



WINDWARD CHURCH OF THE NAZARENE
WINDWARD NAZARENE ACADEMY

K-8 PARENT AND STUDENT HANDBOOK

2021-2022



ONEFAMILYONEMISSION
F O R E V E R

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Windward Nazarene Academy is fully accredited by the Western Association of Schools and Colleges and Hawaii Association of Independent Schools.

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Section 1 – General Information, Non-discriminatory Policy, Core Values, Mission Statement

GENERAL INFORMATION

Windward Nazarene Academy has been serving the educational needs for students of varying racial and religious backgrounds since 1967. The rapid growth of classes, as well as the loyalty of students and parents to Windward Nazarene Academy, is a testimony to the quality of our program. Our commitment to quality education from a Christian perspective has been, and will continue to be, of utmost importance.

The school is licensed to operate by the Hawaii Council of Private Schools (HCPS). Both Before and After School Care programs are licensed for 70 children by the Hawaii State Department of Human Services. Windward Nazarene Academy is a member of the Association Christian Schools International (ACSI), an associate member of the Hawaii Association of Independent Schools (HAIS), and the Nazarene International Education Association (NIEA).

Windward Nazarene Academy (Preschool and Elementary Programs) is fully accredited by both the Western Association of School and Colleges (WASC) and Hawaii Association of Independent Schools (HAIS).

NON-DISCRIMINATORY POLICY

Windward Nazarene Academy admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Neither does it discriminate on the basis of race, color, national, and ethnic origin in the administration of its educational policies or in the hiring of faculty or administrative staff. In its participation with the National School Lunch Program, Windward Nazarene Academy does not discriminate against, or in any way publicly identify a student's financial status.

CORE VALUES

1. All life is valuable. God is the creator and sustainer of all things. Life and the universe cannot be fully understood apart from God.
2. Each individual is seen as a unique creation of God, treasured for their potential and worth.

3. We work to reflect and model God's grace. This grace has been extended to all mankind in the sending of God's son as payment for our sin.
4. The aim of education is an understanding of mankind's relationship to God, each other, and God's creation.

Mankind's relationship with God.

Mankind's relationship with other people.

Mankind's responsibility as caretaker of creation.
5. Christian education can only be carried out by those who are personally committed to Jesus Christ and deeply involved in the life of His church.
6. God ordained the home as the foundation of all social structure. The role of the Christian school, as a part of the larger community, is to aid and equip parents/guardians in the raising and training of their children in accordance with God's Word.
7. God and His creation are relevant to all aspects of life and learning. Consciously be integrated into all areas of learning.

MISSION STATEMENT

Windward Nazarene Academy exists to partner with parents in nurturing the whole child spiritually, intellectually, socially, and physically in a loving environment in accordance with God's Word.

Section 2 – Expected Student Learning Results

EXPECTED STUDENT LEARNING RESULTS (ESLR's)

A Windward Nazarene Academy graduate will...

 **Understand the Christian faith and have had opportunities to ward growth in a relationship with Jesus Christ.**

1. Have had an opportunity to accept Christ as his/her Savior.
2. Demonstrate a life where the fruit of the Spirit is increasingly evident.
3. Know that he/she is loved by God.
4. Possess and know how to apply Biblical knowledge to his/her life.

 **Possess a solid academic foundation.**

1. Communicate orally and in written form with articulation.
2. Be technologically literate.
3. Demonstrate knowledge appropriate for continuing their education beyond WNA.
4. Be exposed to and have opportunities to participate in various extracurricular activities.

 **Have creative and critical thinking skills.**

1. Demonstrate creativity.
2. Be able to research and evaluate information.

 **Understand the importance of discipline and self-control.**

1. Demonstrate organizational skills.
2. Manage time productively.
3. Demonstrate conflict resolution and the ability to get along with others.

 **Be involved in serving the wider community.**

1. Contribute time and talents to serve others.
2. Show love and acceptance to all people groups regardless of differences.

 **Practice healthy living.**

1. Understand good nutrition.
2. Understand the link between exercise and health.
3. Understand good hygiene.

Recognizing that parents have the primary responsibility for training and educating their children, the school shall involve parents to the fullest extent possible in meeting the foregoing.

