MAKUA LANI
CHRISTIAN ACADEMY

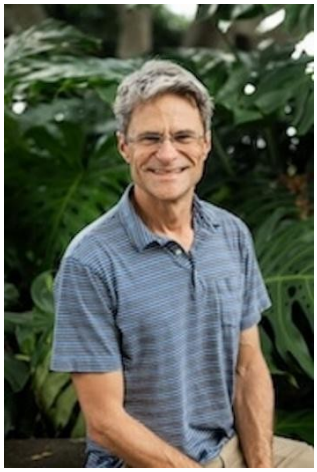
FAMILY & STUDENT HANDBOOK
2026 – 2027

Outstanding academics and Christian discipleship on the Kona coast

Palani Campus (PreK–3) • Kealaka‘a Campus (4–12) • Kailua-Kona, Hawai‘i
makualani.com

E Komo Mai

Dear Makua Lani Families,



Welcome to the Makua Lani O'hana! Whether you are brand new to this community or a long-time member, we are so glad to make this journey together with you this year. This handbook is provided to shed light on the path ahead and guide us through the many questions that arise over the course of a school year.

As a recent transplant to Hawai'i, I've had the joy of experiencing this special place with fresh eyes. One of the cultural values that has stood out to me is the desire to "talk story." It acknowledges that each of us carry a unique history that deserves to be listened to and honored. It recognizes the need to slow down and give space for those stories to emerge.

I hope that value shines forth through this handbook and the personal interactions you and your family have at Makua Lani. Handbooks can be dizzying in the amount of information conveyed. They address incredibly sensitive and complicated situations with brevity and precision. As a result, they can come across as cold, calculated, and heartless. Makua Lani is full of heart, and while we seek kindness through the clarity provided in this handbook, please know we have time to talk story, including those small but important stories that emerge over the course of the year and which require careful and thoughtful deliberation. No handbook replaces a conversation. My door is always open, as are the doors of our principals, and an early conversation is usually the most fruitful one.

Makua Lani cares deeply about guiding our students as young followers of Jesus, ready to change the world upon graduation with sharp minds and engaged hearts. Ultimately, the rules in this handbook are meant to serve that purpose. Whether they concern a disciplinary issue or a late fee, the guidelines are here to serve our students, parents, and staff, as we undertake this ambitious and noble partnership in Christian education.

Thank you for trusting your children to us. It is a sacred trust, and we intend to steward it faithfully. May this be a year of bold faith, inspired learning, and abundant joy.

Me ke aloha o Kristo (with the love of Christ),



Josh Drexler
Head of School

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BOARD OF DIRECTORS

Makua Lani Christian Academy is governed by a Board of Directors of up to seven members, drawn as a cross-section of the local Body of Christ, with representation from each campus preferred. The Board governs as a whole: individual directors hold no individual authority, and the Board Chair is the Board's spokesperson. Directors serve three-year terms, with the option of one additional term. New members are elected by current members and serve without compensation. The Board is always looking for good candidates to serve and appreciates recommendations.

Board Chair: Vanesa Misitano • boardchair@makualani.com

Vice Chair: Tyler Dickinson

Treasurer: Scotty Ast

Secretary: Jason Shrable

Director: Trenton Johnson

Director: Jenni Smith

Role of the Board

Provides spiritual leadership for the school, seeking God's will and direction and taking responsibility for right relations among the school's stakeholders, which the bylaws define to include the families of enrolled students, school faculty, school staff, students, and the local community.

- **Establishes** the high-level policies and procedures of the school and evaluates them annually with input from the administration, teachers, parents, and students.
- **Appoints** the Head of School and evaluates the Head of School annually; the Head of School leads daily operations.
- **Adopts** the annual budget and monitors income and expenditures against it.
- **Maintains** open communications with parents, students, faculty, local churches, and the community, and prays faithfully for the school.

Meetings & Family Participation

The Board and Head of School meet on the first Monday of each month. While meetings are not generally open to the community, the Board specifies certain meetings as open to any parent or legal guardian, faculty member, or staff member. The Board is glad to consider requests to attend any meeting. Family concerns follow the communication path in this handbook: first to the person involved, then the Principal, then the Head of School, and finally the Board.

LEADERSHIP

Makua Lani's administrative team brings skill, experience, and commitment to Christ-centered education. The Head of School leads the daily operations of the School under the direction of the Board of Directors, and each Principal leads the academic program and student life of their campus and grade levels. Families are welcome to contact any member of the team directly.



Josh Drexler
Head of School
joshua_drexler@makualani.com



Jill Murphy
Elementary Principal (PreK-3)
jill_murphy@makualani.com



Alex Dong
Upper Elementary (4-5) &
Middle School (6-8) Principal
alex_dong@makualani.com



Caitlyn Wheeler
High School Principal
caitlyn_wheeler@makualani.com

OUR CAMPUSES

Palani Campus

Pre-Kindergarten through Grade 3

74-4907 Palani Road
Kailua-Kona, HI 96740

(808) 329-3093

Office Email:

palanioffice@makualani.com

Office Hours: 7:30 AM to 3:30 PM
(School Days)

Kealaka‘a Campus

Grades 4 through 12

74-4966 Kealaka‘a Street
Kailua-Kona, HI 96740

(808) 329-4898

Office Email:

office@makualani.com

Office Hours: 7:30 AM to 3:30 PM
(School Days)

Website: **www.makualani.com** • Family portal: **FACTS**

GENERAL CONTACTS

Admissions: admissions@makualani.com
Accounting Office: accountant@makualani.com
Academic Counselor: counselor@makualani.com
Athletic Director: athletics@makualani.com

CONTACT GUIDE

- **Attendance, Absences, and early pickup:** your campus front office (phone or email above).
- **Tuition, billing, and payment plans:** accountant@makualani.com
- **Financial aid:** accountant@makualani.com (applications run through FACTS Grant & Aid)
- **Admissions and Enrollment:** admissions@makualani.com
- **College, Career, and Student support:** counselor@makualani.com
- **Classroom questions:** your student’s teacher first, then follow communication path
- **Sports Schedules and travel:** athletics@makualani.com
- **Emergencies during the school day:** Call the campus front office to reach your student immediately.

How to Read This Handbook

Most of this handbook applies to every student, PK–12. Where a policy differs by grade level, it is clearly labeled: Elementary (PK–5), Middle School (6–8), or High School (9–12).

PK–5 Applies to **Elementary, Pre-K through Grade 5**; appears in gold, like this.

6–8 Applies to **Middle School, grades 6 through 8**; appears in teal, like this.

9–12 Applies to **High School, grades 9 through 12**; appears in navy, like this.

1 | ABOUT MAKUA LANI CHRISTIAN ACADEMY (MLCA)

MISSION: Makua Lani Christian Academy (MLCA) 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.

PHILOSOPHY: The philosophy of Makua Lani Christian Academy (MLCA) is established from the Christian view of life. The Bible speaks of the moral and spiritual instruction of believers in general and of children in particular. It places a high value upon knowledge and defines its ultimate purpose. The Bible is specific that education is to begin in the home with parents. The church also furthers the maturation process. In order to reinforce the educational ministries of these institutions, Christian schools have been formed.

The basis of the educational experience is found in the person of Jesus Christ and His written word, the Bible. Makua Lani Christian Academy offers an environment that promotes and teaches spiritual principles of living, with a curriculum that places God, not man, in the center of all things. This philosophy stimulates each student to develop each given talent to his highest potential.

VISION: Makua Lani Christian Academy (MLCA) seeks to distinguish itself as a school that God calls to provide the Kona coast of the Big Island with outstanding academic, physical, and spiritual education in a Christian environment. The school will distinguish itself by its academic excellence, caring student body, high level of parent involvement, and emphasis on character development.

ACADEMIC EXCELLENCE & STEWARDSHIP: MLCA promotes stewardship of students' intellectual and artistic talents, fostering an environment that supports high academic achievement. We inspire students to use and share their God-given talents throughout their lives, contributing positively to society and embodying their faith.

BIBLICAL FOUNDATION OF RELATIONSHIPS: Our staff models Christ's love as taught in John 15:12, emphasizing personal accountability, healthy interpersonal relationships grounded in biblical principles, and the development of a servant's heart.

PARENTAL INVOLVEMENT: MLCA believes that active parental involvement is crucial in providing students with a high-quality education in a Christian environment. We encourage parents to engage deeply in all aspects of school life, reinforcing the partnership between home and school.

