



**2026-2027**

**PARENT HANDBOOK**

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## IMPORTANT CONTACT INFORMATION

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

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

Email Address ..... [admissions@nhks.org](mailto:admissions@nhks.org)  
[Principal@nhks.org](mailto:Principal@nhks.org)

Website ..... Halekeikischool.org

Business Office Hours..... 7:30 a.m. to 3:30 p.m. Monday through Friday

### TAX ID NUMBERS

Federal ID Number: # 99-0299640

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

Staff and teachers communicate primarily through email. All email inquiries will be answered within 2 business days. Teachers and staff are not permitted to use messaging apps or give out their personal phone numbers or personal emails for official school business. This policy is intended to protect all parties and preserve staff working hours for our hard-working staff and teachers. Parents with urgent matters should call the office. Phone calls will not be transferred to classrooms during instructional hours as this disrupts the learning for all students.

## Disclosure

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 six.

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

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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 sixth grade 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, Vice Principal/Director of Admission, Curriculum and Online Learning Specialist, Business Manager, 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 Finance Committee** (1) research 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 \$2,812,440.

**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 to assess and review current school curriculum to ensure quality of programs.

**The Development Committee** meets 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 different HKS PTO projects.

## PROGRAM

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### PHILOSOPHY

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**At Hale Keiki School**, we honor our rich military legacy and our host land of Hawai'i, fostering a respectful and inclusive learning environment rooted in tradition and purpose.

We believe children thrive through hands-on exploration, curiosity, and shared experiences. Each child is a unique individual with limitless potential to grow intellectually, socially, and emotionally.

We prioritize safety—both physical and emotional—within a nurturing community that promotes a love of learning and high expectations for personal and academic growth. Strong partnerships among students, families, and educators support this journey, alongside opportunities for leadership and community service that empower students to become responsible, engaged citizens.

Guided by our school motto—**We are respectful, responsible, ready, and safe**—these principles reflect our core values that are a part of the foundation for lifelong learning that we believe can instill a sense of purpose, belonging, and personal pride.

#### **Preschool and Prekindergarten**

- Recognition of each child's uniqueness and experiences
- Supportive, play-based learning environment
- Development of independence, self-help, and self-control
- Focus on motor skills, social-emotional growth, and academic readiness
- Strong home-school connection

#### **Elementary (K-6)**

- Recognition of each child's uniqueness and experiences
- Positive self-image and respect for others
- Differentiated, rigorous, and integrated instruction
- Emphasis on self-discipline, communication, and individual and social- emotional growth
- Strong partnership with families to support holistic development

### 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 sixth 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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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 fine/gross motor development.

The programs in 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 sixth 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. 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 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 on SchoolPass. 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.

Progress reports are emailed to parents at the end of each grading period.

## **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 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 their student's homework assignments. Teachers may or may not assign homework. Homework may be assigned daily, weekly, or as needed.

## **SUMMER ENRICHMENT PROGRAM**

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Our summer program is a balanced, developmentally appropriate experience that is 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.

Registration for enrollment for currently enrolled students, new Military students, and siblings of current students are accepted on and after November 1, 2025. Registration for Civilian families will be accepted on and after November 15, 2025. Applications for any tier of enrollment can be submitted on or after November 15, 2025. 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:

- Open Date: November 1, 2025 for currently enrolled students, new Military students, and siblings of current students.
- Open Date: November 15, 2025 for new Civilian students.

Enrollment invitations are sent and accepted until classes are full. The enrollment process includes both parents' signatures acknowledging the understanding of the \$1,500.00 disenrollment fee per student, payment of a non-refundable, non-transferrable registration fee, progress reports, IEP forms, explanation of the screening process for preschool through sixth grade, and enrollment in FACTS, our automatic payment system. 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. New Kindergarten students, who have not attended kindergarten at another school, must enroll before September 15<sup>th</sup> of the current school year to be eligible for admission.

The school will conduct admission screenings prior to acceptance. Preschool through Kindergarten students must attend a Meet and Greet/Pre-Screening on May 4, 2026, from 9:00 a.m. – 10:00 a.m. Preschool through Kindergarten students will be tested for basic fine motor skills as well as social, emotional and academic readiness. The purpose of this assessment and training is solely to increase our students' readiness for their first formal learning experience. All new students will attend a screening during their first five days of attendance to assess social, emotional, and academic readiness.

