

MAKUA LANI CHRISTIAN ACADEMY

I. PHILOSOPHY

A. Mission Statement

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

B. Christian Education

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

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

C. Purpose and Vision

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

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

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

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

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

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

D. Church Attendance

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

E. Statement of Faith - We Believe:

1. The Bible to be inspired, the only infallible, authoritative Word of God.-2 Timothy 3:16, 2 Peter 1:21
2. There is one God, eternally existent in three (3) persons: the Father, the Son, the Holy Spirit-Genesis 1:1, Matthew 28:19, John 10:30.
3. In the deity of Christ-John 10:37, in His virgin birth-Isaiah 7:14, Matthew 1:23, Luke 1:35, in His sinless life-Hebrews 4:15, 7:26, in His miracles-John 2:11, in His vicarious and atoning death-1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9, in his bodily resurrection-John 11:25, 1 Corinthians 15:4, in His ascension to the right hand of the God, and in His personal return in power and glory.-Acts 1:11, Revelations 19:11
4. In the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that we are justified on the single ground of faith in the shed blood of Christ, and that only by God's grace and through faith alone are we saved.-John 3:16-19, John 5:24, Romans 3:23, Romans 5:8-9, Ephesians 2:8-10, Titus 3-5.
5. In the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation. -John 5:28-29
6. In the spiritual unity of believers in Jesus Christ-Romans 8:9, 1 Corinthians 12:12-13, Galatians 3:26-28
7. In the traditional view of marriage between one biological man and one biological woman. Genesis 2:18-24
 - a. Makua Lani further holds that, in accordance to Scripture, sexual intimacy and sexual activity is appropriate only within the marriage relationship, between one husband and one wife. (1 Corinthians 7:2; Hebrews 13:4). Makua Lani believes God has created two distinct and complementary genders, male and female, and each person is created in accordance with God's perfect design (Genesis 1:27; Matthew 19:4). Accordingly, Makua Lani views the following behaviors as inappropriate and contrary to Scripture:
 - i. Any sexual intimacy or sexual act between individuals who are not married to one another.
 - ii. Any marriage or civil union that is not between one man and one woman.
 - iii. Any attempt to adopt or present as a different gender than that assigned at birth.
 - iv. Any other activity, teaching, or behavior that is contrary to a biblical view of marriage, gender, and/or appropriate behavior as outlined in this provision.

All members of Makua Lani and all individuals involved in Makua Lani's operations, activities, and event are expected to uphold the ministry's perspective on marriage, gender, sexual intimacy, and appropriate behavior as set forth in this provision. Individuals and organizations who desire to use Makua Lani's facilities must also act in accordance with this provision.

With the desire to remain united in the salvation and love of Christ, to avoid denominational dissension, the following areas are left to the teaching of the home and church:

Church government - authority, discipline

Time and mode of baptism

Security of the believer

Timing of future events

Second work of grace - baptism of the Holy Spirit

Sinless perfection

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

F. Problems, Conflicts, Questions

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

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

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

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

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

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

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

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

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

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

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

II. ADMINISTRATION

A. Admission / Withdrawal / Finances

1. Admission Policy

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

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

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

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

All newly admitted students enter school on a 60-calendar day probation period. New student probation involves an informal evaluation of a student's attitude and adjustment to Makua Lani, a periodic review of his academic standing, and evidence of a cooperative spirit to the goals and philosophy of Makua Lani.

2. Withdrawal

Parents who wish to withdraw a student should notify the school 30 days before withdrawal. Parents must come to the school office, settle all accounts, and receive a withdrawal form for the student to check out. A copy of the most recent report card and current grades will be given to the parent when all of the above is complete. All record forms will be sent when Makua Lani receives a written request from the next school to be attended by the student when all financial obligations are met and school property has been returned (books, sports uniforms, etc.).

3. Finances

Tuition payments may be handled in two ways.

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

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

Mail all payments to:

Makua Lani Christian Academy
74-4966 Kealakaa St.
Kailua-Kona, HI 96740

Credit cards are accepted for other expenses: call Nita (808)329-4898 – high school campus (M, T, TH, F only).

Statement of Cooperation: In making my application for my child(ren), it is my desire to have him/her complete the school year 2022-2023. It is my understanding that the policy of the school is to make no refunds on registration fees and comprehensive fees.

Parent Expectations:

1. That you are willing to sacrificially give of your time and/or resources to support Makua Lani Christian Academy.
2. That you share responsibility with the faculty and your child(ren) in his/her academic achievements.
3. That you will work cooperatively in establishing and maintaining the school's disciplinary standards.