VISION FOR STUDENT SUCCESS: We want to prepare young individuals to be ready for life's challenges. By grounding them in God's Word and instilling a passion for His presence, we aim to equip them for fruitful lives in secular careers or full-time Christian service, fulfilling their roles effectively within God's Kingdom. Wherever God places them, our graduates are prepared to be agents of real, positive change, serving and strengthening both their local communities here in Hawai'i and the global community beyond, and carrying the love of Christ into every sphere of influence.

STATEMENT OF FAITH: The School's doctrinal foundation is the Statement of Faith and can be found on the school website in its full form. It is the only current version. Families and students are asked to personally review the Statement of Faith. They need to understand it is the doctrinal basis of everything the School teaches, support its teaching, and agree not to undermine, publicly oppose, or cause division over its teaching.

CHURCH LIFE: Families are encouraged to be active in a local church; the School's work depends on that partnership between home, church, and school.

NONDISCRIMINATION: MLCA admits students of any race, color, national, or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the School, and does not discriminate on the basis of race, color, age, national, or ethnic origin in the administration of its educational, admissions, financial aid, athletic, or other school-administered policies and programs.

MEMBERSHIPS: Makua Lani Christian Academy is a member of the Hawai'i Association of Independent Schools (HAIS). Makua Lani athletics compete as a member school of the Big Island Interscholastic Federation (BIIF) and the Hawaii High School Athletic Association (HHSAA).

ACCREDITATION: Makua Lani Christian Academy is fully accredited by the Association of Christian Schools International (ACSI) and the Western Association of Schools and Colleges (WASC). Accreditation reflects an ongoing, externally reviewed commitment to academic quality and continuous improvement.

2 | ADMISSIONS, ENROLLMENT & FINANCES

2.1 Admissions

2.1.1 Application Families complete the online application and submit the required documents, thereby affirming a willingness to support and follow the School's policies and procedures by submitting the application.

2.1.2 Application Review & Decisions. Once the office confirms the application packet is complete, the Principal reviews the application packet and schedules the family interview and student academic screening. The Head of School, with the Principal, makes the admission decision, and the family is notified in writing. When a grade is full, qualified applicants are placed on the waitlist.

2.1.3 Enrollment Priority When a grade is full or nearly full, seats are offered first to returning MLCA families and to siblings of currently enrolled students. This priority holds through the early enrollment deadline on February 28th and continuous enrollment opt-out window for whom it applies (also ending February 28th, see Section 2.1.6 below); after that date, any remaining seats are considered from the waitlist in the order applications were received.

2.1.4 Probationary Period. Every newly admitted student begins with a 60-calendar-day probationary period; an informal evaluation of adjustment, academic standing, and cooperative spirit. If the School determines during this period that the placement is not the right fit, it ends the enrollment and tuition is refunded pro-rata under the enrollment contract **(MLCA-403)**. A family that instead chooses to withdraw during the period remains responsible for the full year's tuition.

2.1.5 Program Capabilities & Fit. MLCA is a small private school without a special-education department or IEP/504 administration. The School makes reasonable minor adjustments within its regular program and works candidly with parents, before and during enrollment, to determine whether the program can serve their child's needs. Admission decisions rest on whether the School's actual program, staffing, and resources can meet the student's needs, applied in good faith and consistent with applicable law.

2.1.6 Continuous Enrollment. MLCA is moving to a Continuous Enrollment model that is increasingly followed by private schools. It has numerous advantages including reducing tedious paperwork for families. For those families initially enrolling or re-enrolling in Makua Lani after August 31st, 2026, enrollment renews automatically for each successive school year; no annual re-enrollment paperwork is required. They are automatically renewed unless they opt out by February 28th, according to the terms of the Continuous Enrollment Agreement. **See MLCA 403.**

The 2026-27 School Year will be transitional: for those families having already filled out the enrollment paperwork for this year by August 31st, they will have to re-enroll the old-fashioned way, submitting new paperwork for the 2027-28 school year. From then on they will be able to take advantage of continuous enrollment.

2.2 Tuition, Fees & Aid

2.2.1 Tuition: Tuition is charged for each enrolled student and covers classroom instruction and participation in the rights, privileges, programs, and activities of the enrolled grade level. Current amounts including tuition by grade band, the comprehensive fee, and program fees, are published on the annual Tuition Fee Schedule **(INS-701).**

2.2.2 Payment: The tuition and fees are due in full prior to the first day of school. To help families afford the cost of tuition, the School has implemented a 10-month, interest-free payment plan. Payments are due on the tenth of each month - August through May. Payments are made through FACTS online tuition management system.

2.2.3 Automatic Discounts

The School offers the following tuition discounts, automatically applied at enrollment:

- **Sibling Discount**. The eldest child pays full tuition; the second child receives a 10% discount, and the third child and beyond receive 20%.
- **Employee discount.** Working at Makua Lani carries its own tuition benefit: employees receive tuition assistance under **MLCA-250**, applied in lieu of the discounts above. Families interested in joining the staff may ask the school office about open positions.

2.2.4 Application Based Discounts

- The following discounts are limited in number and are applied for annually. Awards are made in application order, so families are encouraged to apply early. Application-based discounts and financial aid are renewed by application each year; re-enrollment carries a student's place at the School forward, but not application-based discounts or aid.
- **Pastoral Discount**. Families in which a parent serves in full-time pastoral ministry receive a 50% discount.
- **Missional Discount.** Families serving in full-time missionary work receive a 50% discount.

A student receives one discount, the largest for which the family qualifies. Discounts apply before financial aid is calculated. Current rates and all amounts, dates, and program fees are also published on the annual Fee Schedule.

2.2.5 Financial Aid: Need-based financial aid is available through the School's annual application process. Applications are submitted through FACTS Grant & Aid Assessment, with details and deadlines published on the Tuition Fee Schedule. Applications are reviewed as anonymized packets by the Tuition Assistance Committee. Aid decisions never affect admission decisions, and aid status is not disclosed to anyone including teachers, students, or other families. Aid is awarded for one school year at a time and families must reapply each year. Families are encouraged to speak with the Accounting Office (accountant@makualani.com) before concluding that cost is a barrier. For the full policy, see the Financial Aid Policy **(MLCA-404)**.

2.2.6 Effect of Outside Aid and Scholarships: The School encourages families to seek outside aid and scholarships when helpful; see the list of potential sources in The Tuition Fee Schedule **(INS-701).** The

School will consider such aid when making decisions on the availability and amount of School based aid and discounts.

2.3 Enrollment & Withdrawal

2.3.1 Enrollment and Re-enrollment: Initial enrollment follows the admission process as specified in 2.1. Re-enrollment for those having initially enrolled on or before August 31st, 2026, begins in February, with an early enrollment deadline on February 28th, with financial incentives for enrolling by that date. For those having initially enrolled or re-enrolled after August 31st, 2026 (See Section 2.1.6 above) enrollment is continuous under the Enrollment Contract & Continuous Enrollment Agreement **(MLCA-403)**: enrollment renews automatically each school year, and a family not returning gives notice by the published opt-out deadline. The contract carries the full terms; this handbook does not restate them.

A student enrolling mid-year is prorated per the Tuition Fee Schedule **(INS-701)**.

2.3.2 Withdrawal & Refunds: A family withdrawing a student provides thirty days' written notice to the office; the notice is for records and planning and does not reduce what is owed. After June 1st, no refunds or cancellations of financial obligations are given, and whether a separation is voluntary or imposed by the School, the family remains responsible for the full year's tuition, fees, and charges. Comprehensive fees are nonrefundable **(MLCA-403 &702).** These policies reflect the school's reliance on enrollment numbers in the spring for the purposes of hiring and budgetary planning for the coming year. If you are uncertain about your family's ability to commit for the full year, or otherwise would like to reduce any financial risk of such a commitment, insurance through a third-party vendor is available.

Records and transcripts are released to a student's new school, upon that school's written request, once the family's account is paid in full. For students of compulsory-attendance age, the office also notes the new school or homeschool arrangement on the Student Withdrawal Form **(FORM-403-A)**.

2.4 Family Partnership

A Makua Lani education is a partnership. Families commit to supporting the School's standards, communicating concerns directly and with grace through the designated communication path, keeping accounts current, and sharing with staff the same mutual respect that staff extend to every family.

That partnership also takes a hands-on form: **each family gives one parent maintenance / landscaping workday each school year, or elects the $150 support contribution instead**, with the choice made at enrollment. A family with students on more than one campus may complete its workday on either campus. The School announces the scheduled workdays in advance and offers sign-ups; several are held throughout the year.

This is a per-family commitment: one obligation per household, regardless of how many children are enrolled or on which campus, fulfilled by a parent or guardian, not by students, although we love it when students join in and help!