Newly enrolled families are required to participate in an Aloha Meeting with the Head of School prior to the first day of school. These interviews should be booked via the link provided in the 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 PS, PK, and K Families* on May 4, 2026, and one during Parent Orientation Day on July 31, 2026. 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:

### **SIXTH GRADE**

- A student who is 11 by September 30
- OR has successfully completed fifth grade in another state from an accredited institution (requires admin approval).

### **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
- Students that have not been enrolled in kindergarten in another school must enroll by September 15<sup>th</sup> of the current school year to be eligible for admission.

### **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 two installments, 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 \$45 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 that 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 following month. HKS will not accept any cash payments over \$100.00.

### **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 the Family Portal to review the terms.

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

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A Technology fee of \$300.00 will be assessed for grades 1<sup>st</sup> through 6<sup>th</sup>. This fee will be assessed on the first payment of tuition. This fee is nonrefundable and will not be prorated.

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, or other appropriate legal documents must be provided by registration in order to verify the birth date and legal name shown on the enrollment form.



- At Registration, 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).
    - 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, TB, or PPD.
    - Proof of an influenza vaccination administered with one-year of starting.
    - Receive a new influenza vaccine in November 2026.
- 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).
  - Proof of an influenza vaccination administered with one-year of starting.
  - Receive a new influenza vaccine by November 2026.
- 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 return to school by the first day of school (provided in your Welcome Letter). 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 emailed in late 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 the number of students. Requests by parents for a particular class assignment will not be considered. Hale Keiki at its sole discretion may combine grade levels into a singular classroom. Grade level expectations and standards will be met for individual grades in a combination class.

## **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 of \$1,500.00 per student, 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. Fifteen (15) school days-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 resealable 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 \$7.00 charge for undergarments provided by HKS. 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.

## 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. 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 excused 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 on SchoolPass **before** being admitted to class. Students may not go to their classroom without signing in at the office first. This may result in the attendance marked Absent for the day. If staff members are no longer at the purple 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 sign in. 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 purple bench areas monitor the SchoolPass sign-in 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 purple 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 then go to your child's classroom to pick him/her up. Staff and faculty will not be available to take your child to the office or to the purple benches. 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 their 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 SchoolPass. 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 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.

To help keep our students safe and healthy, especially those with severe allergies, special snacks brought in must be nut-free. We kindly ask that all snacks not contain peanuts, tree nuts, or nut products. Thank you for your support in keeping our community safe.

For students in kindergarten through sixth grade and PS/PK children who stay for ASC, parents must provide lunches that are kept daily in the classroom. If the child is sent to school without lunch, the parent will be called to bring lunch, or a lunch will be provided to your child at a cost.

## 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 higher-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 readmitting 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. 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 let them know you have listed them as a contact.

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 and in the Family Portal. 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., on allergy list)
- 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 office 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 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 to 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), call the Department of Defense Child Abuse and Safety Violation Hotline (1 (877) 790-1197), or call Law enforcement office at (808) 529-3111.

## OFFICE HOURS

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The business office is open from 7:30 a.m. to 3:30 p.m., during each school day. Appointments for after-hour conferences may be scheduled with advance notice.

During the After-School Care program, if you call the school number (808) 423-1727 the phones will ring in the classroom from 4:00 p.m. – 6:00 p.m.

## SCHOOL STAFF SCHEDULES

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Preschool Teachers - 7:15 a.m. to 1:30 p.m.

Prekindergarten Teachers - 7:15 a.m. to 1:30 p.m.....

Kindergarten Teachers - 7:15 a.m. to 3:30 p.m.....

First and Second Grade Teachers- 7:15 a.m. to 3:30 p.m.

Third, Fourth, Fifth, and Sixth Grade Teachers. - 7:15 a.m. to 3:30 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.

\*Hours are subject to change.

### **STAFF MEETINGS - (SCHOOL HOURS/WEDNESDAY SCHEDULE)**

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Staff meetings are held every Wednesday of each week at 1:00 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 and Second Grade - 12:15 p.m.

Third, Fourth, Fifth, and Sixth Grade - 12:30 p.m.

The After School Care program begins directly after dismissal.

