



# PEARL HARBOR CHRISTIAN ACADEMY

*"Committed to GOD and Academic Excellence"*

## PARENT & STUDENT HANDBOOK

Rev July 2023

PHCA is a ministry of Calvary Chapel Pearl Harbor  
and holds dual accreditation with both the  
Association of Christian Schools International &  
the Western Association of Schools and Colleges



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A high standard of accuracy has been sought in the preparation of this handbook. Errors, omissions, and changes of text are always a possibility; therefore, Pearl Harbor Christian Academy, its administration, faculty and board of directors reserve the right to make corrections and changes of such published information and policies, as they deem necessary and appropriate.

## **NOTES:**



## LETTER OF WELCOME

Dear Parents and Students:

Welcome to Pearl Harbor Christian Academy (PHCA). We are very pleased that you have chosen our school where we will always be "Committed to God and Academic Excellence". It is our desire that every student here would "grow in the grace and knowledge of our Lord and Savior Jesus Christ." (2 Peter 3:18)

Biblical principles are integrated into every subject taught at our school. Our staff is committed not only to academic excellence, but also to teaching students how to apply the truths of God's Word in every aspect of life. If you are in agreement with the teachings of God's Word, this school will complement the beliefs and ideals your child is taught at home. We look forward to partnering with you to educate your child in God's truth.

PHCA is a ministry of Calvary Chapel Pearl Harbor (CCPH), dually accredited through ACSI (Association of Christian Schools International) and WASC (Western Association of Schools and Colleges) and a licensed member of HAIS (Hawaii Association of Private Schools). We pray and plan for each year to be the best school year possible for all our staff and families. We are excited to work together to fulfill the will of God for each student at PHCA.

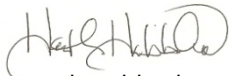
The policies in this handbook were developed in the best interest of our students and our school. As guidelines need to be added or revised, we reserve the right to make such changes. Any additions or revisions will be announced via email or in the parent newsletter. The handbook can be viewed and is made available electronically via our school website.

The **"Acknowledgement of Handbook Receipt"** is a webform on FACT SIS and should be completed by both parents/guardians and students in 3<sup>rd</sup> Grade and above. You will need to log into FACTS SIS and complete this form to be turned in at the beginning of each school year.

We are looking forward to a fun and blessed year!



Phebe Sumida, M.Ed.  
Head Administrator/Principal



Heath Habbeshaw  
Board Chairman



Derald Skinner  
SR. Pastor, CCPH

## HISTORY OF PEARL HARBOR CHRISTIAN ACADEMY

One of Pastor Derald's visions for Calvary Chapel Pearl Harbor was to start a private school where the Bible and Academics were taught hand in hand. In 1999, the initial planning started and on August 21, 2000, Pearl Harbor Christian Academy welcomed its first group of students.

Our first school year started off in the Moanalua Shopping Center with four classes, four teachers, a church/school secretary, a principal and the support of the church and pastoral staff. Each person hired was devoted to and had a personal testimony of their relationship with our Lord and Savior Jesus Christ. They were all "called" and "committed" to serve in our school ministry.

We offered Kindergarten - Sixth Grade, with 1<sup>st</sup>/2<sup>nd</sup>, 3<sup>rd</sup>/4<sup>th</sup> and 5<sup>th</sup>/6<sup>th</sup> being taught together in combined classes. Our original staff was Rose Marie Simpson (K), Elisabeth Little (1/2), April Figueroa (3/4), Sheila Jones (5/6), Sharon Edgley (Secretary), Phebe Sumida (Principal), Ruth Tinker (School Nurse), and Frank Figueroa (Chapel). We had a total enrollment of sixty-four students that year.

The following year, we expanded to Kindergarten to Eighth Grade, our classrooms and student enrollment more than doubled, our school staff tripled, and God expanded our facility to include a gym area, computer lab, music room and a playground. In 2004-2005, we successfully went through the ASCI accreditation process. In 2005-2006, PHCA moved to our new facility in Waipio Gentry where we started building again from ground up. In 2007-2008, we opened our preschool program. In 2011-2012, we successfully went through dual accreditation with ACSI and WASC. In 2015-2016, we added our high-school regulation size gymnasium. In 2017-2018, we completed another six-year ACSI/WASC accreditation term. In 2019-2020, we doubled our playground size and then survived Distance Learning as the world went into quarantine due to the COVID-19 pandemic. Our staff and school board unanimously agreed that students needed to come back to school for "in-person" learning. In 2020-2021, PHCA reopened for instruction and piloted our first 9<sup>th</sup>-11<sup>th</sup> grade high school classes. In 2021-2022, ACSI & WASC did a school visit and confirmed the accreditation of our now 9<sup>th</sup> -12<sup>th</sup>. In 2022, we officially graduated our first Senior Class of 2022.

Pearl Harbor Christian Academy is "Committed to God and Academic Excellence." We are dedicated to maintaining a staff of qualified educators who have an unwavering devotion to Jesus Christ with a desire to teach academics that are integrated with biblical truths and share the Word of God to all and every student that God entrusts in our care.

"Now to Him who is able to do immeasurably more than all we ask or imagine, according to His power that is at work within us, to Him be glory in the church and in Christ Jesus throughout all generations, forever and ever! Amen." Ephesians 3:20-21

# STATEMENT OF FAITH

## PHCA IS A MINISTRY OF CALVARY CHAPEL PEARL HARBOR

**We Believe** the Bible to be the inspired, only infallible, authoritative, inerrant, all sufficient Word of God (2 Timothy 3:15-17, 2 Peter 1:21).

**We Believe** there is one God, eternally existent in three persons: Father, Son and Holy Spirit (Genesis 1:1, Deuteronomy 6:4, Matthew 28:19, John 10:30).

**We Believe** in the deity of Christ (John 10:33); His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:34-35); His sinless life (Hebrews 4:15, 7:26); His miracles (John 2:11); His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9); His resurrection (John 11:25, 1 Corinthians 15:4); His ascension to the right hand of the Father (Mark 16:19); His personal return to earth in power and glory (Acts 1:11, Revelation 19:11-16).

**We Believe** in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that all are justified on the single ground of faith in the shed blood of Christ, and that only by God's grace, through faith alone, are we saved (John 3:16-19; 5:24, Romans 3:23; 5:8-9, Ephesians 2:8-10, Titus 3:5).

**We Believe** in the resurrection of both the saved and the lost; they that are saved unto the resurrection of the life, & they that are lost unto the resurrection of damnation (John 5:28-29).

**We Believe** in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 12:12-13, Galatians 3:26-28).

**We Believe** in the present ministry of the Holy Spirit by Who's indwelling the Christian is enabled to live a Godly life (Romans 8:13-14, 1 Corinthians 3:16; 6:19-20, Eph. 4:30; 5:18).

**We Believe** marriage has been ordained by God. This church defines "marriage" as the exclusive covenantal union of one man and one woman in which such union is a lifetime commitment. A civil government's sanction of a union will be recognized as a legitimate marriage by the church only to the extent that it is consistent with the definition of "marriage" found in this Statement of Faith.

**We Believe** marriage is exclusively the legal union of one genetic male and one genetic female and that this union is evidenced by a marriage ceremony. We also believe that legitimate biblical sexual relations are exercised solely within marriage. Hence, sexual activities such as, but not limited to, adultery, fornication, pre-marital sex, incest, polygamy, homosexuality, transgenderism, bisexuality, cross dressing, pedophilia and bestiality are inconsistent with the teachings of the Bible and the Church. Further, lascivious behavior, the creation, viewing and/or distribution of pornography and efforts to alter one's physical gender or gender related appearance are incompatible with a true biblical witness. (Gen. 2:24; 1 Cor. 5:11; 6:9; 6:18-20; 7:1-3; 7:8-9; Romans 1:18-32).

**We Believe** the Sex/Gender of a student is assigned at birth (1 Corinthians 5:11; 6:9; 6:18-20; 7:1-3; 7:8-9; Romans 1:18-32, Psalms 139:13-14)

All bible teachings and doctrines expressed and taught at Pearl Harbor Christian Academy must be in agreement with the teachings and beliefs of Calvary Chapel Pearl Harbor. Students, parents, staff, visitors or volunteers on school property will not be allowed to teach, directly expressed or implied, any doctrinal or bible issues that are in direct conflict with the teachings and beliefs of Calvary Chapel Pearl Harbor.

## CHURCH/SCHOOL RELATIONSHIP

"So we, being many, are **One Body In Christ**, and individually members one of another.....Be kindly affectionate to one another with brotherly love; in honor giving preference to one another; not lagging in diligence, fervent in spirit, **Serving the Lord**" Romans 12:5-11

PHCA is a ministry of Calvary Chapel Pearl Harbor. As a church-sponsored school, we are governed by a School Board Committee appointed by the CCPH Board of Directors. We work hand in hand with the many other ministries at CCPH for the glory of God and to further the Gospel of Jesus Christ. We invite you join CCPH at any of our Sunday worship, midweek services, or other ministry events. A list of ministries is available from our church office. You may call CCPH at (808) 678-3994.

## THE VISION OF PHCA

Our vision at Pearl Harbor Christian Academy is for students to learn of and develop a personal and lasting relationship with Jesus Christ. We want them to be equipped with wisdom, knowledge and a firm foundation in biblical truths so they can become confident and productive Christian citizens, able to profess their faith in Christ, with a willingness to serve others, and firmly grounded in their biblical worldview. This will be evidenced by their:

- Understanding of Christ's love and provision for them (Eph. 3:17-20)
- Firm foundation in their love and commitment to Jesus Christ (Mark 12:30)
- Living example as Christian role models (1 Timothy 4:12)
- Continued study and application of God's Word (2 Pet. 3:18, Jam. 1:22)
- Sharing their faith with others (Matthew 28:19-20)
- Being a servant (Mark 10:45, Philippians 2:7)
- Ability to communicate and future success in academic pursuits (Phil. 4:13)

## MISSION STATEMENT

### ◆Preschool (PreK & Jr.K)

PHCA Preschool is committed to God and serving the children and families in our school. By working in partnership with our parents, we will provide an ongoing, biblically based education and enriching curriculum to enable children to develop a love for and sense of security in Jesus Christ, respect for others, respect for themselves, independence, self-control, confidence, as well as cognitive, physical, emotional, and social development.

### ◆K-12<sup>th</sup>

PHCA is "Committed to God and Academic Excellence." Our goal is to assist parents in preparing our students for higher education and to become independent and contributing members of an ever-changing world. In addition to academic instruction, students are also taught a biblical worldview that will help them develop moral integrity, responsible behavior, respect for themselves and others, as well as a love and commitment to Jesus Christ.

## **PHILOSOPHY OF CHRISTIAN EDUCATION**

### **◆Preschool (PreK & Jr.K)**

We believe that parents hold the primary responsibility of educating their children with supporting scripture references from Deuteronomy 6:7 and Ephesians 6:4. As a school and staff, we are dedicated to assist parents with the commitment they have to their children's education. Success in school must also be dependent on instruction and involvement at home.

The Bible is the authoritative Word of God (2 Tim. 3:16-17). Students are taught to accept scriptures as God's truths (facts) and to understand and apply them in their lives. Students are presented with the Gospel message, their need for a personal relationship with and salvation through Jesus Christ, given the opportunity to accept Christ as their Savior, and nurtured to grow in the grace and knowledge of our Lord and Savior Jesus Christ. Each child's spiritual guidance is further enhanced as they observe the Christian role models of our staff, as well as parents' commitment to Jesus Christ and their Godly example (Titus 2:7).

We believe that as each child approaches any activity in life they are intellectually and actively processing information. Therefore, we will be providing an enriching program and environment that will allow each child to continue on in a lifelong learning process. In order to provide the most challenging, comprehensive and factual information, all lessons will be taught in line with biblical truths.

### **◆K-12<sup>th</sup> Grade**

We believe that parents hold the primary responsibility of educating their children with supporting scripture references from Deuteronomy 6:7 and Ephesians 6:4. As a school and staff, we are dedicated to assist parents with the commitment they have to their children's education. Success in school must also be dependent on instruction and involvement at home.

The Bible is the authoritative Word of God (2 Tim. 3:16-17). Students are taught to accept scriptures as God's truths (facts) and to understand and apply them in their lives. Students are presented with the Gospel message, their need for a personal relationship with and salvation through Jesus Christ, given the opportunity to accept Christ as their Savior, and nurtured to grow in the grace and knowledge of our Lord and Savior Jesus Christ. Student's spiritual guidance is further enhanced as they observe the Christian role models of our staff, as well as parents' commitment to Jesus Christ and their Godly example (Titus 2:7).

We believe that students should also be developed intellectually with an emphasis in the areas of language arts, communication and writing skills, problem solving, mathematics, science, technology and history. In order to provide the most challenging, comprehensive and factual information, all lessons will be taught in line with biblical truths.

Our bodies are considered the temple of the Holy Spirit (1 Corinthians 6:19); therefore students are instructed in the areas of physical education and health.

We maintain a staff of qualified educators who have a personal testimony of their faith and devotion to Jesus Christ. Our staff is committed to working with parents towards their children's spiritual, intellectual, emotional,

social, and physical development. Our desire is to help students be successful and reach their full potential in Christ (2 Timothy 2:15).

While there are other lucrative opportunities available, we believe our faculty has been called to serve in our Christian school ministry and each person has made a personal choice to minister here. We are centrally located on the island of Oahu and are called to provide an affordable means to a Christian education for the families that we serve. As our tuition is one of the lowest available on the island, we are totally reliant on God's provision in all that we have, as well as His direction in all that we do (Ephesians 3:20).