Workday credit is earned on campus service days; chaperoning a field trip or supporting a school event is a separate gift to the school and does not count toward the workday.

3 | ATTENDANCE

Regular, punctual attendance is foundational to school success. Hawaii's compulsory attendance law (HRS §302A-1132) requires every child aged 5 through 18 to attend school; enrollment at Makua Lani satisfies that requirement, and the duty to see that a student attends daily rests with parents. The State defines chronic absenteeism as missing ten percent or more of the school year, about seventeen days, whether absences are excused or unexcused. Promotion requires regular attendance and demonstrated academic progress.

3.1 School Hours

Grade Band	Monday, Tuesday, Thursday, Friday	Wednesday
PK–5	8:00 AM to 2:20–2:40 PM (staggered dismissal, see 3.3)	8:00 AM to 12:00–12:10 PM (see 3.4)
6–12	8:00 AM to 2:45 PM	8:00 AM to 12:00 PM

Campus offices are open 7:30 AM to 3:30 PM on school days.

3.2 Arrival

Palani Campus (PK–3). Drop-off begins at 7:30 AM; gates open at 7:25 AM and close at 8:00 AM. Arriving after 8:00 AM, enter from the Grace Community Church road and park in the lower lot across from the playground. Walk your student to the main gate and press the Ring camera button, and once admitted, sign your child in at the front office.

Kealaka'a Campus (4–12): the campus opens to students at 7:30 AM, and early arrivals wait at at the office. A student arriving after the start of school checks in at the main office before going to class. Student drivers park in designated stalls on arrival; parking on surrounding streets is not permitted.

3.3 Dismissal

Palani Campus (PK–3). Pick-up on Monday, Tuesday, Thursday, and Friday: Pre-K at 2:20 PM, Kindergarten and First Grade at 2:30 PM, Second and Third Grade at 2:40 PM. On Wednesdays pickup is at 12:00 pm for Pre-K, Kindergarten, and First Grade, and 12:10 for Second and Third Grade, and all students picked up by 12:30.

Kealaka'a Campus (4–12). Families pick up at the front office pick-up area: grades 4–5 at 2:30 PM (11:45 AM Wednesdays); grades 6–12 at 2:45 PM (12:00 PM Wednesdays), and a student remaining on campus after dismissal reports to the front office or is taken to the After School program on the shuttle.

Every family completes the Authorized Adult Pick-Up Form before the student's first day of school; the form is required for every family. Students are released only to persons the family has listed on its completed pickup authorization form **(MLCA-409)**. Vehicles of authorized persons display the School window sticker issued by the office, and staff confirm each driver at pick-up. A driver who is not recognized as an authorized person may be asked to show photo identification.

If a court order or family circumstance restricts an individual from contact with your student or from pickup, notify the front office and submit the Restricted Individual Notification **(MLCA-413)** with a current photograph. The photograph is added to the School's camera detection system so staff are alerted if the individual comes on campus.

3.4 Half-Day Wednesdays

Every Wednesday is a half day for all grades; dismissal times are as specified above.

3.5 Extended Care

PK–5 At 3:00 PM (12:30 PM on Wednesdays), students who have not been picked up are sent to extended care for parent pickup and signout. The School's extended care service for MLCA families is available on school days; hours and the annual schedule are published on the After School Program schedule (**INS-408**) and program policies are in **MLCA-408**. Extended care serves children age 14 and under, per DHS rules. Because a student who has not been picked up is signed in to extended care and billed per the After-School Program schedule (**INS-408**), every family completes the After-School Program registration (**MLCA-408**) at enrollment, whether or not regular extended care is planned.

3.6 Reporting an Absence

A parent should call or email the campus front office the morning of any absence or late arrival, or as soon as possible thereafter. An absence the office cannot confirm with a parent is unexcused, and the School makes the final determination of whether an absence or tardy is excused. All absences are noted on report cards.

Students are given the same number of school days as the excused absence, up to five school days, to make up missed work, and a student absent only on a test day takes the test on return. Students on trips or vacations turn in pre-assigned work upon return or as otherwise directed by teachers.

3.7 Planned and Extended Absences

Living on an island makes travel a part of family life, and we recognize that traveling within the standard school year schedule can be far less expensive than traveling during breaks. We ask that families schedule travel around the school calendar whenever possible; when travel during the school year cannot be avoided, notify the office and teachers as far in advance as possible. An absence of more than three consecutive school days requires the Request for Absence form **(FORM-400-C)** in advance.

Preparing assignments ahead of an absence takes teacher time, so advance work is prepared only when the request is made at least one week before the absence. All work prepared in advance is

expected to be completed and turned in on return or as otherwise directed by teachers. Work not requested in advance follows the standard make-up window.

3.8 Excessive Absences

Attendance concerns follow a graduated ladder, counted per semester. Whether an absence is excused or unexcused for medical reasons or otherwise will be considered by administration, but does not dictate administrative decisions resulting from excessive absences.

Total Absences (per semester)	School Response
7	Courtesy notice from the office
10	Written warning
14	Meeting requested by the Principal
15	Final notice; the family meets with the Principal for a credit and promotion review

PK–5 **6–8** Fifteen absences in a semester, or thirty in a year, place promotion at risk. The review determines promotion, required make-up work, or an attendance plan; the Head of School joins promotion decisions.

9–12 Credit is earned course by course. Fifteen or more absences from any course in a semester normally results in loss of credit for that course for the semester. Circumstances that warrant special consideration are brought to the Principal.

3.9 Truancy

An absence without the permission of both parent and School is truancy and is handled as a Level 2 matter under the student conduct standards **(MLCA-402)**. Make-up work for a truant absence is at the teacher's discretion.

3.10 Tardiness

School and classes start on time. A student who arrives after the start of the school day is marked tardy and signs in at the front office.

PK–5 A parent signs the student in at the front office. Occasional tardiness happens; when it becomes a pattern, the Principal contacts the family to address it.

6–8 **9–12** Morning tardies follow a graduated ladder, counted per quarter, per class:

Morning Tardies (per quarter)	School Response
1 to 3	Recorded; no consequence
4 and beyond	Detention (grades 6–12), per the student conduct standards (**MLCA-402**)

Chronic tardiness	Course credit review; credit is based on classroom hours

3.11 Leaving School Early

A student leaving before the end of the day is signed out at the front office by a parent or by an adult the parent has authorized, with early pickups arranged with the office in the morning where possible.

Parents do not go directly to the classroom to pick up a student. This is not permitted at either campus. Report to the front office and office staff will call the student to be released from class.

9–12 Licensed student drivers may sign themselves out when the office has a parent's confirmation by phone or email.

3.12 Attendance and School Activities

To participate in any school activity on a given day, a student must attend the full school day, meaning the day of the activity or the day before a morning departure. This rule covers every school activity, not athletics alone: practices, games, rehearsals, performances, and school events, including elementary events such as International Day, the May Day Program, the Sonshine Circus, and the Christmas Performance. A verified medical appointment is the only exception.

4 | COMMUNICATION & CONFLICT RESOLUTION

4.1 School Communication

The School communicates primarily by email and the FACTS portal for all newsletters, announcements, and deadline items. Some urgent notifications are sent via text. Please read the information promptly and keep your contact information current in FACTS. Families who prefer hard copies of any communication may request them from the office.

PK–5 In Pre-K through Grade 1, classrooms also use ClassDojo for daily updates and quick parent-teacher messages.; hard copies are available from the office on request.

4.2 Back to School Night

Back to School Night opens each school year, held in the first weeks of the fall semester. It is the evening the classroom is opened to you: parents meet their children's teachers face to face, visit the classrooms where their students will spend the year, and hear each teacher present the year's plans - the curriculum and what students will be learning, classroom procedures and expectations, homework and grading practices, and the best way to reach the teacher during the year. It is also the natural place to put faces to names - administrators and other MLCA families included - and to start the parent-teacher partnership on a personal footing. All parents are encouraged to attend.

4.3 Parent/Teacher Conferences

School-wide conferences are scheduled at the end of the first quarter and as needed during the year. Conferences cover your student's academic progress, and families are expected to attend. A conference with your student's teacher is available whenever the need arises; contact the teacher to make an appointment. 6–8 9–12 Check the FACTS Family Portal weekly for grades and assignments. Teachers contact families early when academic or behavioral concerns emerge.

4.4 Conflict Resolution

When a concern arises, go first, directly and in a spirit of grace, to the person involved (Matthew 18:15). Most concerns can be resolved in the first conversation. If the matter remains unresolved, it can be escalated one step at a time: to the Principal, then to the Head of School, and finally to the Board of Directors. Please bring concerns to the people who can act on them: issues raised secondhand on behalf of others, aired anonymously, or posted to social media cannot be addressed and only delay resolution. While a concern is being worked through, hold the matter in confidence with those directly involved. Discussing it beyond that circle serves no one, undermines the process, and can harm the people at the center of it.