### **SCHOOL HOURS - (REGULAR SCHEDULE)**

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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 and Second Grade - 8:00 a.m. to 2:45 p.m.

Third, Fourth, Fifth, and Sixth Grade - 8:00 a.m. to 3:00 p.m.

Early Bird Care starts at 6:00 am and Before School Care starts at 7:00 am.

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

The After School Care program begins directly after dismissal.

### **LATE PICK-UP CHARGES**

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Students should be picked up promptly at regular dismissal times. Parents have a 15-minute window to pick up their child (from the dismissal times above) before a late pick-up fee of \$40.00 will be assessed. If parents are running late, they may call ahead and ask for the child to be placed in the After School Program (pending space availability) at the current ASC rate.

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 the Late fee of \$40.00. On Lei Day, student dismissal time will follow the conclusion of the program. On the last day of



school, students will be dismissed via the Wednesday dismissal time. The first three days of school in August and the last three days of school in May are all at Wednesday dismissal times. There is no After School Care on the last school day before winter recess, Lei Day, and the last day of school.

## **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 during enrollment or by calling the school. 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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Before School Care is from 7:00 a.m. to 7:30 a.m. Only students enrolled in Before School Care may be dropped off during these hours. Unless arrangements have been made for Before School Care (BSC), students may not be dropped off before 7:30 a.m. This service is provided on a full-time basis only; drop-ins cannot be accommodated. Reservations must be requested during enrollment or by calling the school. Parents using 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 6:00 p.m. Arrangements for full-time care must be requested during enrollment and or using the SchoolPass app. If care is needed within 24 hours, you must contact the school. Full-time reservations are paid for in the month the care is being provided.

Standing reservations for care three days or less per week must be requested and cancelled via the SchoolPass App. If care is needed within 24 hours, 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 lunch, crib sheet to be used as a cot cover, and a lightweight 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 child. At 5:00 p.m. all remaining students move to one classroom for pick-up. Classroom number will be made available during Parent Orientation.

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 an ID to the After-School Care Provider every day.

After School Care ends promptly at 6:00 p.m. Parents must make arrangements in advance for their child to be picked up by 6:00 p.m. for occasions when they are not able to do so.

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

Students should be picked up promptly at after school care dismissal time. A late pick-up fee of \$40.00 will be assessed after designated dismissal time (6:00 p.m.).

## **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 after school hours. Enrollment is optional with fees charged separately and in addition to the After School Care fee. 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 June, and/or July between the end of school and/or 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 on SchoolPass.

## 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 12:45 p.m., and 2:30 p.m. to 3:30 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 students with 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 in 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 unless admin has advised that it is an option (special events). **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. on SchoolPass (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 are 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 take the students out to the purple 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 purple 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 arrive 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 may 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 they are 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/pick-up. 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.
- **No Left turns out of the parking lot during drop-off or pick up times.**
- 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.
- **Special Care should be taken to watch out for pedestrians.**

Drivers need to be patient and courteous to 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 a.m. – 8:00 a.m., 11:20 a.m. -12:45 p.m., and 2:30 p.m. - 3:30 p.m.)
- 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 Before School 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 and should not share the gate code with children or authorized drivers (friends, family, or caretakers). They may press the intercom button to get in.
- Parents should memorize or have the SchoolPass Quick Pin memorized or available and should not share this code as everyone 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 2:20 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 number of times cars are pulling in and out of this area, therefore keeping the traffic in 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 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 a time they can be picked up.

In the event that a Tsunami Watch is issued, parents or guardians will have 30 minutes to pick up their child(ren) from school. While we understand that a watch is not the same as a warning, the potential traffic congestion and difficulty navigating the island during an emergency make it necessary to act proactively. For the safety of our students, staff, and families, we will not wait for a formal warning to begin our emergency procedures. Staff will be released in a staggered manner based on their distance from the school and their proximity to tsunami evacuation zones.

## **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 near 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.

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## **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 Alimano or the old CDC Parking lot until the buildings are deemed safe for re-entry. Should the old CDC parking lot 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.

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## **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 email. All subsequent communications between administration and classroom teachers will be conducted via internal procedures. Parents are advised not to attempt to come 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 practices these procedures and informs parents after such drills are conducted. In the event of a Department of Education shutdown, radio station KSSK FM 92.3 (AM 590) may provide updates on the situation.