## **PHCA CORE VALUES (K-12<sup>TH</sup>)**

- Our staff will support and actively involve parents in their children's education.
- Our staff is committed to academic excellence, promoting a Biblical worldview and assisting students to reach their full potential in Christ.
- The Bible is the final and authoritative Word of God and will be a core subject in the curriculum offered at our school.
- Students will be developed spiritually, emotionally, socially, and physically.
- Students will be developed intellectually emphasizing language arts, writing skills, communication, problem solving, mathematics, science, technology, and history.
- Students' learning experience will be enhanced outside of academics in areas such as creativity, music, performance and physical education.
- Students will be taught the importance of becoming contributing members of society whose lives will emanate Christian character.
- Our staff will demonstrate a belief and commitment to Jesus Christ through their lifestyle and fulfillment of the Great Commission.
- Students will be given opportunities to accept Christ as their personal Lord and Savior.
- Students will be taught to grow in the grace and knowledge of our Lord and Savior Jesus Christ.

## **PHCA PRESCHOOL PROGRAM DISTINCTIVES**

Students are presented with a high standard of learning with lessons integrated with biblical principles and that all truth comes from God's Word. Students in our program will:

- Be introduced to know and love Jesus Christ as their personal Lord and Savior
- Develop lifelong learning skills to prepare for success in their future education
- Develop large and small muscle skills
- Develop a sense of themselves and others
- Be able to relate to others in a social setting
- Develop communication skills
- Develop creativity

## **PHCA EXPECTED SCHOOLWIDE LEARNING RESULTS (ESLR'S)**

### **1. COMMITTED CHRISTIANS:**

- A. Have accepted or has been challenged to accept Christ as their Lord and Savior.
- B. Have good works as evidence of their faith
- C. Actively participate in regular fellowship, worship, and/or involvement in ministry and study of God's Word
- D. Incorporate Biblical worldview into how they live their daily lives

### **2. CRITICAL THINKERS:**

- A. Able to relate new information to prior knowledge or experiences
- B. Can apply mathematical skills to daily lives
- C. Able to independently problem solve
- D. Incorporate Bible knowledge in daily life skills and decisions

### **3. EFFECTIVE COMMUNICATORS:**

- A. Are able to express themselves and resolve issues in relationships
- B. Able to convey thoughts in a clear manner, verbally or written
- C. Able to be expressive in journal writing
- D. Able to orally recite and communicate the meaning of Bible verses

### **4. CONTRIBUTORS TO/LEADERS OF COMMUNITY:**

- A. Are involved in helping others (Mark 10:45, Philippians 2:7)
- B. Are respectful and responsible citizens
- C. Lead by example; willing to listen to other's ideas; work with others

### **5. SELF-DIRECTED LEARNERS:**

- A. Are responsible and active in the learning process
- B. Are able to set and pursue future goals
- C. Are able to assess present progress for success in future academic pursuits
- D. Are motivated to complete tasks to the best of their ability

## PLEDGES & PRAYER

Each morning, the day starts with pledges to the American Flag, the Christian Flag, and the Bible. Prayer follows the pledges. The pledges are as follows:

### AMERICAN FLAG

I pledge allegiance to the flag of the United States of America  
And to the Republic for which it stands, one nation,  
Under GOD, indivisible, with liberty and justice for all.

### CHRISTIAN FLAG

I pledge allegiance to the Christian flag and to the Savior  
for Whose kingdom it stands. One Savior, crucified, risen  
and coming again with life and liberty for all who believe.

### BIBLE

I pledge allegiance to the Bible, God's holy Word  
I will make it a lamp unto my feet and a light unto my path  
I will hide its Words in my heart that I might not sin against God.

*Students will also learn the National Anthem and the Hawaii State Anthem:*

### THE STAR-SPANGLED BANNER

Oh say can you see by the dawn's early light  
What so proudly we hailed at the twilight's last gleaming  
Whose broad stripes and bright stars through the perilous fight  
O'er the ramparts we watched were gallantly streaming  
And the rocket's red glare, the bombs bursting in air  
Gave proof through the night that our flag was still there  
Oh say does that star-spangled banner yet wave  
O'er the land of the free and the home of the brave.

### HAWAI'I PONO'I

Hawai'i pono'i, Nana i kou mo'i, Kalani ali'i ke ali'i.  
Makua lani e, Kamehameha e, Na kaua e pale, Me ka ihe.

#### English Translation:

Hawaii's own true sons be loyal to your chief  
Your country's liege and lord, the chief  
Royal father, Kamehameha  
Who guarded in the war with spears



## STUDENT HARASSMENT POLICY

In order to be within full compliance of State law and standards for accreditation, PHCA must provide the following Student Sexual Harassment policies to each family enrolled.

Pearl Harbor Christian Academy is committed to providing an academic environment in which all individuals treat each other with dignity and respect, and which is free from all forms of intimidation, exploitation, bullying and harassment, including sexual harassment. This policy also prohibits harassment/bullying, including but not limited to verbal, non-verbal, written (hard copy or electronic), and physical harassment while on school campus. Both employee-to-student, student-to-employee and student-to-student sexual harassment is prohibited. PHCA is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including suspension, termination, or expulsion. As such, guidelines will be discussed to help students discern when the line between playful interaction and disrespectful behavior has been crossed. Students will be encouraged and expected to apply God's word in their actions in living peaceably with (Romans 12:18) and being kind to one another (Ephesians 4:32).

Students who feel they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to their teacher or another school employee. They may also report the matter to one of the school officials designated below.

Students who observe conduct of a sexually harassing nature are also encouraged to report the matter to one of the school officials designated below. All complaints will be promptly investigated and if necessary, appropriate corrective action will be taken.

Phebe Sumida	Head Administrator	678-3997
James Marquez	Vice Principal	678-3994

Every effort will be made to reasonably protect the privacy of the parties involved in any complaint. However, the school reserves the right to fully investigate every complaint, and to notify the student's parent/guardian and appropriate government officials as the circumstances warrant. It is against the school's policy to discriminate or retaliate against any person who has filed a complaint concerning sexual harassment.

## MANDATED REPORTING

Employees or officers or any private school or licensed childcare facility are required to report suspected or known child abuse or neglect to the Child Welfare Services or police. PHCA is also required to report to DHS within one working day of occurrence, the death of a child or employee, as well as any illness or injury received at the childcare facility that results in hospitalization, including emergency room admittance.

All PHCA Staff receive certification in *Sexual Abuse Awareness Training* from Ministry Safe every two years. This training equips our staff to be better aware of any abuse when interacting with students in school settings.

## **ADMISSIONS**

### **NEW STUDENTS**

A complete application and instructions packet can be downloaded from our website for the current year and by the end of October for the upcoming school year. Entrance exams for first round consideration will be scheduled January/February. PreK applicants must be fully toilet-trained. Applications received after that time may be considered if vacancies exist.

#### **◆Preschool Age Requirements**

Students in our PreK & Jr.K classes must be three or four years of age, respectively, by July 31<sup>st</sup> for the school year that the application is submitted.

#### **◆Kindergarten Age Requirements**

New students applying for the Kindergarten program must be five years of age by July 31<sup>st</sup>\* for the school year that the application is submitted.

\*This aligns with Hawaii State Department of Education requirement and cut-off age set at five years old by July 31<sup>st</sup> to start Kindergarten.

### **RETURNING STUDENTS**

Students who plan to return for the following school year must maintain good standing with PHCA to re-enroll. Students with academic problems, discipline issues or a history of financial delinquencies will be declined acceptance for the upcoming school year. A "Letter of Intent to Return", along with the "Tuition Payment Agreement" form, must be submitted by the last Friday in the month of January. The registration fee, comprehensive (PreK/JrK) or technology (K-12<sup>th</sup>) fee, and \$300.00 deposit will automatically be drawn from the students FACTS account on a designated Friday in February in order to secure priority for enrollment. The deposit is applied to the student's account for the following school year. The fees and deposit are all non-refundable.

Students who withdraw from school or do not re-register by the specified due date will need to re-apply for admission in the same manner as new students.

### **NOTICE OF NON-DISCRIMINATORY POLICY AS TO STUDENTS**

PHCA 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 on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, athletic, and other school-administered programs.

## FACTS FAMILY PORTAL

### FACTS STUDENT INFORMATION SYSTEM (SIS)

Once enrolled, parents must create an account to login to our FACTS SIS to access and update student and family personal information. In Middle/High School, FACTS SIS may also be used to access grades and homework. Unless there is a court order or other legal documents stating otherwise, parents of an enrolled student have the right to access their child at any time. Both parents, regardless of who the custodial parent is, retain the right, by law, to access their children's school records for information on school attendance and academic achievement (see School Records section under "GENERAL RULES" p. 56).

### COURT ORDERS

Copies of any legal documents, restraining orders, etc., signed by a judge, in regard to legal custody, guardianship, visitation and/or school related enforcement for any student must be presented to and be on file in the school office.

### EMERGENCY CONTACTS

All students must have **"Emergency Contact"** information input and updated in FACTS SIS in the event of an emergency. The parents and any adults (18 yrs or older) listed will be authorized to sign-out the student at any time and act on behalf of the student in the event of an emergency. The individuals you list to call in the event you are unavailable should always be kept current. If one or both parents or guardians will be leaving the island and your child will be in the care of another individual, please make sure to inform our school office as well as your child's teacher. Children are affected in different ways during a parent's absence, and we appreciate being aware of these circumstances in addition to knowing whom to contact if the need arises

## FINANCIAL RESPONSIBILITIES

### TUITION

A separate schedule for the current year's fees/tuition is available online and in our school office. Costs for the following school year are published by January. PHCA's operating budget is based mainly upon student tuition. Our policies allow us to meet our expenses and maintain smooth operations throughout the school year. Tuition for students entering once school has started will be determined based upon their date of entry and length of enrollment for the school year. School records may be held if there are any outstanding financial obligations at year end or at the time of withdrawal.

#### ◆Preschool (PreK & Jr.K)

Preschool students are obligated for tuition as described on their Tuition Payment Agreement form and listed under the Withdrawal section of this handbook under "Tuition Obligations".

#### ◆K-12<sup>th</sup> Grade

Kindergarten to 12th grade students who enroll and reserve a spot in class must be committed to payment of the full tuition amount, whether the full school year is completed, or all activities are participated in. Refer to the Tuition Payment Agreement form or the Withdrawal section of this handbook under "Tuition Obligations".

### ◆Tuition Payment Options

The three options to pay for tuition are ALL drawn through FACTS\*:

1. One Annual Pre-payment due within the last seven days of June.  
(Less a prepay discount)
2. Two Semi-Annual Payments due within the last seven days of June and the same time in the month of November.  
(Less prepay discount for the first child only)
3. Eleven-Month Payment Plan - starts in July and completed by May 20<sup>th</sup>.

\*FACTS is the school's Tuition Management System which manages all tuition, fees, and incidental payments for each student. In addition to FACTS SIS, parents must also set-up a separate FACTS Tuition Management account for any payments.

### REGISTRATION FEE

All students pay a yearly, non-refundable registration fee. For returning students, it is due in February for the upcoming school year. New students pay this fee upon acceptance into the school.

### TECHNOLOGY FEE (K-12<sup>TH</sup> GRADE)

This non-refundable fee is used to keep technology current. It differs by grade and helps maintain and upgrade systems, services and software as needed.

### COMPREHENSIVE FEE (PREK & JR.K)

This non-refundable fee covers various activities, fieldtrips, morning snack and certain supplies that students will be provided with by the school.

### FUNDRAISERS

Various fundraisers that the school holds throughout the year supplement our operating budget and help keep tuition costs down. These funds help purchase items that will improve our facilities or enhance any of the programs or activities that we have in progress. Parents and students are responsible for any items or monies given to students. All monies should be turned into your child's teacher or the school office by the stated due dates of the event.

Fundraising events will be announced in advance and any necessary hard copy information will be sent home in your child's Communication Envelope.

### FINANCIAL AID

PHCA offers a limited amount of financial aid through the reduction of tuition. The school board will determine the amount of aid available for each upcoming school year. Based upon this determination, the maximum amount a family may receive shall not exceed 40% of the total amount of tuition due for the upcoming school year. This percentage amount may be lower dependent upon the amount of aid allocated for the upcoming school year and will not exceed the amount due after any outside aid is applied.

Aid from PHCA will only be applied to accounts that are up to date. In order to benefit from any prepayment discounts, aid from outside sources must be received by stated due dates or you may need to pay in full and then be reimbursed after the funding is received.

◆ **Application Process for Financial Aid:**

All applicants must apply on-line through FACTS Grant Aid & Assessment. Applications must be submitted and verified by the specified deadline date. Families must provide FACTS with all necessary and requested documents for the financial assessment to be conducted. Students must be enrolled and in good standing before their application will be considered. There is an application fee charged by and payable to FACTS. Families applying for aid are responsible for payment of the fee.

**SCHOOL PAYMENTS**

All students must have a FACTS account. After the initial enrollment charges, all other tuition, fees, and incidental expenses going forward will be charged to this account. There is a \$20.00 processing fee for payments requested to be made in-house or due to your FACTS account being set-up late, incomplete, or invalid.

Once your FACTS account is set-up, if a payment has to be made in-house, send the payment directly to the office ***in an envelope marked*** with the student's name, grade, and what the money is for. Please make sure the exact amount in cash or check plus the \$20.00 processing fee is included in the total amount enclosed.

When sending cash, please send the EXACT amount as we do not keep cash in our school office and will not be able to provide any change.