4. That you make regular tuition payments as described in the Tuition and Fees schedule, contacting the school if the payment will be late.
5. That you are willing to have your child(ren) trained in accordance with the school's philosophy, goals and objectives.
6. That you are responsible for the repairs and/or replacements of school or personal property which is damaged beyond normal wear by your child(ren).
7. Prayer support for school and staff.

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

1. Attendance / Tardy Policy

Long periods of absence for any reason takes away from the student's formal instruction time at school. Parents and Makua Lani are bound by compulsory laws of the state, and regular and punctual attendance is necessary for school success. Therefore, absences over *10 consecutive* school days per semester require:

- 1) Pre-approval via a completed "Request for Absence from School Form."
- 2) All class work assigned by the teacher will be made up in the time manner prescribed by the teacher.
- 3) Student will take all tests that occurred during the absence. 3) Any work assigned and not turned in within the prescribed time, will receive a zero. Serious illness will be given special consideration.
- 4) Pay extended absence fee of \$25/day for each day after 3 days. If the extended absence falls during an exam period, see below for exam make-up fee.

1. Extended Absence Fees (begin after the third consecutive day):

- Extended absences require teachers to create individualized lesson plans; an extended absence will be charged a fee of \$25 per day, which will be billed on your tuition account.
- Semester exams given out of the normal schedule will be a \$50.00 charge per exam, which you will be billed.

Excused absences – The student is allowed the same number of days as they were absent to make up work. A student absent only on the day of a test will be required to take the test upon return.

Extended absences – A minimum one week notice is to be given to the office and the teachers. Work should be requested by the student, prior to the absence. If work is given it is due upon return. Otherwise, the student is allowed the same number of days as they were absent to make up missed work. It is the student's responsibility to get make-up work from teachers.

Truancy – Any absence from a day of school or portion thereof, without the permission of the parents and school earns a 25-point citizenship grade reduction with no opportunity to make up work.

Parents or guardians are legally responsible to make certain that their child attends school daily. Any student with 15 or more absences within a semester is considered "Chronically Absent." Chronic absenteeism or tardiness may result in a petition to Family Court for a parent's non-compliance of the State's Compulsory Attendance Law for their child's absences/tardies/truancies. The school will proceed on a case-by-case basis.

Any student who is absent from any class for more than fifteen (15) days during one semester has a parent/Principal conference to determine if full credit will be given for the semester.

Absences, whether excused or unexcused, are noted on the report cards.

The office would appreciate the parents contacting us when the student is absent via phone or email. A note confirming the absence and reason should be provided if no phone call was made. If at all possible, Doctor and Dentist appointments should be made after school hours.

Extracurricular Activities (including all activities, dances, drama and sports)

- A. Students participating in extracurricular activities (during or after school) are required to be in attendance in classes at school for the full day, or until the time of departure, their activity is to take place or the full day prior to a morning departure for an activity. This includes practices.
- B. Reasonable time for doctor or dental appointments is the only exception. **A written notice is needed for verification of appointment.**

Tardy to School

Tardiness to school happens on occasion and sometimes cannot be controlled. However, habitual tardiness to school interrupts the learning process and is unacceptable. School AND classes start at 8:00 a.m. Students habitually arriving after 8:00 are in danger of not receiving full credit for the first period class. Class credits are based on classroom hours. Being 10 minutes late per week means a student has missed an entire 50-minute class period. Chronic absenteeism and chronic tardiness will affect a student's participation grade and may jeopardize earning full credit for the class. A student is given three morning tardies for each nine-week quarter. After these are used, detention is given.

C. Academic/Behavioral Problems

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

1. Parents should check Information Now weekly.
2. Progress Reports will be available online at "Information Now" mid-quarter.
3. Parent/Teacher Conferences will be scheduled at the end of the 1st quarter.

D. Communicating with Parents

Important information and announcements will be emailed home. Please read these, as it is our way of communicating with all of our families. Should you need a hard copy of any attachments, please contact the office.

E. Insurance

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

F. Textbooks

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

G. Lockers (7th-12th) / Cubbies (5th & 6th grade)

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

H. Medical Records

Prior to attendance, a medical report is to be on file in the school office with an up-to-date report of immunizations, current physical and parental release form for emergencies and a vision/hearing screening. In instances where a student needs immediate medical attention, school officials will call the parent (or emergency

number), the student's family doctor, or a doctor of our choice (in that order). Emergency sheets are kept on file in the school office.

I. Student Records

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

J. School Board

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

K. Telephone

The school telephones are business phones. Students are not allowed to leave class to make calls. On the rare occasion a student needs to call a parent, the secretary will gladly give permission to the student to call during break or lunch.