SchoolPass may also 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. Parents must arrange their own transportation, may **not** take their child home with them, and must purchase tickets independently. School discounts are not available for parents who wish to join the class. All students must ride the school bus with the class to and from the field trip.

The number of chaperones needed for each field trip is determined by the organization to be visited or by preset school ratios.

## DRESS CODE

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For all students: shorts, skirts, and dresses should reach at or below fingertip length, and shorts should be worn under skirts and dresses. Backless, strapless, halter, or midriff tops should not be worn. Undergarments must not be visible. Tank tops, provided they are not showing undergarments, and are not spaghetti straps may be worn. Rubber slippers are prohibited, and it is required that shoes be worn.

## 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.

## **AI USE POLICY FOR STUDENTS**

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To ensure that AI technologies are used ethically and responsibly, the following guidelines apply to all students:

**Permission Required:** Students are not permitted to use AI tools, including those for generating text, images, or any other content, without explicit permission from a teacher. Before using AI for any academic or creative tasks, students must first seek approval from their instructor.

**Prohibited Use:** The use of AI to generate inappropriate, offensive, or harmful content, including harassment of others, is strictly prohibited. This includes, but is not limited to, AI-generated images or messages intended to target, bully, or intimidate individuals or groups.

**Consequences:** Any student found using AI to harass others or create inappropriate content will face immediate disciplinary action. The severity of the consequence will depend on the nature of the violation but may include suspension and expulsion.

By using AI responsibly and respecting these guidelines, students will help maintain a safe and respectful environment for all.

## **REIMBURSEMENT OF LEGAL FEES CLAUSE**

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In the event that the School is required to participate in legal proceedings, including but not limited to custody disputes, subpoenas, depositions, or court appearances involving a student, the parent(s) or legal guardian(s) initiating or involved in such proceedings shall be responsible for reimbursing the School for all reasonable legal fees and associated costs incurred. These costs may include, but are not limited to, attorney fees, court filing fees, administrative expenses, and staff time required to comply with legal obligations. Reimbursement shall be made within thirty (30) days of invoicing by the School.

## **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 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 people. 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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To keep families informed and engaged, Hale Keiki School sends out monthly newsletters via Renweb on the 1<sup>st</sup> of each month, along with mid-month updates on the 15<sup>th</sup>. These newsletters serve as our primary method of sharing important school-wide information, classroom highlights, and reminders about key dates and holidays.

Each classroom teacher also contributes to the newsletter with updates on current units of study, upcoming special activities, and other relevant classroom news. In addition to these communications, we encourage parents to check their child's homework folder daily for special notices, announcements, and assignments.

If you do not receive a newsletter for any given month, please contact the Business Office or visit the HKS website to access the latest updates.

## **SPECIAL SCHOOL ACTIVITIES**

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### **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 child will be honored at the ceremony. 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 LEADERSHIP CLUB

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Many children at HKS experience deployments of parents and loved ones. To support (second through sixth grade) students and help them feel productive during these stressful times, the Young Leadership 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 5:30 p.m. to 7:00 p.m. with each classroom having a potluck setting with their parents.

## REGISTRATION

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Enrollment for registration for currently enrolled HKS students, siblings, and new military families begins in November. Every returning student must complete **reenrollment** for the new school year.

## THANKSGIVING FEAST

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Classes come together to enjoy a schoolwide Thanksgiving snack in the courtyard and lanai area. The "feast" is a heartwarming event. The third graders start with the Hale Keiki Thanksgiving Parade and 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.

## 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. School is dismissed following the Lei Day Program and Luau. There is no After School Care on this day. 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 Wednesday Early Dismissal schedule. 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.

Principal/Administrator  
September 27, 2019  
Page 2

- **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.

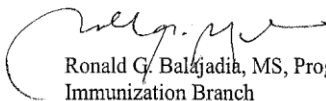
To view the official copy of HAR 11-157, which includes the 198-page Exhibit B: General Best Practice Guidelines for Immunization, visit <https://health.hawaii.gov/opppd/files/2019/08/11-157-includes-Exhibit-A-and-Exhibit-B.pdf>.

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 detail 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,

Monique Raduziner, Head of School