Section 3 – School Mascot, Directory, Academic Program, Staff

SCHOOL MASCOT AND COLORS

The school adopted the “Blue Storm” as its mascot. The school colors are navy blue and white.

TELEPHONE DIRECTORY

School Extensions:		Church Extensions:	
Office Manager	200	Children’s Pastor	202
Admissions Director	203		
Accounting	201		
Administrator	205		
Vice Principal	207		
Kitchen	208		

NOTE: Calls to classrooms will automatically be directed to voicemail during the school day. Urgent messages may be left with office staff. Email is also available to reach teachers.

ACADEMIC PROGRAM

The regular school program includes Bible study, citizenship, language arts, social studies, science, mathematics, health, physical education, art, computers, and music.

QUALIFIED STAFF

Windward Nazarene Academy staff members have been *called by God* to be full time ministers at Windward Nazarene Academy. Each instructor meets the licensing requirements of the Hawaii Council of Private Schools. In addition, all staff members are equipped for spiritual leadership in the school through continuous personal study of God’s Word.

Section 4 – Admissions, Registration, Retention, Withdrawal

ADMISSIONS

The process of admission at Windward Nazarene Academy prior to final acceptance includes, but is not limited to the following:

1. Submission of properly completed application forms and a non-refundable, non-transferable application fee. **This does not guarantee placement or enrollment.**
2. A pre-admission test administered by a qualified administrative staff member.
3. Recommendation from teacher or administrator of the school in which the student is presently enrolled, and all report cards and standardized testing from the two previous years (where applicable).
4. A parent or legal guardian interview and a student interview with an administrator to insure: a) that the student wants to attend Windward Nazarene Academy, b) that parent/legal guardian and student will agree to abide by and support the school's standards and policies, c) proper placement of student.

Upon completion of the designated steps, parents/legal guardians will be notified of admission to the school. Admissions fall into four categories:

- a) Admission
 - b) Provisional Admission
 - c) Probationary Admission
 - d) Denial of Admission
5. It is this school's policy not to discriminate against persons on the basis of disability and to provide children and parents with disabilities an equal opportunity to participate in the school's programs and services, in compliance with State Law and the Federal Americans with Disabilities Act. Accommodations within the school's capability will be determined on a case by case basis.

Admissions are reviewed yearly for continuing enrollment. An admission for the school year is given to students who: 1) are performing at or above grade level, 2) attend school regularly, 3) and have submitted to school policy and regulations during the previous school year. In cases of new applicants, the students are expected to have submitted to their previous school's regulations and policies for the six-week period immediately preceding application for entry into Windward Nazarene Academy. This status can be changed for academic or disciplinary reasons.

Provisional Admission may be granted for up to 90 days to students who have not completed, but are in the process of completing, immunizations and/or physical

examination. However, with the State Department of Health regulations, there is no exception for the TB clearance requirement. Students without a valid Mantoux TB clearance will not be allowed to attend school. A medical appointment card or letter from a physician showing that the student has an appointment to complete the immunization and/or physical examination requirements must be presented to the office on the first day of school or the child will not be allowed to attend. If the above requirements are not met within 90 days of the start of school, the child will be excluded from school, beginning 30 days after the 90 day deadline or the date of the exclusion letter that will be sent to the parent or legal guardian. After completion of all immunizations and physical requirements, Conditional Admission will be granted.

Probationary Admission may be assigned to applicants who have deficiencies in any academic or behavioral areas. The probationary admission is granted for nine weeks if the principal feels the deficiencies can be corrected. Probationary admissions are reviewed each grading period by the principal. If necessary corrections have not occurred, the student may be denied further admittance.

Denial of Admission will be given if the applicants are deficient in one or more academic or behavioral areas and correction within a reasonable time frame. Denial of admission does not prohibit students from applying again if deficient areas are corrected.

Students who are accepted for admittance to Windward Nazarene Academy must have their completed files and accounts current in order to begin school the first day.