5 | HEALTH, RECORDS & PROPERTY STORAGE

5.1 Health & Medication

5.1.1 Health Records: Each student's health file must be complete and current in FACTS before attendance begins. Per Hawaii Department of Health requirements, the file includes the immunization record, physical examination, TB clearance, and the signed emergency release.

5.1.2 Keeping Your Information Current: Families maintain their household and health information in the FACTS portal, kept current throughout the year and updated by parents whenever anything changes:

- Parent phone numbers and workplaces
- Emergency contacts, in the order the School should call
- Authorized pickups
- Medical conditions, allergies, and medications

Updates made in FACTS reach the office automatically, and the School acts on the information on file. A student may not begin attendance until the required records are complete.

5.1.3 Illness at School: A student who feels ill informs the teacher and is sent to the office as needed. Students do not contact parents directly to arrange early pickup; the office assesses the student, makes the decision on whether to send the student home, and contacts the parent to discuss the decision. A student with a temperature of 100.4 degrees or higher, vomiting, or diarrhea is always sent home. While waiting to be picked up, an ill or injured student is kept comfortable, separated from other students to limit the spread of illness, and never left unattended.

5.1.4 Exclusion & Return: Parents check their child's wellness each morning; a child who is sick stays home, and the office is notified. A student sent home or kept home with illness returns to school when three things are true: fever-free for 24 hours without fever-reducing medicine, free of vomiting and diarrhea for 24 hours, and, if an antibiotic was prescribed, at least 24 hours have passed since the first dose. Students with a contagious illness beyond a common cold, such as strep throat, pink eye, or chickenpox, stay home while contagious and return according to the Hawaii Department of Health's guidance for that illness; the office can tell families what applies and whether a doctor's clearance is needed.

5.1.5 Medication - General Rule: All medication brought to school, whether prescription or over-the-counter, is checked in at the office in its original labeled container, with a completed Medication Authorization & Release **(FORM-400-A)** on file. Medication is stored securely and administered by office personnel, who administer only what the parent has supplied and the authorization covers. The office does not administer aspirin except on the specific written direction of the student's physician. Students never give medication of any kind to another student. Every administration is logged in FACTS to indicate the student, medication, dose, date, time, and the initials of the person administering.

5.1.6 Self-Carry of Emergency Medication: A student with a diagnosed condition requiring immediate access to rescue medication (an asthma inhaler, an epinephrine auto-injector, or diabetes-management supplies) may carry and self-administer that medication at school and at every school activity. Self-carry requires a written authorization on file with the office **(FORM-400-A)**, signed by both the parent and the prescribing health-care provider, confirming that the student has been instructed in self-administration and is capable of it. The authorization identifies the medication, the condition, and the emergency instructions; it is completed with the registration packet or upon diagnosis, renewed annually, and kept in the confidential health file, with a copy traveling with the student's emergency information. Families are strongly encouraged to keep a backup dose at the office. Teachers, coaches, and activity supervisors are told, on a need-to-know basis, which students carry emergency medication and where it is kept.

If a student misuses self-carried medication or gives another student access to it, the School may move the medication to office storage after a parent conference that establishes an alternative plan preserving immediate access in an emergency.

5.1.7 Medical Emergencies: In any serious injury or medical emergency, the School calls 911 first, then the office and the parent. The School has invested in first aid and CPR training across its faculty and staff; those serving at the start of each school year have completed this training, and trained adults are present on every campus throughout the day. Staff provide first aid within the scope of their training. In a suspected anaphylactic emergency, trained staff may administer the student's own epinephrine auto-injector per the authorization on file. The School does not stock undesignated epinephrine. A current authorization must be on file, and families are strongly encouraged to keep a backup dose at the office. Every incident requiring first aid or emergency response is documented on the FACTS medical/incident report, signed by the Principal, and the parent is notified the same day.

5.1.8 Medication & Discipline: A student who ensures that medication is checked in at the office, or self-carried under an authorization on file, is never subject to discipline for having it. Discipline applies only to misuse: taking medication that is not one's own, sharing medication, or possessing medication outside

these procedures. Even then, the situation is handled under the conduct standards with the student's safety as the first concern.

5.2 Student Records, Medical Records, AI Data, Pictures/Photography

5.2.1 Student Records: Student records (academic, health, and testing) are confidential. Parents and guardians may inspect their student's records at the office. Records are not released to persons outside the School without written parent consent or as required by law; records transfer to a new school on that school's written request as approved by parents. Final report cards, transcripts, and records are released when the family's account is paid in full.

> *As a private school receiving no federal education funds, MLCA is not subject to FERPA; however, the practices in this section are the School's own standard, applied consistent with Hawaii law. Records are retained per the School's retention schedule.*

5.2.2 Medical Records: Medical information, allergy lists, medical conditions, medication authorizations, and health records are confidential and stored separately from academic records. Information is shared only on a need-to-know basis with the teachers, coaches, and supervisors of the students' activities. Coaches and trip supervisors carry current emergency information for every participating student at every practice, game, and trip. Families maintain contact and health information in FACTS.

5.2.3 Photographs & Media: Use of student photographs and video is specified through the authorizations families provide at enrollment: the media release governs whether a student may appear in School publications, the website, and social media, and the class directory authorization governs what family information is shared with other school families. The School honors each family's elections; families may change them by notifying the office and updating forms through the FACTS portal at any time. Photography of students by other students or visitors requires permission.

5.2.4 AI & Student Data: School systems that process student information, including AI-assisted tools, are used for school operations only. Staff do not enter student records or personal information into AI tools and no School system builds profiles of students for advertising, behavioral monitoring, or evaluation. Students' own AI obligations are stated in the technology section.

5.2.5 Campus Cameras: The School operates security cameras on both campuses, covering entrances, exteriors, and common areas; no camera is placed in or directed at any private space. Footage is stored on campus and automatically deleted after 30 days unless a specific clip is preserved to document an incident. No student, parent, or staff member has a facial-recognition profile, and none will be created. Access is limited to the Head of School, the security director, and the campus Principals. For the complete provisions, including parent rights to a system walkthrough and incident review, see the Campus Camera & Data Policy **(MLCA-602).**

5.2.6 School Directory: The School publishes a class or school directory to help parents connect with one another for friend groups, birthday parties, and carpools. Directory information is shared only within the school family, is never sold, and is used for no other purpose. We ask that every family completes the

Class Directory Sharing Authorization (MLCA-412); the form is required, and a family that prefers not to be listed marks that choice on the form rather than leaving it blank. A family may change its choice at any time through the office.

5.3 Insurance, Textbooks & Student Storage

5.3.1 The School provides supplemental and limited accident insurance applicable to events occurring during school hours and activities, designed to complement your own coverage; details at the office.

5.3.2 6–12 Textbooks are loaned to students; please protect them from loss or damage. Books are inventoried by the teachers each year, and lost or damaged textbooks are charged at replacement cost (Tuition Fee Schedule).

5.3.3 Lockers, Cubbies and Storage: All lockers, cubbies, and storage spaces remain School property and are subject to inspection at any time. All storage must be cleaned out at the end of each school year. Students are expected to keep backpacks, books, supplies, and lunches in their assigned space rather than by doors, stairways, or walkways, where they become a safety hazard. Items of value should stay home; the School is not responsible for anything lost or taken from a locker or cubby. 9–12 Students are assigned lockers and they may not be secured with personal locks. PK–5 6–8 Students store their belongings in classroom storage.

6 | CONDUCT & CHARACTER

Love for one another as exemplified by Christ is the foundation of our school culture. Students are expected to conduct themselves with the integrity, kindness, and self-control of a follower of Christ, at school, at school activities, and wherever their conduct affects the school community. Where a situation is not specifically addressed by a written rule, these principles apply. **Corporal punishment is not used at MLCA.**

6.1 Behavior Standards: MLCA is committed to providing clear expectations; discipline follows a four-level system with defined consequences at each level, applied uniformly to every student. Bullying and harassment, weapons, threats, drugs and vaping, and intimate-image abuse receive an immediate response, up to and including expulsion. For the complete levels, consequences, and process, see **MLCA-402.**

6.2 Bullying & Harassment: Bullying and harassment are not tolerated and a single severe incident is taken seriously. Reports are investigated promptly, the targeted student is protected during the investigation, and both families are notified. Retaliation against a student who reports is itself a violation. Students report incidents to a teacher, the Principal, or any trusted adult at school, **see MLCA-402.**

6.3 Relationships: 6–8 9-12 Public displays of affection are not permitted at school or school activities and are addressed as a conduct matter.

