department of Health for list of Required immunizations on pg. 41.)OR
    - A signed statement or a medical appointment card from your child's doctor to prove that your child is in the process of completing missing immunizations or the PE.
    - Proof of an influenza vaccination administered with one-year of starting.
    - Receive a new influenza vaccine in November 30, 2023.
- Returning Students are **ONLY** required to provide proof of:
  - All required immunizations for age level (Please see letter from Department of Health for list of Required immunizations on pg. 41.)
  - Proof of an influenza vaccination administered with one-year of starting.
  - Receive a new influenza vaccine by November 30, 2023
- Dual Military Families must provide school with a Family Care Plan by first day of school.
- Preschool and Prekindergarten students must complete a Child Youth Program form and turn in to school by first day of school (provided on Orientation day by HKS)

Students who have not completed these requirements by the first day of school will not be allowed to attend school until these requirements are met.

Navy regulations require an annual tuberculin/PPD clearance for all staff and parent volunteers. Parent volunteers must submit their tuberculin test results to their child's classroom teacher for documentation prior to being able to volunteer in the classroom or on field trips.

## CLASS SIZE AND ASSIGNMENT

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The maximum class size at the preschool level is 24 with a teacher and a teacher assistant to maintain a 12:1 student-to-teacher ratio. The maximum class size at the prekindergarten level is 24 with a teacher and a teacher assistant to maintain a 12:1 student-to-teacher ratio. Exceptions to the enrollment guidelines may be made at the Head of School/Principal's discretion.

Class assignments for students are made once enrollment is finalized and are mailed home in July. Class assignments are made by the administration. Various factors are considered, such as

maintaining classes that are balanced in the distribution of boys and girls and number of students. Requests by parents for a particular class assignment will not be considered.

## **STUDENT WITHDRAWAL**

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If it is necessary to withdraw a student from school, the parent must provide the business office with three-weeks advance notice, equaling 15 school days, by submitting a completed Notice of Withdrawal. The Notice of Withdrawal form may be obtained from the Business Office. A copy of the official military orders or Bill of Lading from the moving company must be submitted to the office with the Notice of Withdrawal. If they are not available at that time, they must be submitted as soon as possible. School Days do not include holidays, breaks, or any other instance that school is not in session.

In addition, the parent or guardian agrees to pay the disenrollment fee or the remaining unpaid amount of the annual tuition, whichever is less, if the student is disenrolled for any reason other than military transfers outside the state or moving off island. If a Notice of Withdrawal is submitted to the office, between the time of registration and June 1, 2023, parents will forfeit the registration fee and tuition deposit. They will not be assessed the \$1,100.00 withdrawal fee. **However, if the Notice of Withdrawal is submitted after June 1, 2023, parents will forfeit their registration fee, tuition deposit, and will also be assessed the \$1,100.00 withdrawal fee or the remainder of the tuition, whichever is less.** If a Notice of Withdrawal is submitted prior to the first day of school, due to military orders or moving off island, families will receive reimbursement for all tuition paid; however, they will forfeit their registration fee. 15 school day-withdrawal notification must be given for transfer from the State of Hawai'i to avoid being held responsible for an additional month's tuition installment. The full year's tuition must be paid for students who receive full credit for the academic year. There will be no proration of tuition or refunds if the student's date of withdrawal (the later of the date listed on the notice of withdrawal or the date the notice was submitted plus 15 school days) is on or after the 21st day of the 4th quarter, (45% of completion of the 4th quarter).

Students must complete 45% or more of the fourth quarter to be promoted to the next grade. Promotion of students who withdraw before the end of the school year involves careful review of the following:

- Attendance history
- Academic progress and social/emotional growth
- Standardized achievement test scores (if applicable)

## **SUPPLIES**

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The school provides all students' classroom supplies. Parents must supply one change of clothes which should be placed in a re-sealable plastic bag marked with the student's name (plus one change of clothes for After School Care use, if applicable). Parents will be contacted when appropriate items are not supplied for their child's use. There will be a \$3.00 charge for undergarments provided by HKS. All students are required to brush their teeth after eating. The school supplies the toothpaste for these students. A non-rolling backpack large enough to hold a regular size folder is required for all students.

## **LIBRARY FEE**

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The school provides library time for every student. The student is responsible for returning any borrowed books to the library by the due date. If the book is not returned, a written notification is sent home. After three notifications, a final one is generated with the book's

replacement fee, and the student's account will be charged if the book is not returned. No credits will be given if the book is found after the account is charged.

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## **SCHOOL PROCEDURES AND POLICIES**

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### **ATTENDANCE**

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Regular attendance is important for a good student record. Students should neither miss nor be late for class unless it is absolutely necessary. Absences should be reported by 8 a.m. and require a Dr.'s note to be excused. Excessive absences and/or tardiness are subject to a Child Protective Services (CPS) report being made per state regulatory procedures. Students who are absent 20 or more days, regardless of excused status, during the school year may not be promoted to the next grade level. Parents must observe school policies when absence or tardiness occurs. Parents can track attendance on the Family Portal.

A student must be in school for at least half of the school day to be marked present. When a child is absent, parents should call the office at (808) 423-1727 to report the cause of absence. If the student is absent for three or more consecutive days, a note from home explaining the reason must be sent in by the parent. A physician must also provide excuse notes for absences due to communicable diseases (e.g., chicken pox, strep throat, and conjunctivitis) with a written clearance.

If you know that your child is going to be absent from school for a week or more, please inform the office and the classroom teacher.

### **LATE ARRIVALS, EARLY PICK-UPS, AND RETURNING TO SCHOOL**

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Classes for all levels begin at 8:00 a.m. with attendance taken promptly at that time. Students arriving after 8:00 a.m. are considered late. Late students (arriving after 8:00 a.m.) must be walked into the office by the parent/carpool driver to be signed in and receive a "Late Arrival" slip before being admitted to class. Students may not go to their classroom without this slip. If staff members are no longer at the green benches unloading students, then it is after 8:00 a.m. Students should not be expected to walk through the school's gate alone. Parents should park and walk the child to the office to get a slip. Children in grades preschool and prekindergarten must be walked to the class by an adult to ensure the safety of the child(ren). This procedure is necessary both for safety and to allow the office to maintain accurate attendance records.