These include the following:

1. The original Health Form 14 with current physical examination, immunizations, and TB test. The physical examination and TB test must be obtained within 12 months of the date of enrollment. Only the Mantoux TB test will be accepted for all students. In the case that a TB test has a positive result, a chest x-ray may be acceptable. Returning students may pick up their health forms from the office and have the appropriate immunizations and/or TB information updated.
2. Non-refundable, non-transferable deposit. Please see the current schedule of tuition and fees for information.
3. Properly completed FACTS tuition payment agreement if paying monthly, August 1st payment deadline met if paying full-pay, in-house, or semi-annual in-house.
4. Emergency/excursion consent form and any other necessary forms.
5. Copy of the child's birth certificate.

REGISTRATION

In March, Windward Nazarene Academy announces a pre-registration period for returning students. During this period, current students should properly complete and submit the pre-registration form to the school office with the non-refundable, non-transferable deposit for the following school year. **If students have not submitted a completed pre-registration form and deposit at the end of said period, their seats will be made available for the next accepted applicant.** During the pre-registration period for returning students, all new qualifying applicants will be placed on a waitlist according to their date of application. Siblings of current students may register at this time as well; however, new applicants not fitting the above criteria will not be considered during this period.

RETENTION

In preschool and kindergarten, retention may be recommended by the teacher when children do not attain the readiness skills to progress. Teacher, principal, and/or the admissions director will meet with the parent/legal guardian to discuss what is in the best interest of the child.

Students in grades one through eight will be required to repeat the year if they earn two or more F's or U's for the year in any subject areas. Students at this level who fail one course will be encouraged to attend summer school and/or receive tutoring to strengthen skills prior to the next school year.

General Principles:

1. Windward Nazarene Academy believes that in certain cases, retention is a necessary and appropriate tool in the educational strategies that are used for the development of students. In rare cases, retention is necessary because of academic failure. The prayer of our school would be that through the retention experience, the student would find success in the classroom and develop age-appropriate social and emotional behaviors.
2. The goal of Windward Nazarene Academy is to minimize the need for retention. Our strong effort in developmental screening, while not infallible, is intended to be a part of this effort. Early communication between the home and school, combined with vigorous intervention efforts, will always be made to reduce the potential for retention.

WITHDRAWAL FROM SCHOOL

Parents/legal guardians wishing to disenroll students must submit a written notification to

the school office at least two weeks in advance.

All disenrollment will go through a clearance process. The check-out will be during the office hours of 7:30 a.m. to 4:00 p.m.

Section 5 – Cumulative Records, Financial Policy, Tuition Refund, Fundraising Policy

CUMULATIVE RECORDS

Windward Nazarene Academy will keep cumulative records for each student. These will provide for the registration and attendance of students, up-to-date person data, and progress through school including academic achievement, health information, and test results.

Confidentiality

Personal and familial information kept on file in the student's cumulative file and in emergency records is held in strict confidentiality. Access to them is limited to pertinent school personnel only. Release of information shall be by written consent only.

FINANCIAL POLICY

Windward Nazarene Academy is a non-profit, 501(c)3 institution. Its operation is dependent upon tuition, fees, fundraisers, donations, and grants.

Payment Options

Annual tuition may be paid in one payment directly to the school by July 1st by cash, check or credit card; this form of payment may qualify for a 3% discount (*credit card payments are subject to an additional service charge*). Semi-annual payments may also be paid directly to the school by July 1st and December 1st using the same forms of payment. A charge of \$25.00 will be made for each check or charge not honored by the bank. All monthly payments and credit card transactions must be made via the services of the FACTS Tuition Management Company which assesses a nominal enrollment fee for its program. Annual and semi-annual payments made directly to the school may incur a late charge if not received in the school office by 4:00 PM of the stated deadline. Tuition is non-refundable and is payable for absences. Exceptions may be made in cases of extended illness, after which the students will be disenrolled unless prior arrangements are made with the principal. Such exceptions will be made on a case-by-case basis with the principal's approval. ***Families who select semiannual and monthly tuition payments are required to enroll in the Tuition Refund Plan.***

TUITION REFUND PLAN (TRP)

Due to the annual nature of expenses to operate the school, the parent/guardian obligation to pay tuition and fees is for the full academic year. No portion of tuition or fees, paid or

outstanding, will be refunded or canceled in the event of absence, withdrawal or dismissal of the student.