**NON-SUFFICIENT FUNDS**

PHCA has a \$20.00 service charge for any returned checks or denied automatic payments through the FACTS Tuition Management System. This is in addition to any charges from your bank or FACTS. If automatic payments through FACTS are denied or any checks returned for non-sufficient funds more than three times, you may be required to pay remaining tuition balance and all future payments in cash, money order or certified bank check plus processing fee for in-house payments.

**ACCOUNTS IN ARREARS**

If an account is behind in tuition or before/after care, any future payments received for other items will be automatically applied to the delinquent account in this order: Tuition and late fees, then Before After Care and late fees. If an account is delinquent in other programs or activities (i.e. lunch, sports, field trip, yearbook, etc.), any payments received for these activities will be automatically applied to the delinquent amount. The student will not be able to participate in any extra programs or activities until all accounts are brought up to date. If you anticipate or experience unexpected financial difficulties, please let our office know ASAP.

## WITHDRAWALS

Once school is in progress, we request a thirty-day notice in writing prior to withdrawal so that all records and necessary items can be processed. This also includes students who are leaving at the end of the year, as we will be dealing with a larger amount of student records when school ends. A "Student Certificate of Release" should be requested from our school office and needs to be completed prior to the student's last day of school.

### TUITION OBLIGATIONS

#### ◆Preschool (PreK & Jr.K)

Withdraw prior to the first day of school: If notice in writing is received 30 days prior to school starting, the deposit and all fees paid are forfeited. If 30 days advance notice is not received, the charge is the monthly rate based upon Option 3 payment plus the \$300.00 deposit and non-refundable fees.

Students who withdraw once school has started must notify the school office in writing at least 30 days in advance of the student's last day. If 30 days' notice in writing is not provided, the student's last day of enrollment, for tuition purposes, will be determined by adding 30 days to the date the school was officially notified in writing. Students will be charged the **FULL** month for any fraction of a month that the student is still considered enrolled using the current monthly rate stated in Option 3. All fees paid are non-refundable.

#### ◆K-12<sup>th</sup> Grade

Students who confirm enrollment are obligated to payment of full tuition and fees for the entire academic year including any absences, early withdrawals or dismissals. This obligation may be cancelled by notifying PHCA in WRITING by a specified date in June as listed on the Tuition Payment Agreement (TPA) form. All deposits and fees are non-refundable. There is an additional charge equivalent to the full annual tuition divided by ten for cancellation of enrollment received after April 30<sup>th</sup>.

After this specified date in June, the full amount of tuition for the school year is due even if your child will not attend any classes. Arrangements to complete any outstanding tuition payments due for the year must be established. If your payment option included tuition insurance, fifty percent of the remaining cost of tuition for the year will be covered. Parents/guardians will be responsible for the remaining fifty percent. All financial obligations need to be cleared and any books, materials or electronic devices that belong to the school must be returned in good condition before any records will be released. If a student leaves with an unpaid balance, a letter of debt will be forwarded to their school of transfer.

### WITHDRAWAL GRADES

Students who withdraw with twenty-one or more calendar days left in the quarter or school year will only be given "withdrawal" grades verses final grades or recommendation for promotion.

## SCHOOL HOURS

Unless otherwise noted on the school calendar or announced through the school newsletter, normal school hours while school is in regular session are:

### **PRESCHOOL/ELEMENTARY**

Wednesday: 8:00 a.m. to 1:30 p.m.  
Monday, Tuesday, Thursday, Friday: 8:00 a.m. to 2:30 p.m.

### **MIDDLE/HIGH SCHOOL**

Wednesday: 7:50 a.m. to 1:45 p.m.  
Monday, Tuesday, Thursday, Friday: 7:50 a.m. to 2:45 p.m.

### **OFFICE HOURS**

Wednesday: 8:15 a.m. to 1:00 p.m.  
Monday, Tuesday, Thursday, Friday: 8:15 a.m. to 3:30\* p.m.

The office is CLOSED during arrival/dismissal times and on weekends. Refer to school calendar for holidays, special events, etc. throughout the year. Office hours/school calendar is subject to change as needed.

### **PARENT SUPERVISION**

When your child is in your care (i.e before school, pick-up after school, school functions, etc.), please make sure they remain within arm's reach & are under your supervision at all times. Students should not be roaming or running around the campus (playground, parking lot, basketball court, sanctuary, etc.).

### **ARRIVING AT SCHOOL**

Students are allowed on campus 15 minutes prior to school starting. Prior to this time, a parent or guardian must stay to supervise their child unless they are enrolled in Before Care (see Before Care p. 26). Parents are also responsible for their student's welfare/conduct when students are dropped off in the shopping center or outside of the church and/or school campus prior to school starting. **Please Note:** Special arrival/dismissal procedures are announced as needed based upon emergency/extenuating circumstances.

***Students left unaccompanied on campus more than 15 minutes prior to school starting may be charged \$5.00 for up to the first five minutes and \$1.00/minute for each additional minute thereafter. Student's FACTS account will be automatically charged.***

Please follow the posted traffic pattern for dropping off your children. All cars should be parked legally if someone in the car plans to accompany the child into the building. Please do not double park or leave your car in front of the school in the designated drop-off/pick-up areas.

#### **◆Preschool (PreK & Jr.K)**

At 7:45 a.m., parents may walk their children to the designated sign-in or drop-off point, however only students should proceed past the designated point into the hallway leading to the classrooms. Parents remain behind designated point and allow their children to continue independently to their classes.

***Preschool students must be signed in (full signature) by a parent, guardian or authorized adult 18 years of age or older. If student arrives late, the adult must proceed to the office to sign-in.***

#### ◆ Elementary K-5th Grade

At 7:45 a.m., students should proceed directly to their classrooms. Parents may walk them up to the gate or office entrance. However, only the student comes on campus or into the classroom. Keep in mind, teachers are supervising and preparing for their class. Any extended questions or comments you have should be scheduled for a later time or sent in writing so teachers are not distracted.

#### ◆ Middle/High School

The classroom doors open at 7:35 a.m. Students are to proceed directly to their appropriate homerooms. Parents should remain off campus.

### LEAVING SCHOOL

Prior to school ending, students must be signed out by a parent, guardian, or an authorized adult, who is listed in your child's **FACTS SIS Emergency Contacts** in order to leave the school. Please inform the school office in advance for early release from school and avoid pick-up during your child's naptime. All students must be signed out at our school office before they will be released from school. Parents or those authorized to pick up your children may not go to the classrooms to pick up a student. The school staff will take care of this.

### SCHOOL DISMISSAL

School ends according to the times listed under "School Hours". During dismissal times, only students and staff are allowed on campus and in the hallways. The area in front of the office should be kept clear so dismissal can flow smoothly. Again, please refrain from engaging teachers in conferences or questions during dismissal times. *Dismissal procedures are subject to change as needed.*

#### ◆ Preschool (PreK & Jr.K)

Students must be signed out by a parent, guardian or authorized adult (18 years of age or older) by 1:45 p.m. on Wednesdays and by 2:45 p.m. on all other days, unless enrolled in After Care. Parents should enter through the side gate. If there are older children to pick-up after, please exit through the side gate and proceed to the designated area to pick up your child based on their grade level. Please do not cut through black top or playground area.

#### ◆ Elementary K-5th Grade

Students need to be picked up by 1:45 p.m. on Wednesdays and by 2:45 p.m. on all other days, unless enrolled in After Care. You may drive through or walk up to pick up your child. If driving, please follow the posted traffic pattern. When you reach the traffic monitor, your child will be sent out to your car. Please be courteous and pull up behind any cars already in line. For safety reasons, students will only be directed to cars that are in line and will not be released to walk across the parking lot unless accompanied by a parent or guardian.

You may also legally park your vehicle in an appropriate spot and walk to the designated pick-up area where your child will be called and sent out to you. **Please note:** Entrance and pick-up through the side gate is only for those picking up preschool students. Please do not enter from that point.



### ◆Middle/High School

Once school has ended for the day, Middle/High School students are released to leave the school campus under their own supervision, except for any Middle School students who have been approved and registered for After Care. Students waiting for rides may wait on the sidewalk area in front of the office. They may not "hang-out" and remain on campus unless involved in an official church or school sponsored event after school. Students need to clear the campus within fifteen minutes of school ending or within fifteen minutes of their official after school event ending. The parking lot and all "island" areas in the parking lot are "off limits" and not safe for playing and hanging out. Students in the parking lot or on the islands in the CCPH/PHCA parking lot will be directed to leave by our staff and/or mall security. Parents are responsible for arranging a "safe" waiting location for their children to be picked up.

### **LATE PICK-UP CHARGE**

Preschool and elementary students must be picked up within fifteen minutes from the time school ends. Students picked up after 1:45 p.m. on Wednesdays or after 2:45 p.m. on all other days, will be charged \$5.00 for up to the first five minutes and \$1.00/minute for each additional minute thereafter. All fees will automatically be deducted through FACTS.

### ◆Preschool (PreK & Jr.K)

Students who are not picked up on time will be placed in the care of a staff person. Additional fees will be assessed if student is picked up after 4:30 p.m. (See "After Care Pick-Up" Late pick-up charge p. 27).

### ◆Elementary K-5<sup>th</sup> Grade

Students who are not picked up on time will be placed in the care of a staff person. Additional fees will be assessed if student is picked up after 5:30 p.m. (See "After Care Pick-Up" Late pick-up charge p. 27).

### ◆Middle School

Students waiting on campus for their rides must be picked up within fifteen minutes from the time school ends. If students are loitering in other areas of the campus after 2:00p.m. on Wednesdays or after 3:00p.m. on all other days, they will need to leave or may be placed in the care of a staff person if they choose to stay on campus. Parents will be automatically charged the Elementary late fee via FACTS if they stay on campus.

***All students should have planned arrangements for pick-up or care after school.***

## BEFORE/AFTER CARE (BAC)

### HOURS OF OPERATION

Unless announced or noted otherwise in the weekly newsletter or school calendars, BAC is in operation all days that school is in session for students. There is **NO aftercare on the last day** of school for students as it is a half day.

#### ◆ Before Care (All Students)

Daily (Monday - Friday)

6:45 a.m. to 7:45 a.m.

#### ◆ Preschool After Care (PreK & Jr.K)

Monday, Tuesday, Thursday, Friday

2:30 p.m. to 4:30 p.m.

Wednesday

1:30 p.m. to 4:30 p.m.

#### ◆ Upper Grades After Care

Monday, Tuesday, Thursday, Friday

2:30 p.m. to 5:30 p.m.

Wednesday

1:30 p.m. to 5:30 p.m.

### BEFORE/AFTER CARE (BAC) REGISTRATION

A BAC registration form is available online and needs to be completed to enroll your child in the BAC Program. This program is designed primarily for students in Preschool to Sixth Grade who will be attending daily on an annual basis. In circumstances concerning the need to enroll a seventh or eighth grade student, parents need to speak with and get approval from the principal before submitting a registration form. Students in the BAC program are expected to follow the Code of Conduct/Dress Code as required during the normal school day. Spaces are limited to FULL YEAR commitments, then students who use services daily throughout the year have priority. All payments are made in advance via FACTS. See payment schedule below.

#### ◆ Payment Options

There are two options which all payments are drawn from FACTS:

1) Full Year Commitment: Prepay full year with discount.

2) Full Year Commitment: Ten Monthly payment.

There is a \$20.00 late fee for monthly payments rejected through FACTS. Students with any outstanding fees may not be able to attend the following month until fees are cleared and brought up to date. Attendance on a less than daily, but regular basis is only available if there is space. Parents must commit to attending the same days throughout the FULL YEAR and payments will be deducted monthly regardless of attendance. This must be arranged with the office prior to the school year starting. Our program is licensed for twelve (12) students per teacher for preschool and twenty-four (24) students per teacher for the upper grades.

## **BEFORE CARE DROP-OFF**

Students may be brought to school between 6:45 - 7:45a.m.

### **◆Preschool (PreK & Jr.K)**

Please press the button on the intercom/camera panel outside the door so our supervisors know you are there and will unlock the doors. Before Care may also be held in the cafeteria. Students must be walked into the entrance and signed in by a parent, guardian, or authorized adult (18 years of age or older).

### **◆Kindergarten & Older**

Parents may remain in their cars\*, however they need to stay and watch until their child has completely entered the building. Unless there is a sign directing them to enter through cafeteria, students should enter the building through the Preschool double doors on the right once you pass through the gate. An intercom/camera panel is located outside the door and students will need to press the button so that our supervisors can unlock the doors. While students are inside during morning care, all entrance doors remain locked from the outside, so it is very important that you watch to make sure they enter the building. If you also have a preschooler in Before Care, preschool procedures take precedence, and you must still walk in your child and sign in as usual.

## **AFTER CARE PICK-UP**

All students in K to 8th must be signed out and will only be released to parents, guardians, or individuals authorized to pick-up your children on your BAC Registration Form. For the safety of your children, our staff will ask for identification if they do not recognize you or the persons picking up your child. Please pick-up students from their designated areas. If your child will attend school, but not After Care, please let the office know in advance so that your child will not be sent to after care.

### **◆Preschool (PreK & Jr.K)**

If students are not outside, in the cafeteria or gym, an intercom/camera panel is located outside the preschool door entrance. The button must be pressed so that our supervisors know you are there and can unlock the doors. Any persons picking up a preschool student must be an adult (18 years of age or older). If you arrive after 4:30 p.m., a late charge will be assessed.