Preschool and prekindergarten students must be signed in upon arrival and signed out at dismissal. Staff members on duty at the green bench areas monitor the sign-in logs during the 7:30 a.m. to 8:00 a.m. arrival time. At the end of the day, parents sign the student out with the preschool and prekindergarten teachers at the green benches.

If a student needs to be picked up before dismissal time (due to a doctor's appointment, etc.), the parent must come to the office first to sign his or her child out. Staff and faculty will not be available to bring your child to the office or to the green benches. An "Early Dismissal" slip will be issued and must be presented to the classroom teacher. Students who are returning to school after being signed out earlier in the day must be checked in with the office and taken back to class by the parent.

## AUTHORIZATION FOR PICK-UP

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The school requires parents to provide the names and telephone numbers of two or more people other than themselves who are authorized to pick up their child(ren). No student will be released to anyone whose name is not on that list. Only in the event of an extraordinary situation or emergency may parents call the office to make other arrangements with the administration. (The release of a student to a person not listed will be made solely at the discretion of HKS administration and in the best interest of the student.) All adults should be prepared to show picture identification upon request. Any authorized pick-up people should be added to Renweb and School Pass. Parents can add additional “Drivers” (authorized pick up people) to SchoolPass utilizing the app.

## HEALTHY FOODS

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To uphold the Schoolwide Learning Expectations for a “Health-Conscious Individual,” HKS requests that parents/guardians refrain from sending fast food, soda, or excessively sugary items as a part of snack or lunch. Although we recognize the occasional need to bring an “emergency meal” from a fast food restaurant, we ask that these times be extremely limited.

For parents wishing to share their child’s birthday celebration at school or send in food for class parties, HKS strongly suggests parents send healthy muffins, fruit snacks, pudding, yogurt, etc. rather than candy or other sugary items. We appreciate and value your desire to share the festive events with your child’s class. HKS teaches students to be health-conscious individuals. By promoting healthy food choices, the school believes students will learn best by example.

For students in kindergarten through fifth grade and children who stay for ASC, parents must provide lunches that are kept daily in the classroom. If the child is sent to school without a lunch, the parent will be called to bring a lunch.

## ILLNESS OR INJURIES

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Students with cold or flu symptoms (e.g. fever, runny nose) should not be brought to school.

The school requests that parents report to the office any contagious health conditions their child(ren) may have contracted. Health Alert notices are sent home to all families of students who may have been exposed.

Parents+ will be notified when school personnel determine a student’s illness requires that the student must be sent home. Students with a temperature of 100° or higher will be sent home and may not return to school the next day. Students with a lower grade temperature may be required to stay home an additional day or require a Doctor’s note to return at staff discretion. **School policy states, “A child must be fever free without over the counter medication for 24 hours before returning to school.”** If a parent cannot be immediately contacted, the school will call one of the emergency contacts listed on the student’s registration form.

If a student is sent home because of a contagious or communicable condition, the attending physician must complete a release form for the student to return to school. The signed form must be presented when the child returns to school. The student must be cleared by administrative personnel who will be the final re-admitting authority prior to the student being allowed to return to the classroom. Contagious or communicable conditions may include, but are not limited to, strep throat, conjunctivitis, ringworm, impetigo, chicken pox, and lice (see below). The child is not permitted back at school until they have been on medication treatment for 24 hours. Ensure emergency contacts are advised of this policy and you have listed them as contacts.

If a student sustains a life threatening injury, the school will call an ambulance and the student will be transported to the nearest medical facility. An HKS staff member will accompany the student and will remain with the student until the parent(s) arrive.

Parents are responsible for keeping all current telephone numbers on file with the school office.

## **MEDICATION/ALLERGIES**

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The school staff is not permitted to administer medication of any kind, nor may students administer their own medication. Parents should adjust the time of administration of medication so that it does not fall during school hours. Exceptions are made on a case-by-case basis and must be arranged with the administrative staff ahead of time. For an exception to be approved by administration, you must submit a State of Hawai'i, Department of Education, Form SH36, Request to Store and Administer Emergency Rescue Medications or Daily, Routine, Scheduled Medications with written instructions for administering medication and authorization by the student's parents and licensed physician. Non-prescription medication will not be administered unless prescribed by a physician. Form SH36 is available in the school office. Noted dosage and amounts to be administered must match the prescription label.

Allergies shall be noted prior to entry into school or immediately after diagnosis. Children with severe allergies should have Form SH36 on file prior to starting school. This form must be signed by the attending physician and parent(s).

Depending on the nature and extent of the student's allergy, the measures listed may include, but are not limited to:

- Posting allergy listing and prescribed course of action (e.g., side of refrigerator);
- Designating special tables during snack and/or lunch.
- Discouraging food items from certain classrooms.
- Educating school personnel, students, and families about food allergies; and/or
- Implementing protocols around cleaning surfaces touched by food products, washing of hands after eating, etc.

## **HEAD LICE**

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Head lice (ukus) are a recurring problem in Hawai'i with Hale Keiki School being no exception. Children with lice and/or eggs (nits) will be sent home from school for treatment. Treatment must include shampooing with the appropriate medicated shampoo and the removal of all nits. Students will be checked by Administrative Staff before they are allowed to return to school.

## **DISENROLLMENT**

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The Head of School/Principal, may involuntarily disenroll a student for any reason, including but not limited to the students' continued misconduct, the student's special learning needs which cannot be met by the school, and/or due to the student's medical requirements.

Parents must contact the Director of Admissions for a notice of withdrawal for voluntary disenrollment.

## **SCHOOL BEHAVIOR MANAGEMENT**

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We do not subscribe to a one size fits all discipline plan with laid out consequences for "infractions". Children are built to learn. Part of learning often involves making mistakes and breaking rules. Our job as educators is to address this learning process with care and logic, while allowing the child to take responsibility for their actions in a safe place.