The school participates in the Tuition Refund Plan as a means for parents to protect this obligation and to help address withdrawal and refund issues. Participation in the Plan is required unless the full annual tuition is paid in one payment, then the Plan is optional. **The cost of the plan is 2.0% of the annual tuition.** The Parent/Guardian acknowledges having received and read the TRP brochure outlining the terms and conditions of coverage. Participants authorize the school to process and collect claim payments made under the Plan and to credit such payments to the withdrawn student's account.

Discount Information

Families with more than one child enrolled at Windward Nazarene Academy will use the following discount schedule: Full tuition is charged for the first child. A 10% discount on the full tuition will be given for the second and third child.

The parent(s) who has legal guardianship and custody of the child will be solely responsible for tuition payments and billings.

**Please refer to the current tuition schedule and/or FACTS registration form for more detail.*

FUNDRAISING POLICIES

The school requires a mandatory fundraising fee once a year from all families. Fundraising is on a per-family basis. Families have the option of making the required monetary contribution or raising the required amount through a school-sponsored fundraiser.

Families may also opt to add the required monetary contribution or fundraising short fall to their FACTS account. Any family that does not participate in the mandatory fundraiser will have the fundraising amount automatically added to their tuition.

Windward Nazarene Academy does not participate in or promote fundraising activities that are exploitative or detrimental to children or their families.

Section 6 – Operational Hours and Attendance

OPERATIONAL HOURS

Daily Instructional Hours

Monday—Tuesday / Thursday—Friday	8:00 a.m.—3:00 p.m.
Wednesday	8:00 a.m.—2:00 p.m.
Before School Care	6:30 a.m.—7:40 a.m.
After School Care	3:00 p.m.—5:45 p.m.
School Office Hours	7:30 a.m.—4:00 p.m.

Modified Day on Wednesday

Each Wednesday throughout the school year, the school dismisses at 2:00 p.m. for teacher meetings. The turnaround is in operation at that time. After School Care begins at 2:00 p.m. and continues until 5:45 p.m. on Wednesdays.

ATTENDANCE, ABSENCES, AND TARDINESS

Regular attendance is important for student adjustment to school and development of good learning habits. Windward Nazarene Academy’s classroom experience is composed of participation in class activities and direct instruction conducted by the classroom teacher. The instructional program designed by each teacher is progressive and sequential. Parents/legal guardians are encouraged to minimize family trips, vacations, and medical appointments during school hours as time away from class will affect the child’s learning experience.

Students are expected to participate in the total program of the school. This includes special school performances, i.e.: Christmas Program, Preschool Family Night, May Day, etc. No release time from any segment of school life will be given. Exception: A physician’s statement curtailing the student’s physical education activities.

Parents/legal guardians should notify the school office by 8:30 a.m. if a student will be absent. Homework/classwork assignments may be requested which may be picked up in the school office from 3:15 p.m.—4:00 p.m. or from the After School Care from 4:00 p.m.—5:45 p.m.

Early Pickup

Parents picking up their children prior to 3:00 p.m. must check in at the office first and fill out a **Classroom Pass to Pick up Student** form. The form is then given to the

teacher when picking up the child.

Student Tardiness

Students are expected to be in their respective classrooms at 8:00 am. Students are considered late if they arrive 5 minutes after school has begun. Those not in their classrooms by 8:05 a.m. are tardy. Parents must bring their children to the office to obtain tardy slips when arriving later than 8:05 a.m.

All excuses for tardies are subject to the approval and interpretation of Windward Nazarene Academy's administration and/or school board. Habitual tardiness may result in the student's suspension. Five unexcused tardies will count as one unexcused absence.