6.4 Student Moral Integrity Statement: 6–8 9-12 Students sign the Student Moral Integrity Statement **(FORM-403-B)**, included in the family signature packet during enrollment.

6.5 Political Engagement: Makua Lani Christian Academy is a 501(c)(3) organization and does not engage in political activities or endorse or promote any party, candidate, or political organization. To foster a non-political environment, the School does not allow activities, posters, stickers, clothing, signs, or other materials at school, on school property, or at MLCA-sponsored events that are contrary to biblical principles or overtly political in the view of the administration. In appropriate classes such as Bible and history, teachers engage students in respectful discussion of every area of life, including ethical and political questions, helping students "take every thought captive to the obedience of Christ" (2 Corinthians 10:3-5). These conversations happen in partnership with home and church, especially on potentially divisive topics.

7 | STUDENT TECHNOLOGY & ACCEPTABLE USE

Technology at MLCA is a tool for learning, and its use is held to the same character standards that govern all of school life: integrity, kindness, purity, and wisdom (Phil. 4:8). A student who would not say it, show it, or sign their name to it in the hallway should not do it on a screen.

7.1 School Devices, Accounts & Network: School-owned devices and School accounts are provided for schoolwork and remain School property. Students are expected to treat issued devices with care; charges for damage or loss follow the Tuition Fee Schedule **(INS-701)**. Students should have no expectation of privacy on School devices, accounts, or networks. The School regularly monitors, filters, and reviews activity. Content filtering protects students, and students are expected to work within it: bypassing filters, sharing passwords, and accessing another person's account are not permitted. Downloads, software installations, and new account sign-ups on School devices require teacher approval. A student who breaks a device, receives a suspicious message, or accidentally reaches inappropriate content should report it to the teacher immediately, and prompt reporting of such content is taken into consideration.

7.2 Personal Devices: Personal technology, including cell phones, smartwatches, earbuds, and headphones in any form, is set aside during the school day so that school hours belong to learning. Any recording device or digital communication device, one-way or two-way, including smart glasses and similar wearables, is prohibited. In an emergency, parents call the front office and the office reaches the student immediately. A student who needs to reach a parent in an emergency goes to the front office to request to call home.

PK–5 Elementary students do not use personal technology at school. Any device that comes to campus is given to the teacher at arrival and returned at dismissal.

6–8 **9-12** Devices are collected each morning during school hours and held securely, in the classroom lockbox or at the front office, and returned at dismissal. Personal devices brought on a trip or to a school event remain under this section for the duration of the trip. Photography or recording of students or staff on campus requires the supervising teacher's permission. Devices may not be left in vehicles.

7.3 Artificial Intelligence (AI) Tools & School: Work a student submits must be the student's own. Each teacher sets what AI use, if any, is permitted for an assignment; when an assignment does not say, students ask before using it. Any permitted use must be disclosed, with the student stating what tool was used and how.

Undisclosed or unpermitted AI use is plagiarism. This includes submitting work generated in whole or in part by an artificial-intelligence tool (ChatGPT, Gemini, and similar) as the student's own: AI-written essays, paragraphs, or answers; AI-solved problem sets; and AI translations or summaries presented as original work.

AI plagiarism follows a discipline ladder.

- **First offense:** a zero on the assignment, parent notification, and redoing the work for reduced or no credit at the teacher's discretion.
- **Second offense:** a zero, a required parent conference, and academic-integrity probation per **MLCA-402**.
- **Third or major offense (exams, semester projects, or a pattern of dishonesty):** discipline per **MLCA-402** up to suspension, loss of Honor Roll and leadership eligibility for the semester, and possible non-renewal of enrollment.

The Principal may adjust placement on the ladder to account for the severity of the offense. Beyond schoolwork, two rules govern all student AI use:

1. Students never enter another person's private information, images, or school records into an AI tool.
2. Creating or altering images of real people with AI, including classmates and staff, is prohibited, and sexualized or humiliating AI imagery is grounds for expulsion and potential reporting to law enforcement **MLCA-402.**

7.4 Online Conduct & Social Media: The School's behavior standards apply to online conduct, on or off campus, whenever that conduct materially affects a student, a staff member, or the school community. Cyberbullying, group exclusion, harassment, impersonation, and threats are not tolerated on any platform, and depending on the severity of a single incident, are potential grounds for expulsion and involvement of law enforcement.

In all online activities, students should identify themselves honestly and respect others. *Sharing images of others without their consent is never acceptable.* What is not permitted online mirrors what is not permitted anywhere.

Students may not:

- Harass, impersonate, or defame others
- Post or share images taken at school or school activities without permission
- Misuse the School's name or logo to deceive
- Speak as the School without authorization (official accounts only)
- Materially disrupt school operations

Students are welcome to speak positively about the School online and to share and celebrate school life on their own accounts! The School may invite students to share school content but never requires it.

7.5 Misuse & Reporting: Consequences for technology misuse follow the conduct standards **(MLCA-402)**. Ordinary misuse, such as off-task use, unapproved downloads, or phone violations, is handled by teachers. Harassment, threats, intimate-image conduct, and AI abuse result in an immediate and serious response from administration. A student who receives something frightening or shaming or who sees it happen to someone else should tell a teacher, the Principal, or any trusted adult at school. Reporting is protected and retaliation against a student who reports is itself a violation.

8 | STUDENT DRESS

The dress code allows students to show their individuality while maintaining a presentable, clean appearance.

All student dress is measured against four principles:

1. **Presentable** (nothing revealing or provocative, including undergarments)
2. **Moderation** (no extremes that distract from learning)
3. **Neatness** (clean, in good repair, properly fitting)
4. **Functional** (appropriate for the day's activities)

These principles apply to the school day, athletics, clubs, dances, and school trips. Maintaining this standard requires the cooperation of students, parents, and the School: parents supervise clothing choices, and students take responsibility for their daily decisions as age allows.

8.1 Dress Attire – Garment Guidance

PK–5

Shirts: a solid color or striped polo shirt or an MLCA school T-shirt.

Bottoms: solid color or striped pants, shorts, skirts, or dresses of conservative length and fit.

Footwear: sandals with a heel strap or closed shoes. PE shoes on PE days.

Adaptations: age-appropriate application of these standards is set by the Elementary and Middle School Principals.

6–8 **9–12**

Tops: shirts, blouses, and polos with straps at least two inches wide and full coverage of the midriff, chest, and lower back.

Bottoms: shorts, skirts, and dresses of conservative length (the coverage standard in 8.3 governs).

Footwear: shoes, secure footwear, or slippers. Footwear must be appropriate for the activity; covered shoes with a back strap required for PE.

8.2 Dress Code – Daily Standards

Condition & Fit: clothing is clean, neat, and properly fitting; not oversized, frayed, torn, or form-fitting.

Coverage: Garments should convey a level of modesty. The normal activities of a school day (sitting, reaching, bending, climbing stairs) **should never expose undergarments** or the areas they cover. Slits and openings are judged at their highest point, not at the hem; the standard must hold standing, seated, and in motion. Tight fabric does not substitute for length. Form-fitting garments (bodycon skirts and dresses, compression or bike-style shorts, leggings and yoga pants) are underlayers or activewear, not outerwear.

Nothing see-through: A compliant top is required under any cover-up.

No holes above the knee: Covered holes must stay covered.

Emblems & content: no clothing displaying offensive emblems, words, or slogans, or content referencing occult themes, alcohol, drugs, or similar content inconsistent with the School's mission.

Hair: neat, clean, and a natural color; hairstyles should not be a distraction. **PK–5** Long hair is worn pulled up and away from the face in Elementary.

Respect Indoors: To avoid distraction, show respect, and encourage engagement, hats, hoods, and sunglasses are removed indoors.

Tattoos: permitted. In Hawai'i, tattoo (kākau / uhi) often carries deep cultural and family significance; the same content standard that governs clothing governs tattoos.

Piercings: limited to the ears; no body chains.

Footwear: shoes or secure footwear are worn at all times; PE and Performing Arts require secure athletic footwear, with the PE teacher determining what qualifies.

8.3 Special Days & Events

PK–5 **Free Wear Friday:** each Friday, free choice of clothing is permitted within the dress code, including Aloha wear, jerseys, and patterns.

Field trips: students wear the purple MLCA T-shirt.

9-12 **Formal Events:** Winterball and Prom follow the same four principles in formal form.