L. Cell Phones & Electronic Devices

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

Citizenship Points:

- 5 points will be given for phones not turned in – 1st offense
- 10 points will be given for phones not turned in – 2nd offense
- 15 points and a step will be given for phones not turned in – 3rd offense
- 20 points will be given for purposely using cell phone during school hours (this includes texting, music, IM, social media, internet, etc...). If given 20 pts, you must turn your phone in to the office every day.
- Repeated misuse will warrant step

M. iPad, Chromebooks, Laptops and Internet Use

The Makua Lani chromebooks are made available during class time with teacher permission. During these times, students are allowed to work on school work related to that class only. Recreational use is NOT allowed.

Students may use their personal email to send home school materials ONLY. Teachers can print for the students for 10 cents a page.

Improper Web use includes the use of the name Makua Lani and any employees, students or families of the school on personal internet or social networking sites including Face Book, Twitter, Snapchat, Instagram, etc... Failure to abide by this may include citizenship points, suspension and possible expulsion.

Network Etiquette/Netiquette

1. Students are expected to learn and abide by generally accepted rules of Internet network etiquette: common courtesy, politeness, the avoidance of vulgar language, inappropriate pictures, etc...
2. Students will not assume that a sender of an email is giving his/her permission for the student to forward or redistribute the message to third parties or to give his/her email address to third parties.
3. Students will report any cyber-bullying to a teacher immediately.
4. Students will not participate in electronic activities that would be considered cyber-bullying, including posting negative remarks about a person, defaced photos of a person, or similar actions.

Responsible Computer Use Policy

As a school of the future, technology use is an integral part of the educational experience at Makua Lani Christian Academy. A critical skill objective is that students learn good citizenship in the digital age; therefore, the use of computers on campus is governed by the “Responsible Computer Use Policy.” All computer usage is subject to supervision, and Internet access is filtered. It is possible, however, that students may accidentally or deliberately access inappropriate material. Both actions have a required course of action. Parents are encouraged to discuss responsible computer usage and Internet safety with their children. All laptops and personal electronic devices will be stored in the student’s backpack until the class period in which they are required only.

III. CONDUCT

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

A. Philosophy

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

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

We believe that “all things should be done decently and in order,” and all students should be taught to accept God-given authority that is firm, consistent, fair and tempered with genuine love for the students. For this reason, the citizenship grade has been implemented to help the student, teacher, and parents see if there are areas where extra support is to be given. The student starts each quarter with 100% in citizenship. Points are deducted if the student fails to meet requirements or expectations. The administration has the final say on this. Arguing or complaining is inappropriate and will be considered a discipline problem.

B. General Guidelines for Conduct

1. Respect all people and treat them honorably.
2. Respect all personal and school property.
3. Be honest and truthful in all you do.
 - A. Keep your mind and speech clean and above reproach.
 - B. Be on time and in the right place at the right time, and prepared to give your best.
4. Obey rules in all classrooms
 - A. STUDENTS MUST –
 1. Be seated in desk and prepared when the bell rings
 2. Have no food or drinks in class, except water
 - Water bottles may be placed on the floor
 3. Follow proper dress code
 - No hats or sunglasses in the classroom
 4. Respect peers, teachers and school property
 - Follow teacher’s instructions promptly (NO whining, complaining, or arguing)
 - Do not get up without teacher’s permission
 - Do not throw any objects

- Use sidewalks
- 5. Turn cell phones before coming to class each day (they must be off)
 - Cell phones may not be left in lockers or in cars
 - Phones are returned at the end of the day
- 5. Abide by the “**Statement of Moral Integrity**” which is signed by the student and supported by the parent.

“I understand that coming to Makua Lani Christian Academy is a privilege, not a right. By enrolling here, I voluntarily submit myself to its rules and regulations. I also will make every effort to cooperate with its spiritual teaching and desire to please the Lord in every aspect of my life. I understand that this means that I agree to refrain from the use of tobacco, e-cigarettes, alcohol, illegal drugs, unwholesome entertainment and immoral behavior on or off campus (24 hours a day, 7 days a week, 52 weeks a year) while a student at Makua Lani. I want to do my best in my academic training and respect the faculty and administration in its responsibility to guide me in the right direction.

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

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

C. Specific Guidelines for Conduct

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

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

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

5. Any items not directly related to the student’s schoolwork should be left at home (i.e. iPods, iPads, radios, CD/tape players, all hand-held electronics (anything with headphones) toys, comic books, games, pets, computer games, laptops, etc.). Items at school without approval will be confiscated. Possible discipline steps may follow. Exception: laptops used for schoolwork, with permission – must be kept in the student’s backpack until actual time it is needed in class.