We believe:

- Children can be and should be taught to take responsibility for their choices and actions.
- Children should be given the opportunity to solve a problem once it is identified. If they cannot on their own solve a problem or choose not to, a logical consequence should follow. The consequence shall not be humiliating, corporal, or detrimental to the child. The unique child and circumstance will be considered in all cases. Examples of logical consequences include, having the student call or write home about whatever issue is occurring, loss of a particular privilege for a period, reflection time, a visit to the office, cleaning a mess they made, not being able to use a particular piece of equipment for a period of time...etc.
- Parents are our partners. We will communicate our concerns with you. We ask that you do the same.
- Children need to be heard. Our students are encouraged to speak to us if they think something is unfair. They are encouraged to be healthy members of our community, while being valued for the unique individual they are.
- All staff members and students deserve to be, and should expect to, feel safe at school. If there is abusive or dangerous behavior by a child, parents will immediately be contacted, and the child will be removed from the classroom. A phone call/conversation with parents will be required for the student to return to the classroom. Ongoing, elevated issues will require a parent conference and plan to remediate behavior with the parents, teacher, and Head of School. Suspension or disenrollment can occur if the situation is unable to be remedied.

## **TOUCH POLICY**

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All staff members are made aware of what is considered appropriate and inappropriate touch as defined by operational guidelines.

Appropriate touch involves:

- Recognizing the importance of physical contact to nurturing child guidance
- Respecting personal privacy and personal space
- Responding to the safety and wellbeing of the young child (e.g., holding a child's hand when crossing the street, holding a child gently but firmly during a temper tantrum)
- Modeling appropriate touching techniques such as hugs, lap sitting, reassuring touches on the shoulder, and nap time back pats for a tense child

Inappropriate touching involves:

- Coercion or other forms of exploitation, taking advantage of a child's lack of knowledge
- Satisfaction of an adult's needs at the expense of the child
- Examples of inappropriate touching include forced goodbye kisses, corporal punishment of any kind, slapping, striking, pinching, and prolonged tickling and fondling

**ADDRESSING CONCERNS**

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Concerns that parents may have regarding any aspect of the school organization are important to the staff and Board of Governors of Hale Keiki School. Parents with concerns are encouraged to address them via the proper channels.

Parents with concerns or complaints should first arrange conference time with the staff member directly involved with the situation in question. Should this not result in a satisfactory solution, the matter should then be addressed to the Head of School/Principal. If conferences with the staff member and/or Head of School/Principal do not resolve the problem, a letter may be sent to the Board of Governors. Letters should be addressed to: Chairperson, Board of Governors, Hale Keiki School, 153 Bougainville Drive, Honolulu, Hawai'i 96818. The Board of Governors meets monthly to discuss current school business. Letters of concern become agenda items.

Parents who disregard school procedures, inappropriately attempt to influence or control staff members, or interfere with normal school operation may have their child(ren) disenrolled by the Head of School.

**REPORTING/PREVENTING CHILD ABUSE/NEGLECT**

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Hawai'i's laws require employees of all schools to report suspected child abuse or neglect or if there exists substantial risk that child abuse or neglect may occur. It is the school's policy to report any such instances to the Family Advocacy Program (FAP) of the appropriate branch of service for the particular family involved (if applicable) and Child Protective Services (CPS).

HKS complies with the Navy's childcare operational guidelines in the prevention of child abuse/neglect. Personal background checks are conducted on all HKS employees. In addition, staff members receive training in child development and in appropriate methods to use when working with young children.

Parents who suspect child abuse, child neglect, or safety violations in the class or school environment may report them to Family Advocacy Program (474-1999), Child Protective Services (832-5300), or call the Department of Defense Child Abuse and Safety Violation Hotline (1 (877) 790-1197).

**OFFICE HOURS**

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The business office is open from 7:00 a.m. to 3:00 p.m., during each school day. Appointments for after-hour conferences may be scheduled with advance notice. Refer to page four of this handbook for the appropriate telephone numbers.

During the After-School Care program office hours (3:00 to 5:30 p.m.), calls are received at 808-423-1727.

**SCHOOL STAFF SCHEDULES**

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Preschool Teacher..... 7:00 a.m. to 1:00 p.m.

Prekindergarten Teachers .....	7:00 a.m. to 1:00 p.m.
Kindergarten Teachers .....	7:30 a.m. to 2:45 p.m.
First Grade Teachers .....	7:30 a.m. to 3:00 p.m.
Second, Third, Fourth and Fifth Grade Teachers .....	7:30 a.m. to 3:15 p.m.
Teacher Assistants and After School Care .....	varies by position

Appointments for conferences should be made in advance to ensure the availability of the teacher or staff member.

If these hours vary, the teacher will notify the parents in writing.

**STAFF MEETINGS**

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Staff meetings are held every Wednesday of each week at 12:45 p.m. On these days, early dismissal times are as follows:

Preschool .....	11:30 a.m. (as usual)
Prekindergarten .....	11:45 a.m. (as usual)
Kindergarten .....	12:00 p.m.
First Grade .....	12:15 p.m.
Second, Third, Fourth and Fifth Grade.....	12:30 p.m.

The After School Care program begins directly after dismissal.

**SCHOOL HOURS**

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Preschool .....	8:00 a.m. to 11:30 a.m.
Prekindergarten .....	8:00 a.m. to 11:45 a.m.
Kindergarten .....	8:00 a.m. to 2:30 p.m.
First Grade .....	8:00 a.m. to 2:45 p.m.
Second, Third, Fourth and Fifth Grade .....	8:00 a.m. to 3:00 p.m.

Morning drop off begins at 7:30 a.m. for all grades.

**LATE PICK-UP CHARGES**

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Students should be picked up promptly at regular and early dismissal times. A late pick-up fee is assessed after 15 minutes from dismissal times for ALL grade levels. Any student not picked up within that time will be considered a late pick-up and will be taken to the office. The late pick-up fee is \$5 for every five minutes or fraction thereof. After the fifth late pick-up, parents will be charged \$10 for every five minutes or fraction thereof. Parents may call and ask for the child to be placed in the After School Program (pending space available).