### **◆K-8<sup>th</sup> Grade**

If you arrive after 5:30 p.m., a late charge will be assessed.

## **LATE PICK-UP CHARGE**

Children picked up past After Care hours will be charged \$5.00 for up to the first five minutes and \$1.00 per minute for each additional minute thereafter. Late charges will automatically be charged through FACTS.

If you are going to be late, please make sure you contact our After Care Supervisors at 221-5059. If we do not hear from you and are unable to contact you after 5:30 p.m., someone on your emergency contact list will be called. If there is no contact made by 6:00 p.m., the proper authorities will be contacted.

## ATTENDANCE

In addition to the State of Hawaii Compulsory Attendance Law (HCS 5021) requiring children to attend school until graduation or the age of eighteen, Act 76 in 2014 made kindergarten attendance mandatory for children turning five years of age on or before July 31<sup>st</sup> of the year they are entering kindergarten.

Parents are responsible for children to attend school; it is the school's responsibility to keep accurate records and to monitor excuses for tardiness or absence.

PHCA requires that ALL students (PreK-8th) who enroll to attend classes on a regular basis whenever class is in session as stated on our yearly calendar.

### ABSENCES

Regular attendance and punctuality are necessary for successful academic progress. Parents need to call the school by 8:30 a.m. if their child will be absent. If a student is sick four or more consecutive days for an illness, a Physician's note is needed that allows your child to return to school.

Any work or tests already assigned before the student was absent is due on the day student returns. Request for daily work, books or other school supplies (if any) made by 8:30 a.m. on day of the excused absence will be available for pick-up at 3:00 p.m. on the same day. Requests made after 8:30 a.m. will be ready the following day at 3:00 p.m. **Students are responsible for keeping up and completing any assignments missed during their absence.**

#### ◆ Excused Absences

Student Illness, Family Emergencies

Medical or Dental Appointments (Please schedule routine appts before/after school)

Planned Absences (must be approved, see Request for Absence, p. 29)

#### ◆ Excessive Absences

Students absent for more than five days in a quarter may be required to provide a doctor's note to excuse any additional absences which allows for work to be made up. Students with ten absences in one quarter may be marked one letter grade down per subject or risk failure for that quarter.

#### ◆ Re-admittance

The school office generates a daily list of students who were absent the previous day. This list will inform teachers if students have a health clearance for re-admittance and whether the absence is excused or unexcused. If the school is not informed with a valid reason by the end of the school day on the day of your child's absence, your child will not be cleared for attendance and the absence will be considered unexcused. Assignments for unexcused absences for students in K-12<sup>th</sup> cannot be made up and missed assignments will be recorded as zero. If absences for preschool students (PreK/JrK) are excessive and/or unexcused, parents will be asked to complete and teach any missed or catch-up work at home.

**Students who leave before or arrive after 11:00 a.m.  
will be considered absent for the day**

### ◆Request for Absence (RFA)

Parents are strongly discouraged to take vacations or discretionary time off while school is in session. A Request for Absence (RFA) form must be submitted for any planned absences during the school year and a maximum of five school days total per year will be approved. The school must be given at least two weeks advance notice and approval is subject to administrative review. The RFA is a Google form is available on our website and should be completed for any discretionary absence. Family emergencies will be considered on a case-by-case basis.

If approved, teachers may provide five days of assignments in advance. Assignments will not be provided in advance for requests that fall within the first two weeks of each quarter. Non-sick or discretionary absences in excess of five days will be unexcused. Any assignments or exams missed during the "unexcused" absences will receive a grade of zero. Students may be required to take exams and/or turn in certain assignments in advance of the absence. They must be prepared to turn in all assignments and make-up any missed tests/quizzes upon return to school. If assignments/exams are not completed by the time grades are due, students will be ineligible to be an Honor Student, in cases where the year ends, assignments will no longer be accepted. Students with ten absences in one quarter may be marked one letter grade down per subject or risk failure for that quarter. Absences affect not only the student, but also create hardship on the teacher. If assignments/ exams missed require extra staff hours or staffing to prepare assignments, review late assignments or administer make-ups, parents may be charged \$15.00/hr to proctor this service.

### PUNCTUALITY

Parents help build their child's personal responsibility by enforcing punctuality. Students who are tardy disrupt the class session in progress and miss valuable instruction. Running and rushing to get in is a stressful and unhealthy way for a child to start their day. Students should arrive with time to put belongings away, prepare books for their morning classes and leisurely find their seats.

Classroom doors close and flag ceremony starts promptly at 7:50/8:00 a.m. Students not present in their classrooms at that time will be considered tardy.

### ◆Tardy

All students who arrive after school starts need to sign-in at the school office prior to going to class. Tardy will be excused only for medical or dental appointments, major reported traffic that is out of the ordinary and emergency situations. Daily, heavy traffic is not an excused tardy.

*Middle/High School receive morning detention upon six unexcused tardies per quarter.*

***Students who arrive after 11:00 a.m. will be recorded as absent,  
verses tardy and may be ineligible to participate in any sport's game.***

### PERFECT ATTENDANCE AWARD

Students with zero absences for the full quarter have perfect attendance. A student with five or more tardies in a quarter is not considered to have perfect attendance. Students with perfect attendance for all four quarters will receive a Perfect Attendance award at the end of the year.

## GRADING SCALE

The PHCA grading scale for Kindergarten through Twelfth grade is as follows:

<b>A+</b>	98-100%	<b>A</b>	93-97	<b>A-</b>	90-92	Excellent
<b>B+</b>	88-89	<b>B</b>	83-87	<b>B-</b>	80-82	Above Average
<b>C+</b>	78-79	<b>C</b>	73-77	<b>C-</b>	70-72	Average
<b>D+</b>	68-69	<b>D</b>	63-67	<b>D-</b>	60-62	Not Passing (LUOA grants HS credit for 60% & higher).
				<b>F</b>	59 & below	Failure
<b>E</b>	Excellent			<b>NA</b>	Not Applicable	
<b>G</b>	Good			<b>+</b>	Always Participates	
<b>S</b>	Satisfactory			<b>✓</b>	Shows Effort	
<b>N</b>	Needs Improvement			<b>-</b>	Needs Effort	
<b>U</b>	Unsatisfactory					

### REPORT CARDS/PROGRESS REPORTS

Report Cards\* are emailed after each quarter. Progress Reports\* are emailed at mid-quarter. For Middle/High School, grades may also be viewed electronically on FACTS SIS at the mid and end of each quarter as well.

*\*For JrK to 12<sup>th</sup> Grade. PreK sends home Skills Sheet.*

#### ◆ Request for Copies of Records

Please complete a "Request for Records" form to request any copies of school records. There is a processing/copy fee unless records are requested from and being transferred directly to another school. Please allow up to five school days for records to be processed, this time may double during peak request times. Records can only be released by and to authorized persons/parties.

#### ◆ Lost Reports

There is a \$15.00 service charge to replace lost or ruined original documents, if available. This fee must be paid before any duplicate records will be created.

### ACADEMIC REQUIREMENTS

Students are expected to maintain a "C" average or higher in each subject area. A student showing little or no effort, poor homework quality, a negative attitude toward the subject, and an average below a "C" in any subject area will be placed on an academic probation for the following quarter.

#### ◆ Assignments: Class and Homework

Students are expected to complete and turn in all assignments on a timely basis. In cases other than medical or family emergencies, late assignments will only be accepted if extenuating circumstances occur and/or must be turned in by the final date approved by the teacher or a zero grade will be assigned. Grades for late work may be lowered according to each grade level or teacher's policy. Students who CHOOSE not to complete an assignment will be given a zero. Parents are expected to assist students and be aware of their assignments (see section on "Homework", p. 49). Middle/High School students can receive morning detention for continual missing class/homework assignments.

## **ACADEMIC PROBATION**

If your child does not meet academic requirements, parents will receive a "NOTICE OF ACADEMIC PROBATION" and will be required to come in for a conference with the principal and teacher(s). During this quarter, parents will be expected to carefully review all graded papers that will be sent home weekly in the Communication Envelope. Parents should note areas needing improvement as these papers will serve as and indicate your child's weekly progress. The principal will communicate with the classroom teacher(s) to discuss your child's academic status, ideas for improvement, and goal setting to guide the student in a more positive educational direction. Parents are encouraged to communicate with the teacher(s) on a weekly basis by asking questions, practicing different activities at home, and possibly requesting a parent-teacher-student conference, if needed. We expect parents to work with their child to improve his or her grades. The purpose of "Academic Probation" is to allow teachers, students and parents to work together and assist the student in succeeding.

If there is no significant improvement at the end of the probation quarter (determined through the report card grades and student effort), parents will need to contact the school to set a conference date/time with the principal. Students who are placed on Academic Probation for more than one quarter risk the possibility of retention.

## **ACADEMIC DISHONESTY**

Any attempt to obtain credit for work done by another is unacceptable. Copying the work of others, turning in someone's else work in your own name, having actual tests, quizzes, or answers prior to or during the examination without the instructor's knowledge, copying word for word from published works without citing a reference are examples of, but not an exhaustive list, actions considered academic dishonesty.

### **◆Curriculum Violation**

Some of our publishers serve both private Christian schools and students in home school settings. Some publishers may prohibit families, who have students enrolled in private Christian schools that use their curriculum, from acquiring any test and/or quiz materials.

PHCA uses various publishers for curriculum and will consider it an act of academic dishonesty if a student has available, uses or is coached from any teacher's editions, answer keys, test or quizzes from these publishers other than information given to students directly from their teachers in class.

When a student participates in any form of academic dishonesty, a zero grade will be assigned. No extra credit can be given to raise the grade, and parents will be notified. Students will meet with the principal for counsel on the importance of honesty. In addition to the consequences, we also want to teach our students to make the right decisions.

## PROMOTION REQUIREMENTS

### ◆Preschool

PreK students must be recommended by the PK director. Jr. K students must be recommended by the PK director and have mastered the Letters and Number Skills as listed on the Jr, K Scope and Sequence.

### ◆Kindergarten

Kindergarten students must have a "C" or better in the fourth quarter AND a "C" average or better for year-end grades in Phonics, Reading and Arithmetic.

### ◆First - Eighth Grade

Students in first through eighth grade need to attain a yearly average of a "C" or better in all core subject (Language Arts/Reading, Math, Science and History), as well as Bible in order to be promoted to the next grade level. If a student's end of the year grade in other subject areas (besides core and Bible) is below a "C" average, the school will have to make a determination as to whether or not the student will be promoted to the next grade level.

### ◆High School

Students must attain a "C" or better to receive credit\* for semester/year courses. Promotion/Graduation is subject to credits required and completed. \*LUOA grants HS credit for 60% & higher

## HONOR STUDENTS

Students in K-12th grade who have met ALL THREE requirements below for the current quarter are recognized as Honor Students.

- 1) **Citizenship:** A mark of "G" or higher.
- 2) **Community Service:** Completion of hours required for the quarter (See Community Service section under "CURRICULUM" for specific grade level requirements, p. 45 )
- 3) **Academics:** Grades of "B's", "G's" or higher (excluding penmanship/ handwriting). There are two levels of achievement in academics.

## HONOR ROLL

"A's", "B's", "E's", or "G's" in every subject (excluding penmanship/handwriting).

## PRINCIPAL'S LIST

All "A's" or all "E's" in every subject (excluding penmanship/handwriting).

## ANNUAL AWARD

Students will also receive Honor Student recognition for the year based upon the average of their marks for each of the four quarters.

## STUDENT RECOGNITION

Academic Awards are noted on student's report card at the end of each quarter and at the end of the school year. The report card will serve as the official record of being recognized as "Honor Students".



## DRESS CODE

Uniform policies have been shown to promote school safety, improve discipline, and enhance the learning environment. In order for this to take effect, these standards have been set in place for students to follow.

Uniforms should be neat, clean and pressed when necessary. All students are expected to dress in the appropriate uniform attire according to the activities or classes scheduled for their grade level. Students should remain in appropriate uniform for the day until they leave campus and/or under their parent's supervision after school. Parents will be asked to replace any uniforms that are faded, stained, ripped or in a condition not deemed presentable by the school administration. ***Please label all your uniforms.***

All PHCA uniforms are provided by and must be purchased from **PUEO PRINT COMPANY (PPC)**. This includes tops, bottoms, and any outerwear. Outerwear includes jackets, sweaters, etc. Any non-PPC outerwear must be removed upon coming on campus. Similar styles from other retailers are not allowed (Gap, Dickies, Lands End, etc.). Parents will be required to bring in proper top and/or bottom if student's uniform is not from **PPC**. Our uniform company has a list of approved PHCA uniforms and is located in:

***The Harbor Center @ 98-027 Hekaha Street #41 Aiea, HI 96701 (808) 784-0758***

We recommend that you visit the store to be fitted with the proper size for your first purchase. Parents need to purchase the number and type of shirts they deem necessary for their child. You may visit their website at:

[pueoprintco.com](http://pueoprintco.com)

### **UNIFORM REQUIREMENTS FOR PRESCHOOL (PREK & JR.K)**

Wear the PHCA T-shirt (long/short sleeve), PHCA P.E. Bottoms & appropriate footwear every day of the week. Students out of uniform may not attend class.

### **UNIFORM REQUIREMENTS FOR K-12<sup>TH</sup> GRADE**

Uniform worn depends on the day as listed below. The uniform tops and PE bottoms are all unisex. The dress bottoms for boys and girls are specified and samples are available at our uniform shop.