Ladies: dresses of appropriate length and coverage, no bare midriffs, necklines and back coverage consistent with the presentable principle, thinner straps permitted if coverage holds.

Gentlemen: aloha-formal or dress attire. Non-compliant students may be asked to change or to leave.

8.4 Enforcement

The goal of enforcing these policies is to build self-discipline and pride in the students. A correctable issue is handled on the spot: a private word, a change of clothes, and a warning. Repeated issues bring parent contact and consequences under the conduct standards (MLCA-402); persistent disregard results in disciplinary action per the conduct standards, up to suspension. The Administration is the final authority in interpreting and applying the code.

6–8 9–12 Students are encouraged to keep a spare, compliant outfit in your locker to easily facilitate corrections if needed.

9 | ACADEMICS

9.1 Student Load & Enrollment Types

9.1.1 Full-Time Enrollment Required. MLCA serves students best through a full program. Discipleship happens best when students are fully engaged, receiving mentorship, benefiting from deep friendships, and contributing themselves. Administration will rarely grant exceptions to full-time enrollment, with consideration given to a variety of factors including the academic standing of the student, purpose and uniqueness of the learning opportunity, and disruption to the school community. For upper classmen, internships and college classes may be appropriate.

9.1.2 Part-Time Homeschool Enrollment. A homeschool student registered with the State may be considered for part-time enrollment to take individual classes at MLCA, at the per-class rate published on the Tuition Fee Schedule **(INS-701).** This can be the right fit when a course is not available at home, such as an advanced science, mathematics, or language course. Part-time enrollment is arranged with the Administration in advance, and part-time students follow the School's conduct and attendance standards while on campus. Part-time coursework serves the student's homeschool program; it does not, by itself, lead to an MLCA diploma. Part-time students are required to take Bible class at MLCA.

9.1.3 Transfer Student Enrollment. A student transferring into MLCA from another school, including a homeschool program, enrolls full-time and is subject to MLCA's graduation standards. Credit earned elsewhere is evaluated and approved by the Administration in advance. Once a student is enrolled at MLCA, courses taken outside the School count toward an MLCA diploma only with the Principal's prior approval under Section 9.7.4; an enrolled MLCA student may not use part-time or homeschool status as a means of substituting outside courses for MLCA coursework.

9.2 Grading

Grades communicate student progress in a subject matter and curriculum. PK–5 Report cards are issued quarterly, and 6–8 9–12 current grades are available in FACTS throughout the term.

PK–5 Elementary Grading

Pre-K, Program Assessment

(Social & Emotional Behavior, Work Habits & Attitudes, and Learning Readiness)

Level	Meaning
1	Beginning
2	With Teacher Support
3	Growing
4	Consistent
5	Independent

Grades K–1, Academic & Conduct Marks

(reported across character and work-habit areas; not equivalent to letter grades)

Mark	Meaning
E	Exceeds Expectations
G	Grade Expectations Met
S	Satisfactory Work Toward Grade Level
N	Needs Improvement
Conduct	**Meaning**
C	Consistently
U	Usually
SM	Sometimes
R	Rarely

Grades 2–5, Elementary Scale Letter Grades

(no plus or minus marks; no GPA)

A	90–100
B	80–89
C	70–79
D	60–69
F	Below 60

6–8 Middle School Grading

Letter grades follow the grading scale below. Quarter grades report progress; semester grades determine GPA and honors, and grading begins anew each quarter.

9–12 High School Grading

Letter grades follow the grading scale below; semester grades enter the transcript and determine GPA, academic honors, and eligibility. Designated courses may be graded Pass/Fail: credit is earned or denied, but the grade does not enter the GPA.

AP (Advanced Placement) courses carry weighted grades per the scale table below.

6–8 9–12 School Grading Scale (Grades 6–12)

Grade	Percent	Regular	AP
A+	98–100	4.0	5.0
A	93–97	4.0	5.0
A-	90–92	3.667	4.667
B+	88–89	3.333	4.333
B	83–87	3.0	4.0
B-	80–82	2.667	3.667
C+	78–79	2.333	3.333
C	73–77	2.0	3.0
C-	70–72	1.667	2.667
D+	68–69	1.333	1.333
D	63–67	1.0	1.0
D-	60–62	0.667	0.667
F	59 & below	0.0	0.0

AP Weighting applies only to grades of C- and above; grades of D+ and below carry the same value in every course type.

Standardized Testing. Students in grades K–11 take standardized achievement tests each spring. The tests provide an outside measure of each student's progress against national norms, alongside the classroom grades above; teachers and the Administration use the results to inform instruction, and results are made available to parents. Achievement test scores are not part of a student's grades or GPA.

9.3 Recognition

The School recognizes student achievement in forms suited to each age. Recognition begins with character at every age: students are honored for exemplifying Christlike character, effort, and growth. Beginning in Grade 6, academic achievement is recognized through the quarterly Honor Roll, and the high school years add graduation honors earned over a student's full academic record. Every form of recognition is noted on the report card or transcript.

PK–5 6–8 9–12 **Character Awards (PK–12).** Character recognition spans the whole school. Each month, one student from each class is recognized with the character award for exemplifying Christlike character, effort, and growth.

9.3.1 Honor Roll (6–8) 9–12

Honor Roll recognizes academic achievement each quarter and is noted on the report card.

- **Calculation:** The quarterly GPA is calculated on the School grading scale from all graded courses. AP courses use their weighted values (see the scale table). Pass/Fail courses earn credit but are excluded from the GPA.
- **Eligibility:** Honor Roll requires enrollment in the full academic load for the quarter; part-time students are not eligible. A single failing grade in any course eliminates eligibility for the quarter, regardless of GPA.
- **Honor Roll:** A quarterly GPA of 3.50 to 3.79
- **Superior Honors:** A quarterly GPA of 3.80 or higher

9.3.2 Graduation Honors 9–12

Diploma honors recognize the full high school record, by cumulative GPA:

- **Cum Laude:** cumulative GPA 3.0 to 3.49.
- **Magna Cum Laude:** cumulative GPA 3.5 to 3.79.
- **Summa Cum Laude:** cumulative GPA 3.8 to 4.0.
- **Valedictorian & Salutatorian:** the students with the highest and second-highest cumulative GPA at the end of the first semester of senior year, subject to administrative approval and a conduct review, and enrolled at MLCA for the full junior and senior years.

9.4 Homework & Late Work

9.4.1 Homework. Homework reinforces classroom learning, builds independent work habits, and keeps parents connected to progress. Assignments serve a purpose: practice of what was taught, preparation for coming instruction, or extension of classwork. Major tests and projects are assigned well in advance so students can plan their time.

Nightly homework is age-appropriate, guided by roughly ten minutes per grade level: about 10 minutes in Kindergarten, growing to about an hour by Grade 5, plus nightly reading. Two hours in high school is appropriate at some times of the school year. Children work at different paces; a family whose child regularly needs far longer than the guide contacts the teacher.

> **9–12** The nightly load grows with the coursework; honors and AP courses expect more, and students learn to manage assignments across multiple teachers using posted due dates.

Families can support homework by providing a quiet, consistent study time and place at home. A parent concerned that homework is consistently excessive should contact the teacher first; homework questions are addressed with the teacher before they come to the office.

9.4.2 Late Work. Work is due when assigned. Late work is accepted with a deduction of 10% per school day, to a maximum deduction of 50%. Work not submitted within two weeks of the due date earns a zero.

- **Illness.** A student absent for sickness receives one additional day per day absent, up to three days. Extensions beyond three days require a doctor's note.
- **Travel.** Students traveling for sports or family trips keep up with assignments while traveling; travel does not extend due dates unless approved by administration.
- 9–12 **AP Courses**. AP classes maintain their own late-work policies per the school's AP Policies, stated in each course syllabus.

9.5 Academic Support & Probation

9.5.1 Academic Support. When a student experiences ongoing academic difficulty, the School works with the family before any formal status applies. Teachers monitor progress and communicate concerns to parents promptly, implement classroom strategies and interventions, and consult with the Administration when concerns persist. Parents are partners throughout: sharing insights, supporting strategies at home, and, where the School recommends it, obtaining a formal outside evaluation to inform the student's support plan.

9.5.2 Academic Probation 6–8 9–12 A quarterly GPA below 2.0, or two or more F's in a quarter, places a student on academic probation.

- Probation is used as a monitored improvement period, not a punishment. It begins with a family conference and a written improvement plan to include supports the School provides, the commitments the student and family make, and the progress expected.
- The Principal monitors the student's progress during probation and reviews standing at each quarter mark. Academic and extracurricular eligibility are monitored on a more frequent schedule while a student is on probation.
- While on probation, participation in extracurricular activities is paused so the student's time and energy go to recovery.
- Probation ends by decision of the Principal, with the Head of School's concurrence, when the student's standing has recovered. Continued insufficient progress may result in retention, a revised enrollment agreement, or non-renewal of enrollment.