Note: On the last school day before winter recess in December, dismissal for all classes is at 10:45 a.m. All students must be picked up by 11:00 a.m. or be subject to a penalty fee of \$10.00 for every 10 minutes or fraction thereof. There is no After School Care on that day.



## **EARLY BIRD CARE**

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Early Bird Care is from 6:00 a.m. to 7:30 a.m. Only students enrolled in Early Bird Care may be dropped off during these hours. This service is provided on a full-time basis only; drop-ins will not be accommodated. Reservations must be requested and cancelled in writing; forms are available in the Family Portal. Parents using Early Bird Care must walk their child to their assigned classroom and sign the student in with a staff member. Early Bird Care reservations are paid for with the current month's tuition.

## **BEFORE SCHOOL CARE**

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Unless arrangements have been made for Before School Care (BSC), students may not be dropped off before 7:30 a.m. A limited number of students can be accommodated in Before School Care, which begins at 7:00 a.m. This service is provided on a full-time basis only; drop-ins cannot be accommodated. Reservations must be requested and cancelled in writing; forms are available in the Family Portal. Parents using the Before School Care must walk their child to the BSC classroom and sign the student in with the assigned staff member. Before School Care reservations are paid for with the current month's tuition.

## **AFTER SCHOOL CARE PROGRAM**

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The After School Care Program is provided for students on a full-time, standing, or casual basis for an additional fee. The hours are from class dismissal time to 5:30 p.m. Arrangements for full-time care must be requested and cancelled using the SchoolPass app unless within 24 hours then you must contact the school. Full-time reservations are paid for in the month the care is being provided.

Standing reservations for care needed three days or less per week must be requested and cancelled in writing; via the SchoolPass App, unless within 24 hours then you must contact the school. Payment for standing care will be added to the family account for automatic withdrawal around the 15<sup>th</sup> of the month following the care being provided.

Reservations are required for casual care and are accepted on a space-available basis and limited to three days a week or less. Reservations must be made on SchoolPass, unless within 24 hours then you must contact the school. Families will be charged for any reservation not used unless the reservation for that particular day is cancelled before 7:30 a.m. that morning. Casual care reservations are paid for with the following month's tuition.

Students in preschool and prekindergarten are required to bring a lunch, crib sheet to be used as a cot cover, and a light weight blanket or beach towel for their scheduled nap/rest period. Additional information about the After School Care program is available in the office.

### **ASC PLACEMENT**

After School Care is accommodated with the following priorities:

1. Full-time care signed up for at registration or at the beginning of the school year.
2. Full-time care during the school year with one-month advance notice.
3. Standing reservations at the beginning of the school year with the school giving one-month cancellation notice if necessary.
4. Standing reservation during the school year with one-month-advance notice and school giving one-month cancellation notice if necessary.
5. Casual reservations.

All After School Care is subject to space availability and classroom placement. At times, students may be moved to another after school classroom to accommodate age and/or full-time care students who have priority for these positions.

## **ASC DISMISSAL**

Parents must sign out their child electronically on SchoolPass. Parents are to report to the staff member on duty to sign out their students. At 5:00 p.m. all remaining students move to room 366-1 for pick-up.

All pick-up people must be listed as Drivers on SchoolPass for children to be released. All pick up contacts, including parents must be ready to present ID to the After School Care Provider everyday.

After School Care ends promptly at 5:30 p.m. Parents must make arrangements in advance for their child to be picked up by 5:30 p.m. for occasions when they are not able to do so.

## **ASC LATE PICK-UP FEES**

Any student not picked up by 5:30 p.m. will be subject to a penalty fee of \$10 for every 10 minutes or fraction thereof. Repeated late pick-ups will not be tolerated. After the third offense, use of the After School Care program will be suspended for four weeks.

## **ENRICHMENT CLASSES**

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All payments for Enrichment Classes should be sent directly to the Enrichment Class provider.

HKS attempts to offer various independently contracted enrichment classes during the after school hours. Enrollment is optional with fees charged separately and in addition to the After School Care fee, if applicable. Qualified instructors provide enrichment classes. Instructors are either affiliated with licensed programs in the community or individuals affiliated with the school (parents or teachers). HKS sends home the initial notification to parents that these classes will be starting. However, information about each class, date changes, and payments will be communicated between the individual instructors and the parents. Interested parents may inquire at the Business Office or check our website for further information.

## **INTERIM CHILD CARE**

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Limited care is provided during Fall Recess (October), Spring Recess (March), Parent/Teacher Conference days, and some days in May and June between the end of school and the beginning of the summer session. Information and fees are published online prior to the sign-up period. Space is limited with priority given to children enrolled in full-time After School Care, dual-working parents, and single parents. Interim care is not automatic. Parents must sign-up for this care. Forms can be found on the school website.

## **DROPPING OFF AND PICKING UP**

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Parking at Hale Keiki School is extremely limited. The school has developed procedures to help with this situation which is otherwise beyond the school's control. Therefore, it is necessary for the school to enforce certain guidelines for dropping off children for school and picking them up at dismissal time. We must enforce these procedures and we need the patience, consideration, and cooperation of each parent.

## **ARRIVAL TIME**

- Cars should not park in the loading zone (curb area in front of benches) from 7:30 a.m. to 8:00 a.m., 11:20 a.m. to 12:30 p.m., and 2:30 p.m. to 3:15 p.m.
- Cars should enter the parking lot and drive along the right curb up to the loading zone. Students may not get out of the cars until a staff member opens the car door in the loading zone area (marked with yellow hash lines). Staff members are on duty between 7:30 a.m. and 8:00 a.m. to assist with students exiting cars.

- **Students must be signed in at the office by a parent if they arrive after 8:00 a.m.**
- Parking is discouraged. If necessary, cars may park in the stalls marked “visitor” or past the dumpster. Drivers must not double park. Drivers must not park along the curb before the loading zone. Drivers may not park in stalls or the area past the loading zone assigned to staff members. Cars should not block assigned stalls of staff that have not yet arrived. Cars are not allowed to park on the grass. **Parking is not permitted in any of the staff parking stalls throughout the day.**
- Preschool and prekindergarten students must be signed in and signed out each day in accordance with Navy operational guidelines. Parents and authorized individuals (e.g., carpool parents) need to sign students in with staff members on duty at the loading zone area between 7:30 a.m. and 8:00 a.m. (unless otherwise signed into morning care).