#### **◆Chapel Dress Uniform Days**

***K-5<sup>th</sup>/High School: Every Wednesday Middle School: All Non-P.E. Days***

The Chapel Dress Uniform is the PHCA Polo Shirt (Navy or Gray) with PPC Dress Bottoms (Navy or Khaki). Shirt does not have to be tucked in, however a belt (black, brown, khaki, gray or navy) must be worn if shirt is tucked in and there are belt loops. A correct uniform must be brought in if student is out of Chapel Dress Uniform.

#### **◆P.E. Days**

PHCA T-shirt (long or short sleeve), PHCA P.E. Bottoms, with ATHLETIC SHOES (skate type shoes are not appropriate for P.E. or running) that are firmly laced or with Velcro straps (no slip-ons) worn with socks. Students without proper uniform or footwear on P.E. days will not be allowed to participate in P.E. and their grade will be affected. The schedule for P.E. days will be provided at the beginning of each year. Middle/High School must bring an extra PHCA T-shirt to change into after P.E. class as needed.

#### ◆K-5<sup>th</sup> Only on Days other than Chapel or PE

PHCA Polo Shirt OR PHCA T-shirt (long or short sleeve) with PPC Dress Bottoms (Navy or Khaki). A belt (black, brown, khaki, gray or navy) must be worn if shirt is tucked in and there are belt loops.

#### ◆High School Only on Days other than Chapel or PE

PHCA Polo Shirt, PHCA Booster or High School Class Shirt with PPC Dress Bottoms (Navy or Khaki). A belt (black, brown, khaki, gray or navy) must be worn if shirt is tucked in and there are belt loops.

#### ◆Field Trip Days

PHCA T-shirt or long-sleeved T-shirt, Free Dress Bottoms, Athletic Shoes unless another dress code is specified as otherwise by teacher in charge.

#### ◆Alterations

Besides hemming long pants to appropriate length or properly taking in the width of bottoms, uniforms purchased from PPC should not be altered in any way (i.e. remove belt loops, shorten short pants or skorts, etc.).

### NON-UNIFORM DAYS

On specific days designated throughout the year, students may wear outfits other than the required uniform. These days are described below.

#### ◆Free Dress Day

Except for the first two weeks of school, the SECOND and FOURTH FRIDAY of each month is FREE DRESS DAY. Students may dress-up or wear casual attire of their choice such as jeans, shorts and t-shirts on FREE DRESS DAY. All items must meet DRESS CODE STANDARDS. Please keep track of these days, as students who come FREE DRESS on uniform days will need to be brought an appropriate uniform before being allowed to class.

**Important Note: P.E.**

Students with P.E. on this day must wear an outfit that is appropriate for physical activity. Tops should allow students to stretch, raise their arms, and bend over without any part of the mid-drift or back showing. Athletic bottoms are still required. Middle/High School students bring an extra T-shirt as needed.

**PHCA Polo Shirt**

If you wear the PHCA Polo Shirt on FREE DRESS or SPECIAL DRESS days, it must be worn with the Dress Bottoms (Navy or Khaki) from Pueo Print Company. The PHCA Polo Shirt may only be worn with the complete uniform.

#### ◆Special Dress Days

On designated "Special Dress" days announced in advance in the parent newsletter, (i.e. portrait day, graduation day, etc.) students may wear formal or "dress-up" clothes. T-shirts, athletic shorts, play clothes, or other items specified in the newsletter will not be allowed. Students who do not wear appropriate dress clothes on this day should wear the proper Chapel uniform.

### FOOTWEAR

Footwear must be worn at all times. Rubber or cowboy boots, Crocs Clogs, slippers, beach or **thong type** sandals are not allowed. If these items are worn, parents will need to bring in correct footwear. Socks should be worn with all footwear, except sandals. Socks and shoes may be any color or design as long as they are a matching pair, coordinated and in good taste (i.e. logos, designs). The final decision of any item is up to the discretion of PHCA.

#### ◆Preschool (PreK & Jr.K)

Footwear must enclose the entire foot, be flat-bottomed without a heel, be secured with Velcro (no shoe laces that need to be tied), and have rubber, non-skid bottoms. Athletic/Running shoes are required on P.E. days.

#### ◆Elementary

- PE: Athletic/Running shoes with laces or Velcro straps (no slip-ons).
- Dress/casual shoes that enclose entire foot with rubber, non-skid bottoms.
- Sandals must be closed-toe for K-2<sup>nd</sup> and can be open-toe for 3<sup>rd</sup>-5<sup>th</sup> (***no thong or slipper type***) with back strap and rubber, non-skid bottoms.
- Any heel may not exceed one inch.

#### ◆Middle/High School

- PE: Athletic/Running shoes with laces or Velcro straps (no slip-ons).
- Dress/casual shoes that enclose entire foot.
- Dress sandals (***cannot be slippers***) with up to a 2" heel and do not need to have a back strap.

#### ◆Special Dress Days

On designated "Special Dress" days, elementary students may also have up to a 2" heel. However, if the student is unable to walk safely around the school campus, parents will need to bring in a "safer" pair of shoes. All other footwear requirements noted above still apply.

### ACCESSORIES

Accessories should be minimal, modest & coordinate with the school uniform. Items that are distracting, unsafe, or deemed inappropriate by administration will not be allowed and must be immediately removed.

#### ◆Belts

Belts may be solid black, brown, khaki, gray or navy and must be worn if shirt is worn tucked in and the bottoms have belt loops.

#### ◆Hats

Hats or head coverings may not be worn inside school or church facilities. Other appropriate caps or visors may be worn on field trip days as announced. Beanies are not allowed. There are exceptions for Spirit Week.

#### ◆Jewelry

Jewelry that pierces the body or simulates the same effect is not allowed. Girls may wear one pair of earrings only on the ear lobe, no larger than one inch in length/width. For students' safety, earrings, necklaces, bracelets (including wristbands) or any other type of jewelry should not be worn on P.E. days.

#### ◆Make-up

Make-up should be limited and worn in modesty. Lipstick or eye shadows are not necessary during school hours. Any make-up that is heavy, dark, distracting, or needs to be applied during school hours is allowed.

## **BODY ART**

Drawing, writing, or having temporary tattoos on the exposed parts of your skin or body (arms, hands, legs, neck, face, etc.) is not allowed.

## **HAIR**

Hair should be conservative, modest, neat, combed, clean, cut and styled in a way to keep it from covering the area of the eyes and face. Students with inappropriate hairstyles, dyed hair, or accessories that cannot be corrected or removed on the spot will be sent home. Hair guidelines must be met before student will be allowed to return to school. Absences for non-compliance will be "unexcused" and work missed will receive a grade of zero.

### **◆Hairstyles Not Allowed**

Mohawks, spiked fohawks, partially shaved parts of the head, side hair longer than top hair, shaved patterns/lines, line not on a normal spot where hair is parted, messy or spiked styles deemed inappropriate by the administration will not be allowed.

### **◆Dyed Hair**

Dyed hair (extensions) may be natural colors only (no neons, pastels, green, purples, red, etc.). Highlights (extensions) must also be natural colors, can only be one additional color, and must be applied neatly within/throughout the hair. Patterns, symbols, random splotches or random streaks are not allowed.

### **◆Girls**

Hair must be kept out of the face/eyes and must be tied back on PE days.

#### *Hair Accessories*

Accessories must be kept to a minimum for both safety and to avoid distractions. Headbands, clips and other hair accessories should lay flat on the head free of any decorative objects. Items that fall out with active movement should not be worn. A bandana or scarf may be folded to be worn like a headband. The ends must hang above the shoulders, and it may not be worn over the forehead, in a beanie-type fashion or around the neck.

#### *Ponytail Ties*

Ponytail ties that are fastened to the top of the head may have decorative attachments as long as the objects are securely attached to the tie and they are no bigger than the size of a nickel.

### **◆Boys**

Hair in the back must not go beyond the bottom of the PHCA Polo collar. The front must be above the eye brows and sides should not go past the bottom of the ear lobe. If length is in question, it will be determined by combing the hair straight over the area in which it hangs. Hair accessories are not allowed.

## **DRESS CODE STANDARDS**

All dresses, skirts, skorts and shorts should reach pass the fingertips when standing with hands to the side. All tops should be long enough so that no area of the body between the student's bottoms and their top will be exposed while sitting, standing or raising their arms. Sleeveless/tank tops must have straps that are WIDER than the width of a dollar bill. Spaghetti straps are not allowed. All tops and bottoms should be the appropriate size for the students. Inappropriate skin-tight, baggy, oversized or see-through clothing are not allowed.

Leggings/jeggings must be worn with a top that completely cover students bottom – even when arms are raised. Footwear must always be worn unless permission is given otherwise.

Students must be in uniform on all school days, except for FREE DRESS DAY and any special event days announced. All clothing worn on non-uniform days should be modest, coordinated and in good taste (i.e. logos, designs). The final decision of any item will be left up to the discretion of PHCA.

### **UNIFORM NOTICES**

Students who violate the Dress Code by not following proper dress code will be given a Uniform Notice. Parents must sign the notification to be returned by the next school day and student must be in proper uniform. Parents must bring in the correct uniform for the following situations:

- Uniform is not from PUEO PRINT COMPANY
- Wrong uniform on Chapel Uniform Dress Day
- Wearing PHCA Polo Shirt without PUEO PRINT COMPANY dress bottoms
- Student in FREE DRESS on the wrong day
- Student's attire does not meet "Dress Code Standards" or "Special Dress"
- Student wearing footwear that is not allowed at school
- Student's third notice in one quarter for dress code violations.

#### **◆K-5<sup>TH</sup> Grade**

A student's citizenship grade will drop one letter if three uniform notices are received within one quarter. Upon the fifth notice per quarter, the citizenship will drop one more letter. If uniform violations continue, a parent-student conference will be scheduled to determine appropriate actions needed.

#### **◆Middle/High School**

Students will receive a specified number of demerits for each uniform violation. The student's citizenship grade will drop one letter if three uniform notices are received within one quarter and the student will receive morning detention to perform mandatory Community Service for the school. Upon the fifth notice in one quarter, citizenship will drop one more letter and the student will receive another morning detention of Community Service for the school. If uniform violations continue, a parent-student conference will be scheduled to determine appropriate actions needed.

## **LUNCHES**

Parents are required to provide lunch for their children everyday, either through our hot lunch service or preparing a lunch from home. Our accreditation standards are set to ensure all student are fed lunch at school. If your child comes to school without a lunch, we will try to make a courtesy call if time permits. However, if we are unable to make personal contact or you are unable to provide lunch by their designated lunchtime, there will automatically be a \$5.00 charge to your account to provide lunch for your child. There will be a \$7.50 charge for the second incidence. Upon the third occurrence, parents will be charged \$10.00. We may require that the student order hot lunch on a monthly basis and if lunches are not being provided due to neglect, we are required to inform Child Protection Services.

### ◆Sharing Food

We encourage students to eat their own lunches and reserve the right to limit and/or prohibit sharing, trading, or giving away their lunches.

### HOT LUNCHES

Catered hot lunches are available every regular school day of the week. They are delivered in separate, individual containers. Menus are pre-ordered & placed on a monthly basis. Except for July lunch, orders/payments are usually due on the last day (or the day prior if last day is a weekend or holiday) of the month **one month prior** for the month lunch is ordered. There are no refunds or adjustments for absences (prescheduled, unscheduled, excused or unexcused). Due to health standards, food that is not consumed during lunchtime must be discarded.

### ◆Preschool (PreK & Jr. K)

Hot lunch for preschoolers must be served with milk according to USDA requirements. If your child is allergic to milk, a physician's note is required to permit any substitution and must be renewed every school year.

### ◆Late Orders

Orders must be submitted on time via the Google Lunch Order Form and fees are automatically charged via FACTS SIS. Late orders are not accepted.

### ◆Refunds

There are no refunds or adjustments for any absences (prescheduled, unscheduled, excused or unexcused).

### HOME LUNCHES

Students who do not buy lunch must bring home lunch. Home lunch should be "ready to eat" as the time for lunch does not allow for preparation and heating. Please send your child's meal in an appropriate lunch container as brown paper bags attract bugs and can leak. Please place "ice packs" in your child's lunch box if items need to stay cold, as refrigeration is not available. We ask that parents send nutritious lunches, snacks, and drinks to school with their children. Please limit the amount of candy you send in. Carbonated drinks (all sodas) in cans or bottles are not allowed. Students are not allowed to have high sugar/caffeine energy drinks (i.e. Red Bull, Monster, etc.), coffees, etc. at school. High School are allowed to use and responsible for the cleaning of the microwaves.

### OFF CAMPUS LUNCH

Juniors and Seniors have off-campus lunch privileges during their lunch period. An ID needs to be left at the office prior to leaving and picked up upon returning to school.

### SNACKS

We encourage parents to send a healthy snack/drink to school with their child daily. Students have a fifteen-minute snack/recess break prior to their lunchtime.

### ◆Preschool (PreK & Jr. K)

Snacks are provided for preschool students. If your child has a food allergy or has dietary restrictions for medical/personal reasons, please inform your teacher and school director. You may be asked to provide nutritious substitutes. Please do not send candy as a snack or as part of their lunch.

***NOTE: Preschool is a PEANUT-FREE Environment. Please do not send any PEANUT products with your child.***

## CODE OF CONDUCT

"Let no one despise your youth, but be an **example** to the believers  
in **word**, in **conduct**, in **love**, in **spirit**, in **faith**, in **purity**."  
I Timothy 4:12

### ACCEPTABLE CONDUCT

Students are expected to conduct themselves as representatives and examples of Jesus Christ. The answer to the question "What Would Jesus Do?" should reflect the actions and choices students make here at PHCA.