6. RELATIONSHIPS BETWEEN YOUNG MEN AND WOMEN

Young men and women are expected to maintain Biblical standards of moral conduct. Immoral or indecent behavior in private or in public, whether at school or away from school, may subject the student to

a referral step. Physical contact, such as holding hands and embracing (between the genders) is not permitted at school or school-related functions. Couples are not to be alone or off by themselves at any time (Romans 13:14; I Thessalonians 5:22).

Your time here at Makua Lani is really a season for you to fully focus on your relationship with Jesus. Therefore, during your time with us, we ask that you put your priority on strengthening your relationship with God, and avoiding romantic relationships that might distract from all that God wants to speak to you in this season – if your future life partner happens to be on campus, time is a good test of the relationship. We really don't want you to miss out primarily on what God has for you in your relationship with Him. We make this request to help guard what He wants to do in this season of your life.

7. Please remember that we are not listing every possible standard or infraction. Parent cooperation to train from a Christ-centered philosophy is appreciated at Makua Lani.

D. Dress Code (At school and all school functions – including sports practices and competitions) PLEASE SEE PAGES 23-24 OF THE HANDBOOK FOR DETAILED DRESS CODE

E. Discipline

The discipline code at Makua Lani Christian Academy is divided into two areas. The first is for citizenship points and deals with minor infractions. The second area deals with more severe issues, which may result in school suspensions or expulsions. The administration has the final say on this. Arguing or complaining is inappropriate and will be considered a discipline problem. (Phil 2:14; “Do all things without grumbling or questioning.”)

1) Minor discipline plan – Citizenship Points

Much of the discipline is done on a case-by-case basis with the strongest sense of fairness and consistency possible. However, the following is a guideline for calculating the citizenship grade. Students may earn points back for minor offenses to raise his/her citizenship grade through special commendations or weekly opportunities provided after school. One detention will eliminate three points (only good for up to 10pts.). Major or serious violations or offenses may not be worked off except at the discretion of the principal.

| <u>Infraction</u> | <u>Point(s)</u> |
|--|--|
| 1. COVID-19 Infraction | 5+ Administrator's discretion |
| 2. Classroom conduct | 2-5+ Teacher's discretion |
| 3. Disrespect towards staff or peers | 2-5+ and possible step |
| 4. Public display of affection (including singling off as couples) | 2-5+ and possible step |
| 5. Improper storage of supplies, books, lunches, etc... | 2-5 + Teacher's discretion |
| 6. Improper language | 5+ and possible step |
| 7. Dress infraction – including all school functions | Warning, 2, 3, 5pts. |
| 8. Unexcused (non-homeroom) tardies | 5+ and possible step |
| 9. Having AirPods, Headphones/earphones on campus | Warning, 2, 3, 5 pts. |
| 10. In the auditorium without permission | 5-10+ |
| 11. In any off limits area without permission | 5-10+ |
| 12. Lying | 5+ Teacher's discretion |
| 13. Cell phone misuse | 5-20 and possible step – see L. on page 7 |
| 14. Cheating/plagiarism | 10, 0 on assignment, and step |
| 15. Stealing/vandalism | 10, repair or replace, and step |
| 16. Truancy (unexcused absence) | 10 and step |
| 17. Possessing weapons (this includes lasers of any type) | 10, step, possible expulsion, parent contact |
| 18. Using/possessing/promoting illegal drugs/paraphernalia | Parent contact, expulsion, Police |

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| 19. Using/possessing promoting alcohol/tobacco/tobacco substitutes ie. E-Cigarettes. Including matches & lighters | 10, step, suspension, possible expulsion, parent contact |
| 20. Improper Web use 24/7, including social media Improper Web use includes the use of the name <u>Makua Lani</u> and any employees, students or families of the school on personal internet or social networking sites including TikTok, Face Book, Twitter, Snapchat, Instagram, etc... Failure to abide by this may include citizenship points, suspension and possible expulsion. | Suspension, possible expulsion |
| 21. Violation of "Statement of Moral Integrity" | Suspension, possible expulsion |
| 22. Misuse of iPads, computers, other school equip. | 10 and step |
| 23. Physical fighting on campus or at any school function | 10, step, suspension, Board conference, possible expulsion, parent contact |
| 24. Unauthorized electronics on campus (iPods, Smart Watches, hand-held games, etc...) | 5-10, possible step |
| 25. Sexual Harassment / Bullying | Parent contact, expulsion, Police |
| 26. Reckless Driving | 10, step, etc... |
| 27. Involvement with local authorities 24/7 | Possible expulsion |
| 28. Leaving campus without signing out in office | Suspension |
| 29. Cutting class | 10, step |

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

* Any student on step three of the Severe Discipline program will be ineligible for activities, including sports as long as the steps are in place. Any student on the Severe Discipline Step 2 or greater will have their citizenship grade reset to 90% (rather than 100%) at the new quarter.