## DISMISSAL TIME

To promote safety and traffic efficiency, every family is issued a placard to place on the passenger side dashboard or visor. The student’s name is printed in large, bold letters across the card with the grade level at the bottom. If families have more than one student, each child’s name and class code is indicated separately. This card enables staff members to identify parents and prepare the students for loading. Parents should keep this card in their cars at all times.

The first few weeks of school, early dismissal days, and the day before Winter Recess are notorious for traffic jams in the parking lot. Parents should follow the flow of traffic, stay in their cars, and follow the program (below) to alleviate many of the headaches and expedite pick-up traffic. Carpooling is encouraged. The school appreciates parents’ cooperation in keeping the wellbeing of all children foremost in mind.

At dismissal time, teachers will bring the students out to the green bench area. The students will be instructed to sit on the benches before being dismissed. Parents are asked to assist in keeping students safe by (1) reminding their child of this procedure, and (2) not taking their child from the green bench, calling them out of line, or from the car without first telling the teacher. Preschool and prekindergarten students are to be signed out with the teachers helping students into the cars.

During dismissal time, the guidelines below must be followed:

- Drivers should remain in their vehicle.
- Drivers must not block or use the staff assigned stalls. Staff members often leave campus on school business or for lunch and are on a tight time schedule. Also, the After School Care staff arrives at varied times throughout the day.
- Drivers should avoid coming before the start of the dismissal time. Cars parked in the loading zone or along the curb must not be left unattended.
- Cars should enter the parking lot by making a right turn (driving south on Bougainville Drive) and drive along the right curb stopping in front of the main gate. It is hazardous to make a left turn into the parking lot during the heavy traffic periods of pick-up and drop-off; there have been many accidents. The loading zone should remain clear of parked cars. A staff member will signal when cars may enter the loading zone. Parents are not to call for their children to come to their cars. The students will be instructed by their teachers to stay with the class until dismissed. Parents should not drive up alongside a car that is in the loading zone and call for their children to walk between cars to get to them. Cars should not pass and/or cut off other vehicles waiting their turn for drop-off. Drivers should not pull around other cars even when there are large spaces in front unless directed to by a staff member. When the vehicle has come to a complete stop in the loading zone, teachers will load the student(s) into the vehicle.
- Parents should not try to conduct business during the arrival and dismissal times. Parents are asked not to distract the teachers’ attention from the students by talking

with them. Even a brief conversation will prevent proper supervision at such a busy time and will hold up the flow of traffic.

To summarize:

- NO parking in loading zone during pick up and drop off times
- NO parking in stalls designated for HKS staff
- NO parking in the grass
- NO double parking
- Avoid coming before dismissal time

Drivers need to be patient and courteous of others who are also waiting. When everyone follows the rules, traffic flows and all parents can enjoy a sense of fair play.

### **DURING PICK-UP & DROP-OFF**

- During pick up, **do not get in line until your designated time**. If you are in line too early you will be asked to circle the block as it disrupts the dismissal flow.
- Wait your turn, do not cut in front of other cars in line.
- Parent parking is not permitted in spaces before the dumpster.
- Children should only be let out of cars by a staff member in the SINGLE file car line or escorted by their parent from a parking spot AFTER the dumpster.
- Left turns in and out of the parking lot are not permitted during drop off and dismissal times. (7:30 AM-8:00 AM & 11:30 AM-12:00 PM & 2:30 PM-3:30 PM)
- If you arrive after 8:00 AM you MUST park (not in a staff stall) and sign your child in at the office. Our staff has strict instructions to come in exactly at 8:00. They need to be in the classrooms with the children at that time.
- Children are not permitted on campus prior to 7:30 unless they have reservations for Early-Bird or Morning Care, in which case, they must be walked to that class and signed in by an adult.
- Parents must have the Gate Code memorized or available on person and should not share the gate code with children or back-up drop off or pick up friends, family or caretakers.
- Parents shall memorize or have the SchoolPass Quick Pin memorized or on person and should not share this code as each individual will have their own code.

These policies are in place to keep our keiki safe. Thank you in advance for your full cooperation and understanding. **Failure to follow the procedures could result in revocation of driving privileges on campus or dismissal from HKS.** Safety is our entire communities' responsibility.

### **PARKING DURING SCHOOL HOURS AND EVENTS**

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Parking is permissible along the loading zone during school hours; however, vehicles must be removed by 11:20 a.m. and 2:30 p.m. to allow room for pick-up. Parking is available on the side streets in the industrial area. This is only a five-minute walk away. The CDC lot adjacent to the school will be available for some events, the school will send an email informing parents of this option when it is available.

Staff designated stalls should not be used or blocked at any time. Staff-only parking spaces ensure the safety of children and pedestrians. These stalls are closest to the area where children, families, and staff members often walk. Limiting these spaces to staff-only parking lowers the amount of times cars are pulling and out of this area, therefore keeping the traffic of this section of the parking lot to a minimum.

The Honolulu Police Department has advised the school that parking is not permissible on Bougainville Drive. Vehicles double-parked or parked and left unattended along the red curb will be ticketed by Naval Base Police. Parking or blocking the stalls is subject to ticketing and towing at the owner's expense.

Parking is very limited during schoolwide functions such as Open House, the Holiday Program, and Lei Day. Carpooling is strongly encouraged.

## **STORMS AND DISASTERS**

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In the event of an emergency, such as a hurricane, missile alert, or tsunami (tidal wave), parents are advised to tune their radios to KSSK FM 92.3 or AM 590 and cell phones for Civil Defense information. As a matter of policy, when public schools are closed for an emergency, HKS will also be closed. If it is necessary to close school during the school day, the school will call radio stations and provide an announcement broadcast for parents to come for their children. Parents must pick up their children within one hour of school closure and are advised to stay tuned to KSSK FM 92.3 (AM 590) for updated information. The school will make every attempt to contact parents or authorized individuals of students not yet picked up. A RenWeb message will also be sent via family telephone numbers and emails kept on file. Any students remaining at the school will be sheltered in building 366 and supervised by the administration until such time they can be picked up.