Excused Absences

The following absences will be considered excused:

1. Illness or injury.
2. Approved WNA sponsored activity in which the children were involved.
3. Family emergency.

When students are absent from school with a contagious disease, a physician's release is required before they can return to school. If students are ill, have elevated temperatures, or are feeling too ill to be up and around, parents are asked to keep them at home.

Unexcused Absences

Truancy is an absence without the knowledge and consent of parents/legal guardians and/or school staff. This includes leaving school without permission before the end of the school day or staying out of scheduled classes or activities without permission. Such action will not be tolerated and will be considered a cut. Absences for discretionary reasons will be accounted as unexcused absences.

Cutting

Definition of the word 'cut': Failing to come to school campus or leaving from the school campus without proper permission for any part of the school day; or failing to attend any portion of classes or school activity without proper permission for any part of the school day.

1. First Cut: The student shall meet with an administrator, and parents/guardians will be notified verbally or by written communication.
2. Second Cut: Consequences for a first cut shall apply in addition to the following: The student will be suspended from school. The principal will meet with student and

parent/guardian.

3. Third Cut: Consequences for a first cut shall apply in addition to the following: The student will be expelled from school.

Before and After School Care

WNA's Before and Aftercare Programs are licensed to enroll up to 100 students, aged five thru fifteen. An additional charge is assessed for Before and After School Care. Supervision prior to 7:40 a.m. and following 3:20 p.m. is provided only for those enrolled in the Before or After School Care programs. Students are allowed on campus each morning, without charge, from 7:40 a.m. Students arriving prior to the start of school are to report to the back play area unless otherwise instructed. In case of inclement weather, students may report to their classrooms or an otherwise designated school area after 7:40 a.m. Parents/guardians are expected to pick up students after class dismissal at 3:00 P.M.

Students not enrolled in Before/After School Care programs, and on school grounds prior to 7:40 a.m. and after 3:20 p.m., will be charged a fee. Parents desiring to use the Before or After School Care program on a one-time basis should notify the school office beforehand. A late fee of \$10.00 will be charged for every 5 minutes a child is in the extended care program.

Signing In and Signing Out

All students enrolled in the Before and After School Care programs must notify teacher upon arrival during Before care hours and departure during After care hours.

Section 7 – Illness, Medication, Injury

ILLNESS

Parents/legal guardians of students with allergies must submit a written explanation of the type of allergy, measures that must be taken to avoid triggering a reaction, and what is to be done if the child suffers a reaction at school.

Students must remain at home for all illnesses which include, but are not limited to, the following: fever, vomiting, diarrhea, impetigo, sore throat, acute cold, rash, conjunctivitis (pink-eye), head lice (“ukus”) and headache. The school will take precautions before students return after an absence due to illness. Students must be fever free without medication for 24 hours before returning to school. A student who does not appear to be fully recovered from an illness will not be allowed to return to school. Exception: A written authorization from the attending physician stating that the student is able to return and participate in the activities of the school.

Students having the following diseases must have a written consent from either a physician or the Health Department to return to the school:

Chicken Pox	Measles	Mumps
Pneumonia	Pinworms	Scabies
Ringworm	Impetigo	Pink Eye
Whooping Cough		

The health of our children is of high importance to us. Children who arrive at school with symptoms of illness are sent home. Any child with a temperature of 100 degrees or higher will be sent home. If the school has any known cases of Fifth disease, otherwise known as ‘slapped cheek syndrome,’ any child with a temperature of 99 degrees or higher will be sent home. Parents/legal guardians will be contacted to make arrangements for the child to be taken home.

MEDICAL APPOINTMENTS

If it is absolutely necessary for a child to leave Windward Nazarene Academy for a medical appointment, a written request must be sent to the school office in advance. No child will be released to anyone other than those authorized in writing by the parent/legal guardian.

MEDICATIONS

Medicines will be allowed on campus and administered only if special arrangements have been made with the school office. Parents/guardians will turn in all medications to the office. Students are not allowed to carry medication.

All medication must be in the original container from the pharmacy. The pharmacy label must state the following: Student's name, physician's name, type of medication, dosage, and times to be administered. Each medication must be attached to a properly completed medical authorization form signed by the parent or guardian. This authorization is good for five consecutive school days only. Additional forms must be submitted for medication to be given thereafter. Forms for long term medications are available in the school office.