1) Severe Discipline Plan

The following are successive discipline referral steps that will be taken for any violations of the standards of conduct or dress. Severe cases may skip steps. Infractions after dropping below 80% on the citizenship grade may warrant a step. Students on the severe discipline plan may jeopardize re-enrollment for the following school year.

Discipline Referral Steps administered by the Principal:

- Step 1: Parent contact, possible suspension and conference with student and the Principal.
- Step 2: One - Three day suspension, parent contact, and conference with the Principal.
- Step 3: Three day suspension, parent contact, conference with the Principal.
- Step 4: Expulsion.

F. Detention

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

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

G. Suspensions

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

H. Expulsion

In severe or repeated disciplinary cases (where the student has moved through the steps), the Principal or Administrator may recommend to the Board that a student be expelled; that is, dismissed from school for the remainder of the year.

I. Student Harassment / Anti-Bullying Policy

1. Policy - Harassment

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

a. Definition of Harassment

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

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

b. What to Do If You Experience or Observe Harassment

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

c. Where to Report Harassment

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

d. Protection Against Retaliation

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

e. Consequences for Harassment

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

2. Policy – Anti-Bullying

MCLA, in reference to John 15:12 – “*My command is this: Love each other as I have loved you*”, finds any type of bullying unacceptable. Note the following definition and examples below. There will be no tolerance for this type of behavior and disciplinary actions will result.

a. Definition of Anti-Bullying

Bullying occurs when a person or group is intimidated, frightened, excluded or hurt by a *pattern* of behaviors directed at them by others. (Greg Griffiths, “Bullying in Schools-The Hidden Curriculum,” 2003). The following actions in an ongoing form may be forms of bullying and are included in all references to “bullying” herein:

- Physical aggression – including hitting, punching, kicking
- Teasing or verbal abuse – including insults, name calling or racial/sexual remarks
- Intentional exclusion from activities or friendship groups
- The setting up of humiliating experiences
- Damaging a person’s property/possessions or taking them without permission
- Threatening gestures, actions or words
- Written/verbal/electronic messages that contain threats, putdowns, gossip or slandering
- Cyber-Bullying through Facebook, Snapchat, Instagram, texting, tweeting or other electronic means
- Examples of conduct that requires intervention
 - Students “hanging out” around common areas and commenting on the physical appearance of employees or students passing by
 - Spreading of sexual rumors
 - Pressures for sexual activity
 - “making out” in the hallway
 - Blocking movements
 - Explicit pictures, posters, or calendars on school grounds
 - “Pantsing”, pulling clothes, bra snapping
 - Name calling of a sexual nature whether oral or written
 - Sexual threats, demands, teasing, taunting
 - Sexual gesturing, grabbing, bumping, brushing
 - Passing of pornographic material or sexual notes, cartoons, jokes, or pictures
 - Making references to body parts
 - Poking, pinching, patting
 - Teasing about body development, either over/under or early/late
 - Whistling, catcalls
 - Retaliatory harassment of an employee or student reporting harassment

b. What to Do If You Experience or Observe Bullying

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

c. Where to Report Bullying

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

d. Protection Against Retaliation

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

e. Consequences for Bullying

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

****MLCA recognizes that not all inappropriate behaviors should be considered bullying or willful violation of this policy. Behaviors will be assessed by the teacher and/or administrator and addressed accordingly.***

IV. ACADEMICS

A. Student Load

The Makua Lani Board believes that the school can best meet its objectives with each student by having each student in the full program for the full school day. All first semester students must be full time. Consideration may be given to 2nd semester seniors who have gotten permission by the administrator to attend a job, an internship, or a college class. However, all students will be encouraged to be full time and must still be on campus for chapel.

B. Grading

Makua Lani Christian Academy's program is designed to develop core knowledge, critical skills, and Christian character that students need to be successful in college and their future. The grading system is designed to communicate student progress in accordance with student attainment of the curricular expectations. Our faculty believes that each student can learn and be successful and is committed to helping each student flourish.

A is earned by a student who consistently excels beyond expectations: highly dependable; follows directions; accurately completes assignments; is prompt, neat, and thorough; and collaborates well with others.

B is earned by a student who frequently accomplishes beyond expectations: follows directions; is prompt, neat, and thorough; collaborates well with others; and is usually accurate in all work.

C is earned by a student who fulfills basic expectations: follows directions; completes assignments; is prompt, neat, and thorough; and collaborates with others.

D is earned by a student who usually does less than expected: irregular in following directions; fails to complete assignments; and is careless in assignments.

F is earned by a student who fails to fulfill expectations: inattentive; fails to complete assignments; uncooperative; and does not participate in class and group projects.