9.5.3 Credit Recovery & Promotion 6–8 9–12 A student who fails a year-long core course must complete approved credit recovery, such as an approved summer course, before promotion to the next grade; in high school, a failed course required for graduation must be repeated or recovered before the credit is earned. Credit recovery providers must receive advance Administration approval for credits to qualify.

9.6 Promotion, Retention & Graduation

9.6.1 PreK–5th Grade Promotion & Retention Policy

Purpose

Makua Lani Christian Academy desires for every student to grow academically, socially, spiritually, and developmentally. Decisions regarding promotion and retention will be made prayerfully and thoughtfully, considering the needs of the whole child and the student's readiness for continued success.

Promotion and Retention Criteria

Students will generally be promoted when they demonstrate sufficient readiness to participate successfully in the next grade level. Promotion and retention decisions may consider:

- Progress toward essential grade-level skills, particularly in reading, writing, and mathematics
- Academic growth throughout the school year
- Classroom performance, assessments, work samples, and standardized or benchmark assessment data
- Developmental readiness, including independence, attention, work habits, and stamina
- Social and emotional development
- Attendance and its impact on academic progress
- Response to interventions and additional academic support
- Teacher observations and recommendations
- The student's individual learning needs

Students **do not need to demonstrate mastery of every grade-level standard** to be promoted. **Promotion to the next grade level is the expected outcome for most students.** Retention will be considered only when there is evidence that an additional year at the current grade level is likely to provide meaningful benefit to the student's emotional, physical, or academic success. Students earning two or more F's for the year (2nd-8th) in core subjects repeat the year or earn the required credit recovery in approved summer courses or documented tutoring.

PreK and Kindergarten Readiness

For students transitioning from PreK to Kindergarten or Kindergarten to 1st grade, greater consideration will be given to the child's overall developmental readiness. Academic skills will be considered alongside language development, social-emotional maturity, physical readiness, independence, ability to follow classroom routines, attention, and readiness to participate in increasingly structured learning.

Promotion with Support

A student who has not yet reached all grade-level benchmarks may still be promoted when the school determines that the student can be successful in the next grade with appropriate support.

When appropriate, a **Promotion with Support Plan** may identify specific academic goals, interventions, progress-monitoring expectations, or accommodations for the following school year.

Parent Communication & Decision Process

When significant concerns arise regarding a student's readiness for the next grade, teachers and the administration will communicate with parents early and provide opportunities for intervention (tutoring, support outside of school) and progress monitoring. When possible, concerns regarding potential retention will be formally discussed with parents **no later than the end of the third quarter**. Teachers, administration, support staff, and parents will work together to review the student's progress and determine appropriate next steps.

Parents will be included as important partners in the decision-making process. After considering teacher recommendations, assessment data, interventions, student needs, and parent input, **Makua Lani Christian Academy administration will make final decisions regarding grade-level placement, promotion, or retention.**

Our goal in every placement decision is to provide each student with the environment and support that gives them the greatest opportunity to grow, learn, and thrive.

9.6.2 High School Graduation. High school graduation requires 25 credits (120 hours = 1 credit): English 4; History 4; Math 3 (incl. Algebra); Science 3 (incl. Biology); Foreign Language 2 (consecutive); Fine/Performing Arts 1; PE 1 (two semesters, or ½ credit per completed BIIF sport season); Health/Guidance 1; Bible each year enrolled; Transfer students meet the Bible requirement only for their years enrolled at MLCA; Community Service 1 (25 approved hours in each of junior and senior year, ½ credit each); electives to complete the 25 total. PE credit for outside physical activity (including completed BIIF sport seasons) is earned through the PE-credit application form.

The School holds graduation ceremonies for PreK, Kindergarten, 8th Grade, and High School; every other grade level marks the close of the year with a promotion ceremony.

9.6.3 Academic Honesty. Work a student submits must be the student's own. Academic dishonesty in any form carries a zero on the work and conduct consequences under the Student Behavior & Conduct Standards **(MLCA-402)**. Academic dishonesty includes: copying another student's work, in class or out of it, or allowing one's own work to be copied; sharing or receiving test questions, answers, or completed assignments, including by photo, message, or shared document; using unauthorized notes, devices, or aids during a test or quiz; plagiarism, meaning presenting another person's words, ideas, or solutions as one's own without credit, from any source, whether a classmate, a family member's old coursework, a book, or the internet; having someone else complete an assignment in whole or in part, including a parent, tutor, or paid service; fabricating data, citations, or sources; and misrepresenting the circumstances of work, such as false claims that work was submitted or lost. Both the student who copies and the student who knowingly provides work are responsible. Where a teacher has assigned individual work, unauthorized collaboration is dishonesty; when in doubt, ask the teacher first. AI use follows Section 7.3 of this handbook: undisclosed or unpermitted AI use is plagiarism and is handled the same way.

9.7 High School Credits & Courses 9–12

9.7.1 Grade Classification. High school grade level is determined by credits earned, not years attended. Sophomore standing requires 6 credits, including one in each of the four core subjects; Junior standing

requires 12 credits, including two in each core subject; Senior standing requires 18 credits. A student who does not advance from one grade to the next meets with the Administration for an enrollment review.

9.7.2 Community Service. Students earn one graduation credit through community service: twenty-five approved hours completed by the end of the junior year and twenty-five in the senior year, with the full fifty hours complete by the end of the senior year, each block worth a half credit.

9.7.3 PE Credit. PE credit is earned through two semesters of high school PE. With Administration approval obtained before the grading period, a half credit may instead be earned through documented community instruction (60 documented hours) or a completed BIIF sport season.

9.7.4 Outside & Online Courses. Outside and online classes require the Principal's approval before enrollment and are limited to credit recovery, approved AP courses, and courses not provided at MLCA.

9.7.5 AP Courses. AP courses carry their own published policies. A class grade of 70% by the end of the first quarter is required to remain in the course ; AP students are required to sit for the AP exam to earn the AP GPA weighting. AP classes follow a stricter late-work policy and carry a heavier homework load; students taking multiple AP courses should plan their outside commitments accordingly.

9.7.6 College & Career Guidance. The School counselor assists students and families with college and career selection, financial aid, and scholarships. College Information Nights are held each fall for seniors and each spring for juniors, and sophomores. Juniors, and seniors attend the fall college fair. Counselor meetings begin in the sophomore year to plan the application timeline; seniors finalize college lists, applications, and financial aid filings in the fall. Transcript and recommendation requests are made through the office with at least two weeks' notice, and official transcripts are sent directly to the receiving institution.

9.7.7 College Entrance Testing. Juniors and seniors are encouraged to take the SAT or ACT, planned with the counselor so scores are available for application deadlines; MLCA's school code for test registration is available from the office.

10 | ACTIVITIES & ATHLETICS

10.1 Eligibility: 6–8 9–12

Participation in extracurricular activities (sports, dances, drama, clubs, and student government) requires academic good standing: no failing grade and a GPA of 2.0 or higher at the most recent check, good conduct standing under **MLCA-402**, not on academic probation, and full-day attendance on activity days (§3.12). Eligibility checks are run biweekly by the Principal. An athlete who is academically ineligible does not practice or compete until eligibility is restored.

10.2 Athletics: 6–8 9–12

Interscholastic sports, under the leadership of the Athletic Director, follow the current bylaws of the Big Island Interscholastic Federation (BIIF) and the Hawaii High School Athletic Association (HHSAA), including age, season, transfer, and safety requirements. Coaches serve under the volunteer and coaching standards **(MLCA-303)**, and travel is arranged by the Athletic Director in partnership with parents and coaches. Every athlete must have a current sports physical on file.

10.3 Dances: 9–12 School dances are for grades 9–12 only; students below ninth grade do not attend, and no guest over age 19 or high school graduate is admitted. Permission forms **(FORM-400-B)** are required for every student and guest, and non-MLCA guests require advance administrative approval. Students attend school for the full day of the dance (or the day before a weekend event, §3.12) and stay for the entire event. Entry screening, including breath-alcohol screening, is permissible under the consent given in the enrollment contract. Dress standards follow Section 8.4 (Formal Events).

10.4 Fundraising: Every student fundraiser must be approved through a Request for Fundraising form before anything is ordered, advertised, or booked. Approval documents the purpose and goal of each fundraiser, and all proceeds are deposited through the accounting office. Solicitation for outside fundraisers, including club sports and personal causes, is not permitted on campus, and students do not buy, sell, or trade personal belongings at school.