Over the counter medications such as Tylenol, cough drops, etc. will be given to the student only after a parent has been contacted via telephone and written permission granted by the parent. Under no circumstances may a student carry medication on his person, including cough drops, aspirin, or other over the counter medicines or home remedies.

EMERGENCY PROCEDURES FOR CHILD ILLNESS/INJURY

An **Emergency and Excursion Release** form must be submitted for each student. In the event a parent/legal guardian cannot be contacted during an emergency, Windward Nazarene Academy will contact the nearest medical facility and/or ambulance service. Parents/legal guardians will be responsible for all fees involved in the transportation and treatment of the student.

It is the responsibility of the parent/legal guardian to see that the emergency information on the **Emergency and Excursion Release** form is kept current at all times.

Please note the following guidelines during any emergency or disaster:

- Parents/legal guardians are notified
- If parent/legal guardian cannot be reached, the emergency contact persons are notified as listed in the student's records
- If medical treatment is necessary, the student's physician is contacted.
- If the physician is not available, the Castle Medical Center is contacted (arrangements have already been made for Windward Nazarene Academy).
- Emergency #911 takes precedence in all urgent situations. A staff member accompanies the student for necessary care and remains with the student until authorized persons arrive.

Section 8 – Procedures for Natural Disasters/Emergencies

PROCEDURES FOR NATURAL DISASTERS/EMERGENCIES

If radio or television stations announce that public schools in Kaneohe are closing for reasons of natural disasters/emergencies, Windward Nazarene Academy will close as well. Notification will be sent through Blackboard Connect by text message, and email. Radio stations will also be contacted by administration to announce any school closure.

In the event of a campus emergency, parents will be contacted through Blackboard Connect by text message and/or email with information regarding the emergency and any action that parents should take. Parents choose the method by which they will be contacted before the beginning of the school year on the Parent Information Form.

If parents are unable to pick up a child in an emergency, school staff will remain with any children until parents or someone on the child's pick-up list is able to come. If students are evacuated or transferred away from campus, the school will keep record of each student's whereabouts and notify parents as soon as possible.

Fire

The school holds monthly fire drills as required by law. Fire escape routes are posted throughout the campus buildings. In the event of a fire at school, drill procedures will be followed and parents notified with information regarding the emergency and any necessary pick up information by emergency text, phone call or email.

Hurricane/Tropical Storm

Storm warnings are issued by the National Weather Service 36 hours before a storm's arrival. The school will be closed in the event of a warning. Parents should consult the Emergency Broadcast System notices on any local station to verify a warning and monitor emergency text, phone and email messages from the school.

Tsunami

Windward Nazarene Academy is not located in a tsunami inundation zone. Warnings are generally available well in advance of a tsunami's arrival. As with a storm warning, EBS notices on local radio should be monitored as well as text and emails from the school. In the event that a sudden warning is issued, the school will close, and all students will be

sent home. Parents will be notified by text, phone call and/or email. Any students who have not been released to parents will shelter in place with adequate staff.

Earthquake

In the event of a major earthquake, school damage is possible. Students will be evacuated if damage to the building occurs. Parents will receive emergency notification with information and any necessary pick up instructions.

Nuclear Detonation

In the event of a nuclear detonation, the school will shelter students at the school unless the Oahu Civil Defense Agency recommends an alternate course of action. Parents will be notified by text, phone, and/or email with updates.

The school recommends that parents make personal preparations for natural disasters. For further information, call Oahu Civil Defense Agency at 523-4142.

Section 9 – Academic and Disciplinary Policies, Video Library and Streaming Services

ACADEMIC AND DISCIPLINARY POLICIES

Curriculum

Curriculum and textbooks are provided by the school through the comprehensive fees paid each fall. The school specifies which textbooks are consumable and non-consumable (i.e. which may be written in and kept by the student at the end of the academic year). Students are responsible for all text/workbooks and materials assigned to them and may store their books and materials in the classroom at their own risk. Should any damage or loss of text/workbooks or materials occur, the student will be charged for its replacement.