Some specific expectations of student behavior include:

- Obeying all teachers and/or adults in authority
- Respecting the rights of others (*1 Peter 2:17*)
- Respecting the property of others
- Respecting the teaching/learning process in their classes by listening, participating, and completing assignments (*Colossians 3:23-24*)
- Respecting the teaching/learning process of other classes by being quiet and considerate in hallways and whenever entering another classroom
- Using words/actions that are kind, pure and uplift others (*Prov. 4:24*)
- Being honest and truthful (*Proverbs 10:9*)
- Following Dress Code and being in proper school uniform

### UNACCEPTABLE CONDUCT

Includes, but is not limited to:

Disrespect towards teacher, staff, fellow student, or parents

Running and talking loudly in hallways/Disturbing the learning process

Dishonesty, lying, cheating or stealing

Threatening or unwelcome teasing, aggressive/violent behavior

Any pushing, hitting, fighting, physical violence

Inappropriate Public Display of Affection (kissing or prolonged hugging)

Use of profanity or vulgar gestures

#### ◆Zero Tolerance

No illegal drugs, alcoholic beverages, weapons of any kind, or acts of immoral sexual behavior (heterosexual or homosexual) are allowed on school property. There will be zero tolerance for this violation with consequences that will include immediate suspension, which may lead to expulsion and criminal action. Students with known activity or involvement with illegal drugs, illegal activity with weapons, drunkenness, or immoral sexual behavior (heterosexual or homosexual) off campus will also be subject to the same consequences.

## **DISCIPLINE**

Students whose conduct is unacceptable will be held accountable for their actions. The appropriate consequences will be determined by considering several factors including the student's age, the student's attitude, the frequency of the misconduct, the severity of the offense, the individual circumstances associated with the behavior, and listening to the information from students involved with or witnessing the incident.

The goal in the discipline process is to achieve the best possible solution to train the student in making the right choices before God and man. Teachers will be first to handle the misbehaviors at the classroom level. If the teacher's attempts to correct the behavior fail, or in cases of serious misbehavior, the student will be sent to the principal.

Consequences can be any of the following: verbal warning and counsel, written warning requiring parent's signature, phone call to parents, detention at recess or before/after school, parent meeting, call parents for immediate pick-up of child, in-school and/or out of school suspension, expulsion.

Discipline will be prayerfully handled and designed to reinforce God's Word. Our desire is to teach all students to look at their lives, actions and consequences with a Godly perspective.

### **◆Demerit System**

Middle/High School students will also use a "Demerit" System. A schedule of demerits and consequences is provided for students and parents on the first day of school. Any teacher may issue demerits. The administration will keep track of student demerits and consequences will be administered accordingly.

## **HEALTH GUIDELINES**

Hawaii State Law requires all students meet certain health requirements before entering any school in the state. The Hawaii State Department of Health (DOH) health requirements are reflected below.

### **HEALTH RECORDS**

New students to the islands need to obtain a Student Health Record (Form 14) from their doctor. Students who have already been enrolled in Hawaii schools need to obtain their Form 14 from their previous school or obtain a new one from their physician. The original copy is turned into the school. Please make a copy if you would like one for your records.

All students who enroll for the first time at PHCA need to submit a completed Student Health Record (Form 14). The Form 14 should verify a current physical examination and TB test or risk assessment with negative results that were completed within one year of the day that the student starts school. All required immunizations should also be recorded on the Form 14.

Please make sure your health provider transfers all immunization information onto the Form 14 from your personal immunization records. Otherwise, a printed record on the health provider's stationary with your doctor's signature attached to the Form 14 will be accepted. Health requirements must be met before students can attend their first day of school. Thereafter, PHCA requires students to have another physical as they enter JrK, K, 3<sup>rd</sup>, 5<sup>th</sup>, 7<sup>th</sup>, or 9<sup>th</sup> Grade.



#### ◆Seventh Graders:

Effective the 2017-2018 school year, all students entering the seventh grade must complete a physical examination as required by state law ([HRS §302A-1159](#)). Hawaii State Law also requires students to meet immunization requirements. All first-time students and students entering the seventh grade can obtain more information about school immunization requirements on the Hawaii Department of Health website: <http://health.hawaii.gov/docd/school-health-requirements>

### MEDICATIONS

Ideally, meds should be given at home. PHCA may dispense certain medications at school prescribed by a physician.

***Request for Administration*** forms are available on our website and must be completed, signed by your doctor and submitted to the school office **prior** to bringing in any medication to school.

If your child has meds for a prescribed length of time or on a regular basis during school, please make sure your doctor prescribes a ***"School Use"*** container. Besides metered inhalers, we will only accept a week's supply of daily administered medication at any one time. With proper authorization, High School students may keep meds on their person and self-administer. Meds for students in PreK -8<sup>th</sup> must be stored and administered in the school office. In either case, without your physician's authorization, the parent or guardian will need to come to the school to administer any needed medications during school hours.

Please inform the school of and provide as needed "rescue" or "emergency" meds if your child has allergies or triggered breathing difficulties. Students may not administer or have any medications, prescribed or over the counter (including cough drops or vitamins) in their possession without doctor and school's authorization.

### ILLNESSES/INJURIES

If your child becomes ill while at school, parents will be called and need to arrange for immediate pick-up. If parents are unavailable, an authorized person from the ***"Emergency Contact"*** information will be called to pick-up your child. If your child is hurt, the school will offer basic First Aid. In the event of a serious injury, 911 will be called and child will be taken to a medical facility.

For the protection of all students, children must be kept home if they have a temperature of 99.7 degrees or higher, any communicable disease, coughing, nausea, vomiting, diarrhea, sneezing with any discharge, sore throat or headache. If a student is absent for four or more consecutive days for an illness, a Physician's note is needed that allows your child to return to school.

#### ◆P.E. Excuse from Participation

Students not participating in P.E. due to diagnosed illness or injuries must have a written note from their doctor's office stating illness/injury, student's physical limitations, duration of limitation and date when student is fully released to participate again. Students recovering from an illness vs. injury should remain home to recover if they are still physically unable to handle physical activity.

#### ◆24-Hour Policy

Students kept home for any of the illnesses listed above may return to school ***the day after*** they are ***free from the illness for twenty-four hours without medications*** (such as fever or pain reducers, cough suppressants, etc.). Student should remain home if their fever/pain/symptoms have only gone down due to medication.

Students on anti-biotics for a communicable disease may return to school the day after they are on their medication for a period of twenty-four hours. This is for the benefit of both your child and the other students at school. Students who have been sick need time for their bodies to recuperate and these precautions help prevent passing on the illnesses to other students. This policy will be strictly enforced.

## **ALLERGIES**

If your child has any allergies, including food allergies or dietary restrictions for personal reasons, please make sure this is listed on the Medical Section in FACTS SIS. Preschool is provided with snack. Parents may be asked to provide nutritious substitutes for their child if their allergies prevent them from consuming the school snack.

## **COMMUNICATIONS**

Communication between the school and parents is very vital. PHCA requires all families to have internet access and a valid email address that is checked and monitored on a regular basis by parents/guardians. As we practice being "Green and Contactless", most information will be sent in digital form and parents should be able to print out forms as needed. If email is only going to one parent, please make sure information is discussed and communicated between each other.

If student does not reside with both parents, emails can be sent to both parents. However, communications that need to be mailed will only be sent to the main address of record when the student was registered. All phone contacts from the school will be directed to the numbers listed on the **"Emergency Contacts"** listed in FACTS SIS. Materials sent home with the student will go to whichever home the student goes to on that day. Once again, please make sure all information is discussed and communicated between each parent as needed.

## **PARENT ALERT**

In the event "Emergency or Urgent" messages need to be communicated; Parent Alert allows the school to send school-wide text alerts instantly to parent cell phones. You must keep your cell number up-to-date in FACTS SIS.

## **PARENT-TEACHER CONFERENCES**

When we have personal contact with our parents, it makes it easier to fulfill our mission and philosophy of assisting parents with the commitment they have to their children's education.

### **◆Planned Conferences**

Parent-Teacher conferences are planned in October (and an additional one in March for Preschool). We ask parents to plan their schedules for this day so that a virtual conference time can be conducted. Please coordinate times so that both parents can attend, as time will only permit one conference per student.

### **◆Conferences by Appointment**

If you would like to meet with your child's teacher(s), please call the school office or contact the appropriate teacher so that a time can be scheduled in advance. *Please avoid conversations with teachers, especially regarding important matters, during student arrival times (7:35 a.m.-8:00 a.m.) or dismissal times right after school.* By 7:35 a.m., our teachers need to be able to focus their full attention on starting the day. For safety reasons, teachers must be able to supervise their students during arrival/dismissal times without any added distractions.

## **COMMUNICATION EMAILS AND ENVELOPES**

Every first Monday of the month (bi-monthly as needed) when school is in session, families will receive an email with the school-wide newsletter and any other information via electronic forms. In addition to the email, "Communication Envelopes" are sent home each Monday (9<sup>th</sup>-12<sup>th</sup> as needed) with any information that must be sent as "hard copy". Envelopes may be sent home more often for the younger grades. These envelopes contain important hard copy information that should be reviewed immediately and carefully. All tests and quizzes need to be returned. Please review the rest of the contents, as some items will need to be returned with your signature, initials, and/or payment confirmation. There is also a cover sheet that will need to be signed weekly to confirm you have received and reviewed the materials. If you have more than one child at PHCA, any school-wide information that goes home as hard copy will only be sent home with the youngest sibling. With the exception of homework for those in after care, students should leave their envelopes intact and their parents should be the one to open and remove the contents. Items sent through email or in the envelope can include:

### **◆ Test and Quizzes**

Paper tests and quizzes that were most recently graded will be sent home. Parents have the opportunity to **review and return** the following day. Once graded, results for any tests taken and scored on Google Forms can be viewed in the Google Classroom. This is our way of keeping parents informed of your children's weekly progress. If you have any concerns regarding your child's grades, the teacher should be contacted.

### **◆ Homework and/or Class Assignments**

Your child's homework or class assignments may also be included for your review. Unless otherwise noted, these papers should be kept at home

### **◆ PHCA Newsletter**

The monthly school newsletter is published electronically and bi-monthly as needed. It is the main instrument for communicating school-wide information and will contain time sensitive announcements. Parents are responsible for knowing this information and contacting the school if they are not receiving the monthly newsletter.

### **◆ School Related Flyers/Letters from the Office**

Electronic flyers will be emailed or posted on our website. School-wide items such as the monthly lunch order form, etc. will be emailed and posted on the PHCA website. Individual letters, memos or invoices will be placed in your child's envelope as needed or if they cannot be digitally sent.

### **◆ Class Related Materials**

Items such as teacher's weekly letters, communications specific to your child's class or grade level announcements may either be hard copy or emailed.

### **◆ Progress Reports/Report Cards**

For JrK-12<sup>th</sup> Grade, reports are generated by FACTS SIS and sent via email. Report Cards are sent after each quarter. Quarter ending dates are listed on the calendar. PreK will still send reports in the communication envelopes until further notice. Contact the school if you do not receive your child's reports.

## TWO WAY/OPEN COMMUNICATIONS

As we try to make every effort to communicate with parents, we ask that parents keep an open line of communication with the school. We welcome your opinions, value your concerns and appreciate your compliments.

### ◆Contacting the School

If you need to contact a staff member:

1. Call or email the school office at (808) 678-3997 OR [phcaoffice@hawaii.rr.com](mailto:phcaoffice@hawaii.rr.com) and your message will be forwarded to the appropriate person.
2. Email the staff person directly. Homeroom teachers will provide their email to their student families.
3. Send a written note with your child to give to the teacher.

If you need to give your child a message during school, please call or email the school office to relay the message. Students will not be interrupted during instructions unless there is an emergency.

Staff and teachers may not be able to respond immediately to messages during the day as they are supervising students or teaching classes. Some teachers have a set time they will check email or mailboxes and may not see your message until the following day. Please note in the event of an emergency, call the school office directly so that we are able to provide immediate assistance.

### ◆Resolving Concerns

If you have a concern you need to discuss with a specific faculty member, we ask that you go **directly** to the person involved. Speaking directly to the person will help avoid any negative talk or unnecessary gossip spreading throughout the school. If you are having a challenge with expressing yourself, here are some tips on approaching the situation:

1. Always pray before confronting someone about a concern or issue.
2. Contact the person with whom you have a concern to discuss both sides of the issue.
3. Look for solutions instead of blame.
4. Give time for the issue to be resolved.
5. Pray some more (Philippians 4:6-7).
6. Follow-up with the person at a later time to discuss progress.
7. If appropriate time has passed and the concern is still not resolved, contact the principal.

## CURRICULUM

### BIBLICALLY INTEGRATED CURRICULUM

PHCA uses a combination of Abeka, Bob Jones University, Purposeful Design, Savvas, Techno Kids and the Six Traits for Writing curriculum for Bible, Reading, Language, Phonics, Spelling, Poetry, Writing, Creative Writing, Penmanship, Arithmetic, Technology, Science, Health, History, and Geography.

STEM (Science, Technology, Engineering, & Math) is more than just knowledge in these academic areas. Our program is comprehensive & challenging which includes hands-on learning that helps students develop critical

thinking, creativity, and the ability to collaborative as they problem solve real world situations. Lessons are also integrated with biblical principles as the materials are taught on the supposition that all truth comes from God.

### **ADDITIONAL SUBJECTS**

Students are also instructed in Physical Education, Music, Art and various electives at the Middle School level. Other secular curriculums are used for these subjects; however, the Bible is integrated into each program.