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

| <u>Grading Scale</u> | <u>GPA</u> | <u>Grading Scale</u> | <u>GPA</u> |
|----------------------|------------|----------------------|------------|
| A+ 98-100 | 4.0 | C+ 78-79 | 2.333 |
| A 93-97 | 4.0 | C 73-77 | 2.0 |
| A- 90-92 | 3.667 | C- 70-72 | 1.667 |
| B+ 88-89 | 3.333 | D+ 68-69 | 1.333 |
| B 83-87 | 3.0 | D 63-67 | 1.0 |
| B- 80-82 | 2.667 | D- 60-62 | 0.667 |
| | | F 59 & Below | 0.0 |

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

C. GPA – Grade Point Average

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

D. Dropping and Adding Courses (*High School*)

Students may possibly drop or add a course within the first week after the semester begins. Administration must approve all drop/adds. No course changes will take place after the first week.

E. Honor Roll

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

Superior Honor Roll: All A's for the quarter (A or B in AP is acceptable)

Honor Roll: All A's and B's.

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

F. Homework

Academic excellence requires that students and parents invest effort in education. Research shows that the relationship of homework to student achievement is positive for grades 5-12. Homework assignments are given to reinforce important classroom work by requiring further practice on newly learned concepts, to strengthen areas of weakness through practice, and to develop a strong work ethic including initiative, diligence, and self-discipline. Homework also aids teachers and parents in staying abreast of student progress.

Daily assignments are given to complement the instructional program. Homework helps complete the lesson presented during the regular class period. Other assignments, such as projects, essays, and other long-range work, are given to expand or enrich the subject matter.

Parents are asked to provide adequate facilities for quiet home study and to encourage good study habits. Many educators recommend following these parent tips:

a. Plan "quiet time" for the family every day. This study time will allow the student to work uninterrupted, but it will also give the student an opportunity to see other family members engaging in activities—such as reading a book or balancing a checkbook—that emphasize the family's commitment to quietly doing things that require thought and effort.

b. Schedule homework at a time that works for the student and for the family. Some teenagers are able to start homework right after school, while others may prefer to come home and take a break. During study time, turn off the television and entertainment devices. Some teenagers, however, may work better with soft music in the background.

c. Help the student set up a study area. The area can be in any room; the location may depend on whether the student prefers to study alone or around others.

It is difficult to prescribe an exact amount of time that students should spend on homework for a specific subject. The amount of time will vary with each student, but on the average, a young person should not spend over two hours per night on homework for all classes combined. These times do not apply to AP classes where more homework is expected. (See AP Policy)

G. Academic Probation

Definition of Academic Probation

Academic probation is a period of time in which a student whose academic performance falls below 2.0 is carefully monitored and given an opportunity to improve.

A student is placed on academic probation when the quarterly grade point average (GPA) falls below a 2.0, or when a student receives two or more F's in any courses taken. A student is removed from academic probation after having maintained a quarterly GPA of 2.0 or more and not having received two or more F's in any courses taken, for three consecutive quarters.

A student may be dismissed or denied reenrollment from Makua Lani when he or she is unable to maintain a quarterly GPA of 2.0 or has received two or more F's in any courses taken for three out of four quarters.

While on academic probation, students will be required to

2. Attend lunch time study hall daily.
3. Make arrangements for meeting with teacher (s) for make up work, if eligible.

4. Forgo all extracurricular activities (dances, sports, clubs, drama activities, Student Government & Xtras.)

H. High School Graduation Requirements

Makua Lani requires 25 credits of high school courses to graduate. Course requirements are as follows:

| | | | |
|---|-----------------------------------|---------------|----------------------|
| English – 4 | Math – 3 | P.E. – 1 | Health/Guidance – 1 |
| History – 4 | Science – 3 | Electives – 3 | Foreign Language – 2 |
| Bible – 2 | Core Visual / Performing Arts – 1 | | |
| Community Service – 1 (11 th & 12 th grade) | | | |

Community service hours consists of 25 approved hours during a student's junior year (earns ½ credit) and 25 approved hours during senior year (earns ½ credit).

Transfer students will only be expected to meet the Bible requirements for their years in attendance at Makua Lani. More information is available in regards to P.E. credit under "Physical Education".

I. Graduation

Makua Lani holds two graduation ceremonies. Senior and Kindergarten. The ceremony guidelines are provided by the administration. The school sets aside a small budget for this ceremony, which is usually \$500. This budget allotment does not include refreshments or decorations. Any plans and finances for other things need to be organized by the parents and the graduates. Diploma and final transcripts will be given once all financial obligations are met and school property returned.