## **FIRE DRILLS**

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The school conducts monthly fire drills in which all students and staff evacuate the school area as instructed by the Naval Base Fire Inspector. If you are on campus and the fire alarm sounds, please evacuate with the closest class or staff member. The evacuation area is on the lawn in front of the school.

No one may enter the campus on foot or in a vehicle during a fire drill. If you are entering the school during a fire drill, please do not proceed to enter campus. Please stop and go to the lawn past the parking lot until we are given the "all clear" from the fire inspector.

If you are in your vehicle when the fire alarm sounds, please exit your car and go to the lawn.

Cars will not be allowed to enter or leave the parking lot during a fire drill. If you are attempting to enter the parking lot during a drill, you will be directed to continue driving on Bougainville Drive. You may circle around or park at the CDC parking lot or Target until the drill has ended. Do not attempt to enter the campus through the exit.

If you must park at Target or anywhere across Bougainville Drive, please do not attempt to cross the road while the fire drill is being conducted. Many times, the Federal Fire Department will deploy a fire truck to the campus. Pedestrians in the Bougainville crosswalk may prevent the fire response team from getting to the campus in a timely and safe manner.

Students may not be signed out at any time during a fire drill. Teachers and staff take a headcount of all children and adults on the lawn during the drills to provide to the Federal Fire Inspector. Students who are signed out during this time can interfere with the headcount total, as well as create a distraction for teachers, teacher assistants, and After School Care providers supervising their students during the drill. Because students are so close to the road during a fire drill, it is imperative that all adults follow directions and maintain focus to protect the safety of our keiki.

Please be advised that when the fire alarm sounds on campus, all staff will treat the alarm as if it were a response to a real fire. Therefore, all fire drills, planned or unplanned, must be handled as if the situation was dangerous and real.

## **BOMB THREATS/PIPELINE SAFETY**

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In the event of a bomb threat, the administrative staff will alert the teachers. The students will be evacuated off campus to Radford High School's baseball field until the buildings are deemed safe for re-entry. Should Radford High School be under threat as well, evacuation will proceed to Aliamanu Park located on Salt Lake Boulevard (across from Hele Gas Station). Should it be necessary to vacate the campus due to pipeline safety concerns, evacuation will proceed to Aliamanu Park.

## **CRISIS MANAGEMENT PLAN**

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Should there be a potential danger to the students and staff, the school will enter a "lock down" mode. Lock down procedures have been established and include the immediate locking of all doors including the front gate. A RenWeb message will also be sent via emails kept on file. All subsequent communications between administration and classroom teachers will be conducted via the internal telephone system. Parents are advised not to attempt coming on campus and can respond to the Renweb message for more information. Parents are advised **not** to call the business office, it can block our phone lines and hinder our ability to contact authorities or get help if needed... The administration practice these procedures and inform parents after such drills are conducted. In the event of another Department of Education shutdown radio station KSSK FM 92.3 (AM 590) may provide updates on the situation.

SchoolPass will be utilized to share direct information for drills or actual events. As such, we highly encourage parents to download the app for care and emergency management communications and to follow the instructions as pushed out through the app in the event of an emergency.

## **FIELD TRIPS**

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Field trips play an important part in the learning experiences provided to HKS students and in keeping with the school's mission and philosophy. All students are expected to participate in scheduled field trips. If a child does not accompany his or her class on a field trip, the parent will need to make arrangements for alternative care. There are no provisions for staff members to care for the student at school. The student will be considered absent from school.

Students participating in field trips are required to turn in signed permission forms for each field trip. Appropriate attire is also required. This consists of the Hale Keiki T-shirt (available for purchase in the office) and closed-toe shoes. Sandals without straps (e.g., flip flops) and wheelie shoes will not be permitted. Transportation for field trips is arranged through local bus companies. The cost for transportation and admission fees for most field trips is covered by tuition.

It is the school's policy that teachers notify parents at least two weeks in advance of any scheduled field trip. Teachers are required to meet a minimum adult-to-child ratio for field trips and need parent chaperones. On occasion, we are also limited in the number of people that may go on a particular field trip. Parents may be asked to chaperone their child for the safety of their child and others. Therefore, teachers work out a system in which parents are given fair opportunity to participate in field trips as best they can. Participation in class field trips is limited to students of that class and their parents. Siblings cannot be accommodated. Parent chaperones must have documentation of a current TB/PPD Mantoux test on file with their child's teacher.

On select teacher-designated field trips, parents who wish to join their child must meet the class at the designated destination. Only teacher-authorized chaperones may ride on school provided transportation. The number of chaperones needed for each field trip is determined by the organization to be visited or by preset school ratios. Parents must arrange their own

transportation and purchase tickets independently from the school. School discounts are not available. (Please check with your child's teacher to see if this option is available.)

## **DRESS CODE**

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Hale Keiki does not have a required dress code for its students. However, it is expected that students are dressed neatly and modestly and that good personal hygiene is practiced. Footwear is required. Sandals without straps and wheelie shoes are not acceptable due to safety concerns. HKS t-shirt, closed-toed athletic shoes, and shorts or athletic pants that allow free movement must be worn during PE and for field trips. Preschool and Pre-Kindergarten students not wearing a PE shirt will be given a school shirt to borrow. It will then be the parent's responsibility to wash and return the shirt. If the shirt is not returned the next day, the parent's FACTS account will be charged \$10.00 for the cost of the shirt. For kindergarten through 5th grade, students not in the proper uniform (HKS t-shirt, closed-toed athletic shoes, shorts or athletic pants) will sit out and must write a note explaining why they sat out of PE. Each student will be provided with one HKS T-shirt in the size indicated on their enrollment paper on Orientation Day. Additional T-shirts are available for purchase in the Business Office.