### **COMMUNITY SERVICE**

Our Mission is to prepare students to become contributing members of our community. Community Service requirements have been established based on student's grade level to be completed each quarter. Verification that Community Service has been completed needs to be submitted to homeroom teachers by the end of the school day on the due date set for each quarter. Hours will not count for any quarter that the form is turned in late.

Community Service can be done for anyone outside of the student's household whereas the student does not receive any payment or compensation for their services. In addition to volunteering at your church or helping out in your community, some other examples are raking a neighbor's yard, babysitting, or washing their car. Keep in mind, services cannot be your regular chores, must be for someone outside of your household or family and students cannot receive any form of payment or compensation for services completed.

During some quarters, teachers may incorporate community service into their lesson plans. Hours in excess of required amount per quarter may be carried over to the next quarter, however not to the next school year. If a student does not complete their community service requirement for the quarter, their citizenship grade will be lowered one grade and the highest citizenship mark they can receive for that quarter will be a "G" (Good). Community service goes hand in hand with our academic program and is required in order to be considered for "Honor Student" awards (see "HONOR STUDENTS" section, p. 32).

#### **◆Summer Hours**

Students who perform community service over the summer months may count those hours for the upcoming school year. Dates of service need to be after PHCA's last day of school from the prior year and a "Completion of Community Service" form must still be turned in by the stated due dates.

#### **◆Preschool (PreK & Jr.K):**

Complete fifteen minutes per quarter. A total of one hour for the school year.

#### **◆Kindergarten:**

Complete one half hour per quarter. A total of two hours for the school year.

#### **◆1<sup>st</sup> – 2<sup>nd</sup> Grade**

Complete one hour per quarter. A total of four hours for the school year.

#### **◆3<sup>rd</sup> – 5<sup>th</sup> Grade**

Complete two hours per quarter. A total of eight hours for the school year.

### ◆Middle/High School

Complete four hours per quarter. A total of sixteen hours for the school year.

***“And whoever of you wants to be first, shall be servant of all.  
For even the Son of man came not to be served, but to serve,  
and to give His life a ransom for many.” Mark 10:44-45***

Students will learn to be more like Christ when they learn the value of “serving.” Jesus Christ was our perfect example of a servant, and we pray that our students will develop and desire to model this characteristic through their Community Service experiences.

### EXTRA-CURRICULAR ACTIVITIES

In order to give students the opportunity to excel and develop school spirit, PHCA is involved in the following academic and athletic events.

#### ◆ACSI Annual Spelling Bee

Each year, two students from grade levels 1<sup>st</sup> through 8<sup>th</sup> represent our school at this statewide event. Finalists from grades 5<sup>th</sup> through 8<sup>th</sup> have the opportunity to compete for a spot in the ACSI National Spelling Bee held in May. Since 2007, PHCA has sent five students to compete at the national level.

#### ◆ACSI Math Olympics

Each year, six students from grade levels 3<sup>rd</sup> through 8<sup>th</sup> compete with other students in the same grade level from schools in Hawaii and California. Students compete in either Computation and Reasoning in timed paper and pencil tests. Students who place in the top four spots from each grade are recognized. PHCA has won several placements throughout all the grade levels.

#### ◆HAIS District and Hawaii State Science & Engineering Fair

Each year, up to 15 of our Middle School students advance from our school fair to the district fair. PHCA students have received many recognitions, as well as 1<sup>st</sup> and 3<sup>rd</sup> place overall in the HAIS District Fair. At least one third of our students advance from the District Fair to compete at the State Fair. Our Jr, Research projects have received several special recognitions at the State level.

#### ◆Sports League

PHCA is a member of the Lutheran Schools Sports League. The philosophy of this league is to help students develop Christian-like sportsmanship through competitions in boys’ and girls’ volleyball, basketball, and cross country. The varsity teams include 7<sup>th</sup> and 8<sup>th</sup> graders. The JV teams include 5<sup>th</sup> and 6<sup>th</sup> graders. Sixth graders may move up to the varsity team, however they will not be allowed to participate later with the JV teams. Younger players are eligible to compete with the JV teams if they have the necessary skills and knowledge of the game. Our Varsity and JV teams have taken several championships throughout the years in volleyball, basketball and cross country. PHCA also participates in invitational events throughout the year and has placed in the top ten for several ILH (Interscholastic League of Honolulu) cross country events. As we started our High School, PHCA is applying for membership in the ILH as our student body continues to grow.

Students should reference the "Athletic Forms and Handbook" available on our website for more detailed information regarding athletics.

The estimated seasons for each sport is as follows:

JV Volleyball (Boys and Girls)	August-September
Varsity Volleyball (Boys and Girls)	October-December
JV Basketball (Boys and Girls)	January-February
Varsity Basketball (Boys and Girls)	February-April
Cross Country (All)	August-November

Students are responsible for making arrangements to be at practice. Parents will need to **help provide transportation for all AWAY games, sign up for team snacks at the end of each game and volunteer as needed at home games.** Volunteers are welcomed as coaches, scorekeepers, certified or line referees, running the snack shop, transportation providers, assistants, and cheering.

***Students should also read the Athlete's handbook.***

#### ◆Sports League – High School

PHCA will be joining the Hawaii Sports Fellowship for interscholastic High School sports. As our High School is in it's formative years, Middle School students who have the necessary skills and knowledge of the game will be allowed to play at the High School level. More information will be published as the school year begins.

#### FIELD TRIPS

Field trips are scheduled throughout the year. Excursions are selected based upon grade levels and area of instruction being focused on.

#### ◆Permission Slip

A permission slip will be sent home at the beginning of the school year. This allows students to participate and go on any school-related activity that is not held at the school. In addition to various excursions, this also includes any library days, off-campus P.E. activities, field day, the Central Oahu Regional Park and any location within walking distance of our immediate location.

A signed permission slip must be on file at the school office in order for your child to be included in any field trip activity. Permission slip must be signed and on file before the actual event. ***Last minute verbal approvals over the phone will not be accepted.***

#### ◆Preschool (PreK & Jr.K) Fees

Fees for most off-campus activities, field day or field trips are covered through the comprehensive fees. At least three field trips will be scheduled throughout the year in which the cost of the activity for the student to participate is already covered through the comprehensive fee.

#### ◆K-12th Fees

In addition to Field Day, at least three other field trips will be scheduled throughout the year in which a fee will be required in order for the student to participate and cover the cost of the activity. Fees will be automatically processed through FACTS.

## **SCHOOL SUPPLIES**

A list of necessary school supplies is provided prior to the beginning of the school year. Throughout the year, teachers may discover that additional items may be needed and will inform you in this event. Please make sure all personal items are labeled with your child's name.

Supply amounts are based upon the average usage rate of a student. If your child runs out of necessary items throughout the school year, please make sure items are replaced. Having appropriate school supplies allows proper instruction in the classroom to continue.

## **SUMMER STUDIES**

Students are given a reading assignment and math skills to practice over the summer. Reading assignments are due on the first week back to school. A math assessment is also given and due when school resumes to ensure that students are where they need to be with the fundamental operations.

## **TEXTBOOKS/ETEXTBOOKS/LIBRARY BOOKS**

Students are responsible for all of the textbooks, library media, materials, and devices issued to them. Each student will be assigned an account with our library and they will be responsible for books checked out. Library books are due back in two weeks from the time they are checked out or late fee may be charged.

The textbooks that students are instructed to write in will become the student's personal property. All other textbooks, including eTextbooks (i.e. grade level readers, comprehension and speed books read in class, resource books, and any hardback text books) remain the property of the school.

### **◆ Fees**

If a student loses or damages a textbook that belongs to the school, payment for a replacement must be made before another textbook will be issued. If a student loses or damages a library book, payment for the book must be made before the student may check out any additional books. In either case, if the book is later found, the book that was lost becomes the property of the student and the new book remains with the school.

If a student loses a personal textbook, a replacement book must be purchased for the student. In the event the lost book is found, both books remain the property of the student.



## HOMework

Homework is given as necessary. Students in Second through Fifth Grade will have a homework journal and are responsible for writing down all assignments due in their journals. Parents should check with their children so they are aware of homework that has to be completed and assist as needed with any assignments. They will also be utilizing the Google Classroom in 3<sup>rd</sup>-5<sup>th</sup> grade to access assignments (see Assignments: Class & Homework section under "GRADING SCALE" p. 30).

### ◆ 2<sup>nd</sup>-5<sup>th</sup> Grade

We ask that parents initial the journal on a daily basis. Your initials let us know that: 1) You are aware of any assigned work and 2) your child has completed the work assigned. In the fourth quarter of 5<sup>th</sup> Grade, students are no longer required to have their homework journal signed to help them prepare and make the transition to Middle School.

### ◆ 6<sup>th</sup>-12<sup>th</sup> Grade

As one of our ESLR's, we expect students to become responsible and self-directed in the area of knowing and completing homework. Homework is listed in FACTS SIS and/or their Google classrooms. Parents are not required to sign homework journals for Middle School students; however, we do ask that parents check in every now and then to make sure homework is on track and getting completed.

## EXTRA CURRICULAR ACTIVITIES

Academics and homework must come before extra-curricular and after school activities, whether school related or personal. Assignments and homework will not be adjusted in schedule or excused for these activities. Please help your children plan accordingly.

## HOMework EXPECTATIONS

In general, the following are guidelines of daily homework expectations for each of the specific grade levels based upon how long it will take the average student to complete. Any unfinished class work for the day may also be assigned as homework. If there are some areas your child is having a challenge with, homework may take a little longer. Long-term assignments, such as book reports, special presentations or science projects, are not considered daily homework assignments. Completion of these items may require more time than what is listed below.

### ◆ Preschool (PreK & Jr.K)

As needed for practice

### ◆ Kindergarten

Ten Minutes

### ◆ First

Approximately Ten to Twenty Minutes

◆**Second**

Approximately Thirty Minutes

◆**Third**

Approximately Thirty Minutes to One Hour

◆**Fourth**

Approximately One Hour to One Hour and Fifteen Minutes

◆**Fifth**

Approximately One Hour and Fifteen Minutes to One Hour and Thirty Minutes

◆**Middle/High School**

Approximately One Hour and Thirty Minutes to Two Hours Thirty Minutes

***\*Students must have access to Microsoft Office and the Internet for research, typing papers and doing presentations.***

## **LIBRARY DAYS**

◆**PHCA Library**

PreK – 5<sup>th</sup> grade students will be presented with books from our library throughout the year. Enrolled students are automatically issued a library card that is kept on record at school. Resources are available for students to check out for silent reading time, book reports, projects, research, and for some books listed in our Accelerated Reader program. Library books are borrowed for TWO weeks at a time. Students with overdue books will not be allowed to check out additional books until overdue books are returned or replaced. Students are responsible for all materials checked out.

◆**Public Library**

Students may also need to visit the public library (in-person or via the internet) on their own for additional resources for school assignments or other projects. PHCA has invested in and will be expanding our Accelerated Reader program especially targeting 1<sup>st</sup> – 8<sup>th</sup> grade, so students may also need to check out that are not available in our PHCA library. Parents are responsible for making sure their children have a library card (PreK, JrK, K is optional). Applications must be completed in person, by the parent, at any state public library. Please check with your public library regarding the time frame that books need to be returned. Public library books must be returned at the State Libraries. PHCA will not be responsible for any public library books left at the school. Any late or lost book fees for public library books are the parent's responsibility.

## VOLUNTEERS

Our successful operation depends on the volunteer services and involvement of our parents. For safety and accountability, we ask that all volunteers and chaperones complete our **Volunteer/Chaperone Information Form** and **Volunteer Acknowledgement Statement of Faith Form** that is available on our school website. Following this procedure enables us to assure we have screened all individuals who will be assisting with your children. If you will be volunteering at PHCA, we will need medical proof of TB Clearance. All paperwork should be turned in to our school office.

### DRESS GUIDELINES

Our PHCA Polo Shirt and T-shirt are available in adult sizes. You may purchase shirts to wear while volunteering, however it is not required. Volunteers are asked to follow the same **"Dress Code Standards"** that are expected of students which are found under the DRESS CODE section of this handbook. As leaders and adults, we must set an example for our children.

### CHAPERONES/ASSISTING IN CLASS

Please make sure you understand your role and instructions for chaperoning or assisting in class. The teacher-in-charge should provide you with directions. If you are unsure of your responsibilities, please ask the teacher-in-charge or another PHCA staff member. Please do not deviate from set plans without approval from the teacher. If you have any discipline issues, please refer to and allow a teacher to handle the situation.

For the safety and benefit of our students, we need them to have your full attention when chaperoning or assisting in class. Please refrain from bringing any persons or items that may distract you from giving your full attention. This would include bringing any other minors that are not PHCA students, pets, and any electronic devices that make sound. Cellular phones may be brought, but please place them on silent mode and we ask you refrain from any texting or non-emergency phone calls.

#### ◆Classroom Volunteers

We greatly appreciate parents who are available for tasks where volunteers are needed in the classroom during school hours or instructional time. In order to minimize any distractions to instruction, the times will be coordinated between the volunteer and classroom teacher. Tasks should be limited to no longer than one hour unless administration is aware and gives prior approval.

### PARENT SCHOOL SUPPORT PROGRAM (PSSP)

The PSSP is designed to increase parent involvement, coordinate fundraisers designed by the administration, implement various types of incentives for the students, and elevate our school morale with special activities for the students and staff. After our long pause of not having parents on campus, we will slowly be reintroducing PSSP starting off with the help of Room Parents that will be teacher selected and administration approved.