The Senior graduation ceremony will be setup by the senior class and their families on the morning of graduation. The Junior class and their families will have the honor of doing clean-up after the ceremony to allow the senior families time to enjoy this important milestone.

Special recognition:

- *Valedictorian—student with highest cumulative GPA at the end of the 1st semester.
- *Salutatorian – student with second highest cumulative GPA at the end of the 1st semester.
- *Must be accompanied by Administrative Approval and discipline review.
- * A student must be enrolled for one full year including their Senior and Junior year at Makua Lani for consideration.

Diploma recognition: Cum Laude – Cumulative GPA of 3.0 – 3.49
Magna Cum Laude – Cumulative GPA of 3.5 – 3.79
Summa Cum Laude – Cumulative GPA of 3.8 – 4.0

J. Grade Placement

1. High School

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

Completion of 6 credits, including one for each of the 4 core subjects – 10th grade – Sophomore

Completion of 12 credits, including two each in the 4 core subjects – 11th grade – Junior

Completion of 18 credits, including two-three each in the 4 core subjects – 12th grade – Senior

2. 5th/6th/7th/8th Graders

Students pass or fail the grade. If a 5th - 8th grade student fails two or more of the five basic classes (Bible, English, Math, Social Studies, and/or Science) he/she will fail the year. If such a student passes the failed courses through a summer school program, he/she may be eligible to pass the year.

Any junior or senior high school student who fails to pass from one grade to the next will automatically come up for review before the Administrator to be reconsidered for continued enrollment at Makua Lani.

K. Plagiarism / Cheating

Plagiarism is stealing another person's ideas. It will be explained and discussed by teachers in all classes. The Writer's Inc. book defines plagiarism as "the act of presenting someone else's ideas as your own" (Sebranck,

Kemper, Meyer 256). All materials that do not originate with the student must be appropriately acknowledged. The consequences for plagiarism are a zero for the submitted work, the submittal of an alternate paper, and disciplinary action. Plagiarism includes copying another's test, homework or school required materials. Papers that are found in violation of this will be dealt with severely. Consider the consequences and make sure you are NOT putting yourself in jeopardy. Due to the internet, it is very easy to catch plagiarism. Do not fall into temptation because of poor time management.

L. Physical Education

P.E. credit can be earned by taking two semesters of high school (9-12) PE. However, PE credit hours can be obtained from a class in the community, which involves instruction and application relating to physical exercise. This may include dance, gymnastics, AYSO soccer, etc. The student must inform the Administration of their intent to enroll in a class for credit outside of Makua Lani at the beginning of the grading period. A training program earns .5 credits for every 60 hours and must be documented.

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

M. Music Groups – Praise and Worship Team

All Makua Lani music teams are required to be at performances when designated by teacher or Administration. Performances are part of the class grade.

N. Standardized Testing

In April of each year, grades 5 through 11 are given standardized testing in order to monitor the achievement of the individual as well as that of the school. Test results are made available to parents upon request.

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

College Board Exams are not held on campus. However, registration dates and locations will be given. SAT 1 and ACT are the general tests taken. All information can be found on www.collegeboard.org.

O. College/Career Guidance (*High School*)

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

P. Taking Classes Online or at other Locations (*High School*)

Taking any outside classes for credit must be approved by the Principal BEFORE taking the class. Classes can be taken outside of Makua Lani for credit recovery or some AP classes only.

V. ACTIVITIES

A. Policy and Offerings

It is the policy of Makua Lani that all student activities are a means of developing high standards of Christian character.

Makua Lani offers a variety of activities to enhance the talents and abilities of students, which include: volleyball, swimming, golf, tennis, soccer, cross country, track, drama and Student Government, Space Club, National Honor Society, and language mission groups.

B. Student Government

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

C. Xtras – Christ’s Truth Reaching All Souls (*High School*)

The Xtras are the spiritual leadership group of Makua Lani. Applications must be submitted and approved. Biblical Leadership class must be taken before or simultaneously, before selection.

D. BIIF Enrollment Rules (*High School*)

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

1. Have a current sports physical on file at the school (current within the year)
2. A student (excluding freshmen) must have passed for the immediately preceding semester, at least 4 semester units of credit toward graduation.
3. Be carrying a minimum of 3 classes (semester units) that lead to granting of credit toward graduation.
4. Be in regular attendance at school classes in which enrolled, **no more than 15 days absent in preceding semester.**
5. A student who becomes 19 years of age by August 1st shall be ineligible for interscholastic competition.