## **BRINGING POSSESSIONS TO SCHOOL**

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Students should not bring personal possessions to school. The school is not responsible for the loss or damage of students' personal possessions. Electronic devices such as, but not limited to, cell phones, tablets, smart watches, laptops, and gaming devices are not to be brought to school at any time. If such devices are brought to school, they will be kept in the office and released only to the child's parent or guardian.

Teachers may schedule show-and-tell days when the students are permitted to bring something special to school that will be placed in the child's backpack upon completion of this special event. It is strongly recommended that all personal items brought to school be labeled with the student's name.

## **PARENT INVOLVEMENT**

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Parent involvement is a valuable asset to the school and its staff in meeting the educational needs of the students. Volunteer assistance is needed in serving as room parents and helpers during major school events. Room parents help with coordinating extracurricular activities, accompanying classes on field trips, and in providing assistance in the classroom. Parents making observations or serving as classroom volunteers may not bring other children, so as not to be a disruption during instructional time and are asked to make childcare arrangements. Some parents have found it helpful to work with other parents by caring for each other's children, thus allowing them to have a turn as a classroom volunteer. Teachers will inform parents of the various volunteer help needed during Student/Parent Orientation Day and throughout the year.

The school relies on volunteer assistance, particularly in the area of maintaining its buildings and grounds. Workdays are scheduled on Saturdays during the school year as needed. Specific dates for these workdays are announced in advance usually through the monthly parent newsletters and the RenWeb system. All parents are encouraged to be involved in at least one area of need.

Navy childcare regulations require that volunteers who come in direct contact with the children must submit documentation of a current (within a year) TB/PPD Mantoux tuberculin test to their child's teacher prior to volunteering. If an out of town guest/family will be attending a field trip or volunteering in the classroom, they will also need to submit TB/PPD verification.

## **VISITORS**

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All visitors must report to the Business Office (Bldg. 368) and sign in; this includes classroom volunteers and observers, as well as service and maintenance persons. Visitor tags are issued and must be worn by authorized visitors while on campus. Visitors are asked to sign out in the office before leaving.

## **PARENT NEWSLETTER**

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Parent newsletters are normally sent home during the first week of each month via RenWeb and ParentsWeb unless otherwise requested by the parent. These newsletters are the primary means of communicating information on school business, activities, and reminders of significant dates and holidays. Parents are advised to inquire at the Business Office if they do not receive a newsletter for a particular month or check the HKS website.

Classroom teachers and ASC providers also send home newsletters or post them on the website on a regular basis. These newsletters inform parents of current units of study, special activities, and other pertinent information. Parents should check their child's homework folder daily for newsletters, special notices or announcements, and homework.



## **SPECIAL SCHOOL ACTIVITIES**

### **MORNING ASSEMBLY**

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Each morning at the start of school, all classes meet in the courtyard for the flag pledge, to sing the National Anthem, and for any announcements that need to be made. Students should be brought to school on time for this assembly so that proper flag etiquette can be fostered. Late arrivals should not walk to the office or to their assembled class during the National Anthem or Pledge of Allegiance. Rather, parents should wait respectfully with their child through the end of the Pledge before proceeding.

### **STAR KEIKI**

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Classroom teachers each nominate one student each month from their class to receive a Star Keiki award. Teachers will base their nominations on the school's motto: "We are respectful, responsible, ready and safe. We are also sharing, caring, helpful, and kind." Parents will be notified the week prior if their student will be honored at the ceremony. On a specified date, Star Keiki members will have lunch with the Head of School/Principal to celebrate. If the student is in Preschool or Pre-Kindergarten and does not stay for ASC, they are welcome to stay for lunch and be picked up after. Star Keiki winners will also be listed in the school's monthly newsletter.

### **BIRTHDAY CELEBRATIONS**

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Birthday celebrations in the classrooms are optional and limited to parents providing a simple, healthy snack for all the students in the class. Healthy snacks are encouraged, and they should be some form of finger food. Parents should schedule this by communicating with the teacher prior to the special day and check if there are any students with food allergies.

Invitations to children's birthday parties may be distributed in the classroom only if all the students in the class are included, and then must be given to the teacher to distribute at an appropriate time.

### **YOUNG PATRIOT'S CLUB**

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Many children at HKS experience deployments of parents and loved ones. In an effort to support (second through fifth grade) students and help them feel productive during these stressful times, the Young Patriot's Club is available. Priority enrollment is given to students of a deployed parent.

### **FALL OPEN HOUSE**

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The annual Fall Open House is held in September. Families are invited to visit the classrooms and become better acquainted with our teachers and program. The schedule is 6:00 p.m. to 7:30 p.m. with each classroom having a potluck setting with their parents.

### **THANKSGIVING FEAST**

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Classes come together to enjoy a schoolwide Thanksgiving snack in the courtyard and lanai area. The "feast" has been a heartwarming event. The first-grade students perform a

Thanksgiving play for the students and staff on this day. The feast is for students only and does not replace lunch.

## **HOLIDAY PROGRAM**

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A holiday program is presented by the children for their families and guests in December. The program may include a variety of festive holiday songs. All students are dismissed at 10:45 a.m. immediately after the program. There is no After School Care on this day.

## **REGISTRATION**

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Applications for registration for currently enrolled HKS students, siblings, and new military preschool families begins in mid-January. Every returning student must complete reenrollment for the new school year.

## **ASC OPEN HOUSE**

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The After School Care program hosts an annual Open House. A brief program is presented by the keiki. Parents and staff contribute to a potluck and refreshment table and enjoy an afternoon of leisure time together. Enrichment classes may also perform. The program runs from 3:30 p.m. to 5:00 p.m. All students must be signed out with their provider before leaving the program.

## **LEI DAY PROGRAM**

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Lei Day is a traditional celebration in Hawai'i. The Lei Day Program portrays King Kamehameha and Queen Ka'ahumanu by members of the student body. Students represent the eight major islands and other members of the Royal Court. Songs and dances are performed by all classes. Parents and visitors are invited to attend this colorful event. Students are dismissed on the early dismissal schedule. After School Care is available. The program is the second Friday of May unless otherwise noted.