Our PSSP normally has a two-to-four-person executive board consisting of parents along with one School Administrator/PHCA Staff and our room parents. As we reintroduce our PSSP, we will be starting off the program with our room parents who will help mobilize and encourage all other parents and families to get involved.

## GENERAL RULES

### ANIMALS AND PETS

For health and safety reasons, pets and animals are not allowed on school property unless specifically requested by your child's teacher for instruction purposes. Any animals or pets brought to school will need to be properly contained and taken home at the end of the day.

### CHEWING GUM

Chewing of any type of gum on church or school property is not allowed, unless part of a specific teacher or staff directed and monitored activity

### FLAMMABLE ITEMS OR LIQUIDS

Students are not allowed to bring or have in their possession any flammables on campus. This includes, but is not limited to matches, lighters, fireworks, etc. If flammable items are needed for a school project; the office must be notified in advance and both teacher and administration approval is required. Flammable items must be checked in with the office before proceeding to classroom or any other area of the school or church campus.

### PARENT & STUDENT HANDBOOK

Parents and/or guardians are expected to review the entire handbook and become familiar with its contents. Children should be made aware of the policies and rules that apply directly to them. PHCA reserves the right to make any necessary corrections or changes to the handbook and will inform you via email or the parent newsletter if any revisions are made. An electronic copy is available on our website. Hard copies will not be provided.

### PARTY INVITATIONS

If you request teachers to hand out party invitations in class, these guidelines must be followed: 1) Invitations may be handed out to ALL the students in class, 2) they may be handed out to all the GIRLS in class, OR 3) they may be handed out to all the BOYS in the class. Otherwise, we ask that you mail your invitations out individually and they are not distributed at the school. Cards will not be distributed unless these guidelines are followed. Also, please refrain from asking teachers to deliver personal messages or follow-ups to these events.

#### ◆ Party Treats, Goody Bags

If you plan on bringing party treats, goodie bags, snacks brought in to share, etc.; you should provide enough items for the entire class. If possible, we ask that you bring in nutritious or low sugar treats (i.e. avoid cupcakes with heavy frosting). The teacher can also let you know if there are any specific allergies or restrictions in the class. All treats should be individually wrapped and pre-portioned. Please inform teacher **at least one week in advance** so that arrangements can be made. Any necessary paper goods or utensils should be provided.

### PERSONAL ITEMS

We recommend that any items that are expensive, fragile or a possible distraction to instruction be left at home. PHCA will not be responsible for any personal items brought to school that are lost, stolen or broken. Any item that creates a disruption, is a distraction to instruction, or is considered contraband will be confiscated. If parents want to pick up the item from the school, a meeting must first be scheduled with administration.

#### ◆Books/Magazines

All students should have a reading book available to them each day of school. Reading material that is not school related should be of good taste and is subject to teacher approval. Electronic books on student iPads may be allowed with teacher permission and if the digital content can be monitored. Students may be instructed to use any extra class time for silent reading, otherwise books and magazines should only be taken out during free time or when allowed by the teacher in charge. Students will face disciplinary action for bringing any books, magazines, pictures, audio, etc. of an illicit or inappropriate nature to school. This includes accessing or having these items via internet or other digital devices.

#### ◆Cameras/Recording Devices

Students may not bring cameras (video or still) or recording devices to school without the expressed permission in writing from an authorized school staff member. This does not include cameras or recorders that are secondary devices on phones or school-issued iPads. Students must use their discretion in taking any photos or videos of other individuals at school. Students that use or publish any video or media that identifies PHCA in any way (landmark, logo, etc.) and is viewed in an inappropriate or negative manner by administration may be subject to the severest consequence listed on the Middle School demerit system, as well as possible prosecution and expulsion from school.

#### ◆Cellular Devices - Phones/Smart Watches/Tablets

Cellular or Wi-Fi devices brought to school must be powered off, placed out of sight, and are subject to search and seizure at administration's discretion. Students are not allowed to make or receive calls, texts, or access any internet/Wi-Fi services from their devices during school hours, while walking on church/school sidewalks or parking lot during arrival and dismissal or while signed into Before/After Care. Video and camera functions on a device are not allowed to be used at school without written permission from an authorized school staff member. Disciplinary action will be taken for use of any device to record or share answers on an exam. Appropriate action will also be taken for the transmission or possession of any inappropriate or sexually explicit texts, images or video on your devices through other social media while at school and/or during school hours. Smart Watches where ALL cellular/Wi-Fi functions (text, alerts, GPS, etc.) can be disabled may be allowed. Personal devices that are used, make alerts in class, or cause a distraction will be confiscated.

#### ◆iPods, iPads\*, Music Devices, Boom Boxes, Etc.

Once school premises are entered, these personal items must be able to be stored in student's backpack or purse and kept out of sight during school hours. For safety reasons, students are not allowed to use these items while walking or moving about on church/school property, including headphones. These same items may be used in Before/After Care only during times specified by the person in charge and if they can be listened to privately with headphones. All listening materials are subject to censor and will not be allowed if deemed inappropriate.

*\*Does not apply to PHCA issued iPads – See iPad Usage Rules and Policy for details*

#### ◆Toys and Electronic Items

These items must be able to be stored in student's backpack or purse. Toys and Electronic items or devices may not be taken out or played with during school hours unless permission is given by the teacher. These same items may be used in Before/After Care only during times designated for playing.

## **PHOTOGRAPHING STUDENTS**

All students must be photographed for a school ID and yearbook picture. By enrolling at PHCA, parents and/or guardians agree to allow PHCA staff and our representatives (students, parent volunteers, hired photographers, etc.) to photograph (still and video) their respective children or children under their guardianship. Parents and/or guardians also agree that these photographs may be published and used (even after the student is no longer enrolled) for school-related purposes such as, but not limited to our yearbook, school newsletters, school flyers or brochures, DVD's, school websites, school advertisements, etc. Live stream programs and events are recorded and made available on our website for later viewing. These recordings may include credits and student names, however media created to be televised or published online solely for public advertisements will not include names of students.

## **PRINTING AT SCHOOL**

Students that need to print out papers or other assignments that were assigned to be completed at home, may come to the office during their recess, break or with teacher permission to print out copies. The cost is \$1.00 for the first copy plus 10¢ (Black & White) and 25¢ (Color) for each additional copy. Student's FACTS account will automatically be charged for the amount due for printing.

## **PRIVACY**

Student information is considered confidential and is made available to our school staff on a needs-only basis. With the exception of designated classroom parent volunteers receiving student phone numbers, parent names and email addresses, we will not release information regarding a student to anyone outside of our school staff without prior written permission from the student's parents or guardians. Please do not call the school to obtain phone numbers or addresses of any students, as this type of information will not be released.

### **◆ Designated Classroom Parent Volunteers**

Student phone numbers, parent names, and email addresses will be made available to a designated classroom parent volunteer. This person will assist in communicating various classroom and school activity information between parents. You must inform the school annually in writing if you do not want your information released to Room Parents. Thereafter, you will not receive any communications or class announcements that have been assigned for the room parent to relay to class parents.

## **SCHOOL PROPERTY**

Students are expected to take care of/respect all school/church property. Students who are involved in careless or deliberate activities that cause damage to or destroy any materials, furniture, fixtures or other property of the school/church will be held responsible for repairs or replacement. Parents will be charged accordingly.

## **SCHOOL RECORDS**

Parents or guardians (with joint or full legal custody) of students have the right to see student cumulative records related to their children, which are maintained by private schools. Parents or guardians (with joint or full legal custody) should notify the school office at least one day in advance to request viewing of student's cumulative file. The file will be pulled and may be reviewed with an administrator or designated office personnel present. Proof of identity may be required if the office staff is not familiar with your identity.

## SEARCH AND SEIZURE

For the safety, security and well-being of our school, students and faculty; PHCA requires all students, chaperones, visitors or volunteers on campus to allow the PHCA administration and/or its representatives to search any personal items or property brought on to school campus. This includes, but is not limited to backpacks, purses, clothing, laptops, any electronics items, etc. Desks, cubbies, lockers, or any other PHCA property used by students or volunteers are all subject to search as well. PHCA also reserves the right to prohibit any items to be brought on school campus, as well as confiscate any items or media that are on campus which may be considered dangerous, illegal, a distraction/disruption to learning, or not allowed on school campus.

## VISITORS

For the safety and monitoring of our students, we ask that all visitors report to and sign in at the school office to obtain permission before proceeding to any destination in the school. All visitors must have a valid school related reason to be in the classrooms during instruction or with students during any other activities. Individuals will be issued a "VISITORS" badge that needs to be worn while on campus so that our staff will be able to identify anyone who does not belong on school grounds. At the end of your visit, please sign-out at the school office and return the "VISITORS" badge that was issued to you. Minors must also have a school related reason to be in the classrooms and must be accompanied by an adult in order to sign-in as a visitor. ***We do not provide public restrooms nor allow individuals to sign-in to use student restrooms.***

If you need to give something to your child during school, please bring the items to the school office and we will arrange for items to be delivered to the classrooms. Everyone's cooperation is greatly appreciated as this keeps our school safe and helps us minimize the number of distractions to the class.

### ◆ Dress Guidelines

When children are present, we ask parents, guardians, or any other visitors to dress appropriately when coming on the school campus or into any church or school building. Visitors who are dressed inappropriately will be asked to cover up, change, or leave the facility. The Dress Code Standards under the DRESS CODE section should be used as a guideline for appropriate dress.

### ◆ Classroom Visit/Observation Request

To minimize distractions during instructional time, observing and entering the classroom during school hours is limited to school staff and needs only basis. Administration must approve any visitors coming on campus and entering the classrooms. The following guideline apply for any non-staff member visits:

- Arrangements must be made in advance and approved by the school office and the time must be convenient for and approved by the classroom teacher.
- Observations will be limited to a maximum of 20 minutes unless prior approval is given by administration. Observers may be asked to view class from hallway via the window.
- Other arrangements should be made for younger children during the scheduled observation time.

### ◆Lunchtime

If you would like to have lunch with your child, we ask that you take them off campus for your meal together. The space in the cafeteria is limited and is not conducive to host visitors. To minimize missed instruction, please be prepared to sign out your child right before their lunch time and sign-in when their lunch period ends and class is resuming.

## GENERAL INFORMATION

### SCHOOL ADDRESS

Pearl Harbor Christian Academy  
94-1044 Waipio Uka Street  
Waipahu, Hawaii 96797

### EMAIL ADDRESS

[PHCAOffice@hawaii.rr.com](mailto:PHCAOffice@hawaii.rr.com)

### WEBSITE

[www.pearlharborchristianacademy.com](http://www.pearlharborchristianacademy.com)

### PHONE NUMBERS

(808) 678-3997

(808) 678-6607 (fax)

(808) 221-5059 (Before/After Care (BAC) Cell Phone)\*

### \*PLEASE NOTE:

When our school office closes for the day, our regular phone line will be picked up by our voice mail system. The BAC Cell Phone will be turned on during Before Care hours and after our school office closes and should be used only for BAC related business.

In the event of an emergency or if for some unforeseen reason you will be picking up your children after 5:30 p.m., please call the BAC phone number.

Please keep in mind that this phone is for After Care and emergency use only. Our After Care Supervisors have been instructed not to receive or route calls regarding normal school business, as this would interfere with the safety and supervision of your children.

If you do have non-urgent questions regarding school business, please call the school during our regular office hours at 678-3997. If it is after hours, please leave a message on our voice mail and we will get back to you as soon as possible.



## EMERGENCY INFORMATION

### EMERGENCY DRILLS

PHCA will perform emergency practice drills at least once every full month that school is in session so that students will be prepared in the event of an actual emergency. This includes fire drills and lock downs procedures. Please inform your children that silence is a key factor in the success and safety of our drills, whether in practice or in a real situation.

If you happen to be at the school during one of our drills, you will be directed to follow the procedures of the drill. If you happen to arrive at the school during a drill in progress, you will need to wait outside until the "all clear" signal is given. We appreciate your cooperation and apologize in advance for any inconvenience this may cause you. However, these procedures are necessary for the safety of our school and students.

### DISASTER PREPAREDNESS INFORMATION

In the event of a natural disaster, PHCA will follow the instructions of the Hawaii Emergency Management Agency (**HI-EMA**) - formerly Oahu Civil Defense Agency. Please listen to the Emergency Alert Systems broadcasts to keep updated on the situation. As a rule of thumb, if the public schools in our immediate vicinity are directed to close due to a disaster-related event that has or will affect the Island of Oahu, our school will also be closing.

If school is in session and we are advised to close, parents should make arrangements to pick up their children immediately. Staff will wait at the school location as long as possible, however if the need arises to evacuate our building, all staff and children will be taken to the nearest shelter location as designated by HI-EMA.

### ◆Parent Notifications

Please do not call the school during school or island-wide emergencies. The telephone lines must be kept open for urgent calls coming in and use by our school office. PHCA uses the FACTS SIS PARENT ALERT system to send emergency alerts and immediate information via text to your cell phone. Please make sure your cell number is correctly listed in FACTS SIS and make sure you have selected "Yes" to parent alerts. Your "Emergency Contacts" must be updated as stated below.

### EMERGENCY CONTACTS

All students must have a current "**EMERGENCY CONTACTS**" on file at all times in the FACTS SIS. If any of your information changes, please update your information as soon as possible with our school office. The school should always have a current contact number for the parent and/or guardian of every student (see Emergency Contacts section under "FACTS FAMILY PORTAL" p.19).