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

E. Eligibility for Extra-Curricular Activities (including dances, sports and drama) (*9-12 only*)

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

1. A student must have passed (no F’s) all courses in the quarter preceding the activity and must maintain a 2.0 grade point average (GPA).
2. A student must have 80% or above for their citizenship grade during the entire participation period. Any student on step three of the Severe Discipline program will be ineligible for activities.
3. A student with an incomplete grade from the previous quarter is ineligible unless the incomplete is made up within 10 school days after the end of the quarter.
4. Participation will be based on the quarter before, as well as the quarter of participation. Grades will be checked throughout the period of participation. An athlete who is ineligible due to academics may not attend practice or participate in any games until such eligibility is restored as determined by the athletic director and administrator.
5. Students who participate in sports, drama or dances must be in school the entire day to be eligible to participate in practices, events, performances or games for that day – Friday attendance is mandatory for weekend games.
6. The athletic director will verify every eligibility requirement.

F. Fundraising

Fundraising for school activities must be pre-approved by the Administrator. (Form is in the office) All funds will be handled by ML employees and given immediately to the bookkeeper for depositing.

G. Solicitation

In addition to the school's major fundraising campaigns, other student groups raise funds for special projects. To eliminate frustration for families, solicitation for outside fundraising (e.g., soccer, baseball, etc.) is not permitted on campus. Students may not buy, sell, or trade personal belongings on campus.

H. Miscellaneous Fees

There are miscellaneous fees throughout the school year for dances, sports, and a yearbook.

I. Dances (*9-12 only*)

Students must be in school the full day of or the day before a dance. The main dances at Makua Lani Christian Academy include the Winter Ball and the Prom. Permission forms for all Makua Lani students and guests must be completed to be admitted to the dance. NO students younger than 9th grade may attend. NO guest over 19 or a high school graduate is allowed. The dance is for grades 9-12. Any non-Makua Lani student must have administrative approval.

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

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

Dress code is stated on the permission slip and must be followed or entrance into the dance will be denied.

J. Yearbook

The yearbook is published for the interest and enjoyment of the students. Because much effort goes into this publication, students are expected to demonstrate respect to each other, the faculty/staff, and the school. All yearbooks, although purchased by the students, are subject to inspection by teachers for any unkind or vulgar writing; yearbooks in question will be collected and not returned to the student.

VI. GENERAL INFORMATION

A. School Hours 8:00-2:45 Mondays, Tuesdays, Thursdays and Fridays
 8:00-12:00 Wednesdays

B. Church Attendance

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

C. Accreditation / Memberships

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

D. Chapel

Chapel occurs once a week and parents are welcome to attend. Students participate through special music, drama, etc. **and come prepared with Bible, notebook and pen.** All school chapels may be observed for special holidays or speakers. Makua Lani chapel times are usually held on Wednesdays from 11:00am-12noon in the auditorium. GIG (Getting Into God) week is held once a semester for grades 8-12.

E. Fire Drills

At the sound of a continuous bell, students are to stand, form in lines as directed, and move out of the building in an orderly, prescribed manner. At the all clear call, they can return to the classroom in the same

orderly manner. Students must walk in lines. They are expected to refrain from talking, pushing, or running. Each teacher will be with his/her group. A practice fire drill will be held each month during the school year.

F. Library (*High School*)

The library is available on campus in the administration building. The library is open for students during break and lunch to come and borrow a book. No eating or drinking in the library.

G. Lunch Program

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

Seniors may leave on Thursdays for lunch provided their citizenship grade is 80% or above and the appropriate form has been signed by a parent and returned to the office. Seniors are not allowed to purchase items for others including teachers. Any tardiness will be dealt with by the Administration and may negate the privilege. This a lunch privilege only – no other activities are allowed.

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

H. Parent Workdays

Having chosen Makua Lani for their children, parents must commit and be an active participant in the school. Parent involvement is required and includes workdays. Each family is required to help at one parent workday (3 hour minimum) each school year; if you don't, you will be invoiced \$150.00. All financial obligations (i.e. tuition and fees) are expected within a given time frame.

I. Back to School Night

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

J. Supplies

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

All supplies, books, lunches, etc... must be kept in lockers and away from doors, stairs, and common areas for safety reasons. A compact size umbrella is on the supply list; purchase one as it rains regularly and our "hallways" are outdoors.

K. Visitors

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

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

L. Lost and Found

Lost items will be turned into the office. Lost and found items will be kept for one week and then will be donated to the needy. **Please DO NOT bring valuables to school.** Purses, wallets, etc....should be turned in and stored in the office. Please put student's name on all water bottles, Hydroflasks, etc...

M. Emergency Procedures

Do not panic. Teachers are to wait to receive instructions by the Administration. In case of severe rain or wind, students will remain in the same classroom until notified by the Administration. Students or teachers are NOT to leave the classroom regardless of the bell system. Any student that leaves will automatically be written up on a step. Should it become necessary to dismiss school:

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

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