## **FUN DAY**

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To celebrate the end of the school year, teachers and staff, with help from the PTO and parent volunteers, provide a fun-filled morning of games and activities. Dismissal for all levels follows the Early Dismissal schedule, after an all-school brown bag lunch picnic. After School Care is available.

## **ALOHA CEREMONY**

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The Aloha Ceremony is held on the last day of school in May. Students in the most senior class are recognized for their achievements while at Hale Keiki School.



STATE OF HAWAII  
DEPARTMENT OF HEALTH  
P. O. BOX 3378  
HONOLULU, HI 96801-3378

In reply, please refer to:  
File

September 27, 2019

Dear Principal/Administrator:

The Hawaii Administrative Rules (HAR), Chapter 11-157, "Examination and Immunization" include the health requirements for entry into any child care facility, school, and post-secondary school in the state. Amendments to the HAR 11-157 were signed by Governor David Ige in August 2019. The revised rules now conform with current, national recommendations and reflect what is already occurring in healthcare providers' offices and clinics in Hawaii as standard medical practice.

Beginning July 1, 2020 for the 2020-2021 school year, additional immunizations will be required for students entering preschool, kindergarten, 7<sup>th</sup> grade, and all students entering school in Hawaii for the first time. To assist in the implementation of the revised rules, the following resources are enclosed:

- An unofficial copy of the revised HAR 11-157
- Immunization Requirements Summary
- Religious Exemption form (EPI 7A)
- Medical Exemption form (EPI 8)
- Important Notice to Parents information sheet

Highlights of the amendments include:

- **New Vaccination Requirements (effective July 1, 2020 for the 2020-21 school year)**

In addition to all vaccines previously required for attendance, the following immunizations will be necessary prior to school entry:

Child care facility/Preschool	Pneumococcal conjugate vaccine (PCV) Hepatitis A
Kindergarten	Hepatitis A
Grades 1 – 6 (new to the Hawaii school system)	Hepatitis A
Grade 7	Human papillomavirus vaccine (HPV) Meningococcal conjugate vaccine (MCV) Tetanus, diphtheria, pertussis (Tdap)
Grades 7 – 12 (new to the Hawaii school system)	Hepatitis A Human papillomavirus vaccine (HPV) Meningococcal conjugate vaccine (MCV) Tetanus, diphtheria, pertussis (Tdap)

See enclosed Immunization Requirements Summary for number of doses required, minimum age/interval requirements, and exceptions.

- **Exemptions**

The State of Hawaii continues to recognize exemptions to the immunization requirements for medical and religious reasons. Copies of the current medical and religious exemption forms are enclosed. Medical exemptions must be documented on the enclosed form by the student's healthcare provider. *Philosophical or personal belief exemptions are not allowed.*

- **7<sup>th</sup> Grade Physical Examination**

All students entering 7<sup>th</sup> grade must present a record of his/her physical examination performed within 12 months before the date of first attendance.

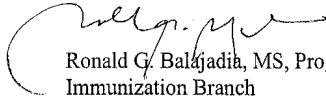
To view the official copy of HAR 11-157, which includes the 198-page Exhibit B: General Best Practice Guidelines for Immunization, visit <https://health.hawaii.gov/opppd/files/2019/08/11-157-includes-Exhibit-A-and-Exhibit-B.pdf>.

For more information, visit <http://health.hawaii.gov/docd/vaccines-immunizations/school-health-requirements/sy-20-21/>.

Additional resources and training materials to assist in implementation of the updated requirements are in development and will be forthcoming.

We appreciate your assistance and cooperation in ensuring that all of Hawaii's students are healthy and protected against vaccine-preventable diseases. If you have any questions, please call the Immunization Branch at (808) 586-8300.

Sincerely,



Ronald G. Balajadia, MS, Program Manager  
Immunization Branch

Enclosures

# Environmental Information

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Hale Keiki School was included in the Remedial Investigation for Makalapa Crater Geographic Study area. The results concluded that any environmental risk is low and it is safe to operate our program. Full results are located in the administrative office for review upon request.

All questions regarding the study should be direct to:

Department of the Navy  
Naval Facilities, HI  
400 Marshall Rd.  
JBPHH, HI 96860  
Phone (808) 471-3926

Dear Faculty, Staff, and Parents/Guardians:

In 1986, congress passed the Asbestos Hazard Emergency response Act (AHERA) mandated the Asbestos-Containing Material in Schools Rule, 40 CFR Part 763, Which requires all primary and secondary school buildings to be inspected by AHERA accredited inspectors and to identify all asbestos-containing building materials. The rule further requires the development of a management plan by an AHERA accredited management planner that is based on the findings of the inspection. The management plan outlines our intent in controlling the potential for exposure to asbestos fibers in our school.

In February 2001, Hawaii Administrative Rules Chapter 11-502 was adopted by the Hawaii State Legislature. These rules essentially mirror the requirements of the AHERA regulations. In both cases, the rule requires our school to notify parents, teachers and employees of the presence and status of asbestos containing material in our school buildings.

The initial inspection of our school was conducted a number of years ago and identifies some asbestos-containing materials. Since that time, we continue to conduct periodic surveillances and re-inspections to ensure that the asbestos-containing materials remain in good condition and do not pose a hazard to our students and staff.

An asbestos management plan was drafted based on our initial inspection and submitted to the Hawaii State Department of Health. It outlines in details the methods we will use to maintain the material in a safe manner. The management plan is updated regularly as asbestos is removed or conditions change.

A copy of the management plan is on file in the administrative office and is available for your review during our regular school hours.

Should you have any questions, please call the school at 808-423-1727.

Sincerely,

A handwritten signature in black ink, appearing to read "Monique Raduziner". The signature is fluid and cursive, with a long horizontal stroke at the end.

Monique Raduziner, Head of School






# 2023-2024 HKS Parent Handbook

Final Audit Report

2022-12-13

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By:	Abel Soares III (abel.soares@nhks.org)
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