10.5 Clubs & Programs: Offerings vary by year and are published on the School website at the start of each school year.

11 | CAMPUS LIFE & SAFETY

11.1 Chapel. Chapel is held weekly for every grade, and parents are always welcome to attend. GIG (Getting Into God) week is held once each semester for grades 6–12 and once each year for PK–5.

11.2 Closed Campus & Visitors. Students remain on campus during school hours except with a parent, a staff member, or a pre-arranged excused absence. All visitors, parents included, check in at the office before going elsewhere on campus. Student visitors are generally limited to prospective students arranged in advance. Students eat in designated areas during scheduled lunch and clean up after themselves; the Snack Shack, run by Student Government, offers food and drinks at the upper campus.

> 9–12 **Senior lunch privilege:** after the first quarter, a senior in good conduct standing with a parent permission form on file may leave campus for lunch on the designated day. The privilege is lunch only and may be withdrawn for tardiness or conduct.

11.3 Lunch and Snacks. Families provide lunch each day. The School encourages nutritious meals and snacks, packed in reusable containers, along with a reusable water bottle; filling stations are available on campus. If a student forgets lunch, the office will notify parents as soon as possible.

> PK–5 Pack a healthy snack in addition to lunch and choose foods that students can manage on their own, such as sliced apples rather than a whole apple. On half-day Wednesdays, students bring lunch only if staying for the After-School Program.

9–12 Food delivery services, such as DoorDash and Uber Eats, are prohibited during the school day.

11.4 Library. **6–8** **9–12** The library is located on the Kealaka'a Campus in the administration building and is open to students during break and lunch to come and borrow a book. No eating or drinking in the library. Most PK–5 classrooms maintain their own classroom libraries.

11.5 Getting to School. Students arrive and depart by car. Walking and biking to or from campus are not permitted, and motor scooters are not permitted.

9–12 **Student drivers:** A completed Student Parking Permit Request (**FORM-400-D), including written parent authorization, must be on file with the office before a permit is issued.** Vehicles park in designated areas only and never on surrounding streets, display a parking sticker, and remain locked. Students stay out of vehicles from arrival to departure, and returning to a vehicle during the day requires an office pass. Reckless driving is a serious conduct matter under **MLCA-402**.

11.6 Emergencies. The School's comprehensive Emergency Response Plan guides the School in emergency situations to ensure the safety of all students. In the event of an emergency, the school will communicate with parents in a timely manner via text and email notifications through FACTS and/or the Coram emergency response system.

Students are expected to remain quiet and follow all teacher instructions during emergency drills. Misbehavior may result in disciplinary action. The full Emergency Response Plan can be found in **MLCA-601** or the school office.

11.7 Safeguarding. Every MLCA staff member, volunteer, and coach is screened, trained, and bound by the conduct and reporting rules of the Child Protection & Safeguarding Policy **(MLCA-410)**. A guiding principle of the policy is that staff meet with students in public, observable, and interruptible spaces, and avoid one-on-one meetings in closed or isolated areas. A concern about an adult's conduct with a student is reported to the Head of School, or to the Board of Directors if the concern involves the Head of School.

11.8 AHERA Notice. The School's asbestos management plan is on file in the office and available for review, per federal requirement.

11.9 Lost & Found. A found item on either campus is placed in the lost-and-found bins on campus. Items are kept until the end of the month, and unclaimed items are then donated or discarded. To help us mitigate the number of items in Lost & Found, please place your student's name on his or her belongings.

12 | CIVILITY & FAMILY PARTNERSHIP

Makua Lani is a community of students, parents, staff, and guests who honor Christ in how they treat one another. This section states the expectations that apply to every adult and student on campus and at every school event, and it is where each family confirms its partnership with the School.

12.1 Our Partnership

This is a mutual partnership. In it, the School commits to families:

12.1.1 A Christ-centered, safe campus. Every staff member, volunteer, and coach is screened, trained, and bound by the conduct and reporting rules of the Child Protection & Safeguarding Policy **(MLCA-410)**.

12.1.2 Timely, honest communication. The School provides report cards each quarter, current grades in FACTS throughout the term, and early notice from the teacher when a concern about a student's progress or well-being appears, before it grows (Sections 4 and 9).

12.1.3 A fair hearing through a clear path. A concern raised in good faith through the Section 4 communication path is heard respectfully and answered, and never carries recourse against a student.

12.1.4 Respect in every interaction. School staff treat every parent, guardian, and student with courtesy and respect, the same standard this section asks of families.

12.1.5 Care with family information. Student records and family information are kept confidential and handled per Section 5.2; nothing is sold or shared beyond what the law and the family allow.

12.1.6 Prayerful investment in each student. Our faculty and staff pray for their students and strive to model the Christian character the School teaches.

12.2 Civility & Expectations for Parents & Guardians

Parents and guardians commit to the School:

12.2.1 Model respectful behavior. Treat every member of the school community with kindness and respect; use appropriate language and set a good example in speech and behavior. Shouting, aggressive language, and disruptive conduct are not acceptable at school or any school event off campus including athletic events.

12.2.2 Resolve conflicts calmly. Approach any conflict involving parents, children, or staff with calmness and courtesy, never verbal or physical aggression, and through the right door: speak first with the teacher, then with the Principal, following the communication path in Section 4. Abusive or threatening emails, texts, voicemails, phone calls, or other communication are prohibited. Approaching another person's child to confront or chastise them over that child's actions toward your own child; such an approach may be considered assault and may carry legal consequences.

12.2.3 Foster open communication with teachers. Maintain positive, open, collaborative communication so teachers feel at ease sharing information, addressing concerns, and working together to meet each child's needs.

12.2.4 Promote a supportive learning environment. Display kindness, empathy, and collaboration. Gossip, rumors, escalating conflicts, and public or online criticism are unacceptable; concerns are raised directly and privately through the channels in Section 4.

12.2.5 Prioritize attendance and punctuality. Ensure your child's consistent attendance and punctuality and respect class times and schedules. Persistent tardiness or absence disrupts classroom dynamics and student well-being.

12.2.6 Follow arrival and dismissal procedures. Early pickups are signed out at the front office, students are released only to adults authorized on the pickup form (MLCA-409), and parents do not go directly to the classroom to pick up a student (Section 3).

If these expectations are not met, the School reserves the right to take appropriate action, up to removal of the family from Makua Lani Christian Academy and contacting the appropriate authorities. The removal decision rests with the Head of School.

12.3 Statement of Faith: Agreement to Support

The Statement of Faith (Rev. June 2024) is the doctrinal foundation of Makua Lani Christian Academy. It is posted on the school website, which carries the only current version. We acknowledge that we have received and read the Statement of Faith and understand that it is the doctrinal basis of everything the School teaches. We agree to support the School's teaching of the Statement of Faith, and we agree not to undermine, publicly oppose, or cause division over its teaching.

12.4 Acknowledgment & Signature

Each enrolling family completes this page with the enrollment signature packet; it remains in effect through continuous enrollment. We understand that sending our child(ren) to Makua Lani Christian Academy is a privilege and not a right; we recognize that the goals of the School are to train Christian youth in leadership, self-discipline, individual responsibility, personal integrity, and good citizenship, and we agree that discipline is necessary for the welfare of each student and of the school as a whole. We give permission for our child's teacher and other school agents to make and enforce classroom regulations and school policies in a manner consistent with Christian principles as set forth in Scripture, and we pledge our prayerful support to the school administration and faculty.

The Family & Student Handbook and the School's policies may be updated from time to time, including during the school year; the current published version is the one in effect, material changes are communicated in writing, and continued enrollment constitutes acceptance of the then-current handbook and policies.

Please initial the following:

_____ (Parent/Guardian) I have received and reviewed the MLCA-400 Family & Student Handbook, and I understand and agree to its policies, procedures, and expectations.

_____ (Parent/Guardian) I have read, understand, and agree to abide by the Family Partnership sections above (12.1–12.3), the School's Parent/Guardian Code of Conduct.

_____ (Parent/Guardian) I have reviewed the Statement of Faith (Section 1 and 12.4), understand it to be the doctrinal basis of everything taught at the School, and agree not to undermine, publicly oppose, or cause division over its teaching.

_____ (Student, grades 6–12) I have reviewed this handbook and signed the Student Moral Integrity Statement **(FORM-403-B)**.

Parent/Guardian 1 (printed): _____ Signature: _____ Date: _____

Parent/Guardian 2 (printed): _____ Signature: _____ Date: _____