Students provide their own supplies. The school provides parents with a list of required supplies at the beginning of each school year.

Windward Nazarene Academy's curriculum has been specifically chosen for its alignment with the school's philosophy and objectives. It provides a comprehensive program that is supplemented as deemed necessary by the school's administration. Windward Nazarene Academy generally uses A Beka and Bob Jones University Press.

New International Version Bible

Windward Nazarene Academy has chosen the New International Version (NIV) as the translation used in the classroom for study, quotation, and memorization. Each student is issued a *Children's Adventure Bible (NIV)* in grade K or upon enrollment in any K-3 grade. In the 4th grade, or upon enrollment in grades 4-8, students are issued *The Student Bible (NIV)*. Students are to use these Bibles through their tenure at WNA. Additional or replacement Bibles may be purchased from the school.

Music

Special music performances are an exciting part of each student's education, and attendance is required. Specific guidelines are given in preparation for these performances.

Classroom Library

Classroom libraries allow access to books which broaden students' perspectives as well as reference material to encourage student research and wholesome, recreational reading. Windward Nazarene Academy has also set the following standards for our choice of

reading material:

- Models positive character traits
- Shows conclusion and consequences of actions, whether positive or negative
- Clearly differentiates between good and evil
- Abstains from blatant and objectionable language and/or pictures

Parents/guardians are encouraged to monitor what their children read. Students are responsible for all books and materials borrowed from the classroom library. Upon loss or damage to borrowed items, the student and/or parent/guardian must replace those items.

Videos/DVDs/Streaming video

Videos, DVDs, and Streaming video may be used in the school for educational and entertainment purposes. Windward Nazarene Academy does not permit content that exalts violence, shows no consequences for actions, does not differentiate between good and evil, uses objectionable language or pictures, or adds extensive falsehoods to the original story. Certain G rated films may be shown in preschool—grade 3. PG rated films may be shown in grades 4—8 under certain guidelines. *We ask that films be brought to school only if specifically approved beforehand by the classroom teacher.*

EXAMINATIONS

Students, grades 1-8, will take semester and final examinations. These examinations are cumulative in nature and comprehensively cover all the facts, skills, and concepts covered during the school year. The **Iowa** test for grades K-8, which also includes a cognitive exam, will be administered in the spring of each school year. Parents/guardians should check the school calendar for specific dates.

ACADEMIC DISHONESTY

Cheating is a serious offense. It involves taking information from another source and presenting it as the student's own information. Thus, it involves both the components of stealing and lying. Adults can be prosecuted for such acts. Therefore, students must come to understand the seriousness of an act of cheating.

Instructors will take precautions and structure the classroom testing environment in order to protect students from unnecessary temptation. Academic dishonesty is defined as copying another's work, handing in another's work, plagiarism in research papers and compositions, and unauthorized assistance on exams, tests, quizzes, classwork, and homework.

If it is determined that a student has cheated, the following actions will be taken:

1. The student will receive a zero on the assignment.
2. The vice principal and principal will be notified.
3. The student will confer with the vice principal and principal.
4. The parent/legal guardian will be notified by phone call or written communication.
5. If the student holds any type of leadership position including, but not limited to, any school sponsored clubs, classes, or athletic teams, the student will lose the position. Academic dishonesty is a violation of trust and responsibility.
6. A second offense will cause the student to receive the consequences of the first offense. In addition, a conference with the parent/guardian will take place. Further consequences including, but not limited to, failure of the quarter may be determined by the principal.
7. A third offense may result in the aforementioned consequences, including but not limited to, the suspension and/or expulsion of the student from Windward Nazarene Academy.

Section 10 – Computer/Technology Use Policy, Middle School Bring Your Own Device (BYOD), Google Apps Policy

COMPUTER/TECHNOLOGY POLICIES

Computer Lab/Acceptable Use Policy

Windward Nazarene Academy provides computer instruction on site for Kindergarten through grade 8. The school believes that the internet has much to offer students with its wide variety of resources. It is our goal to educate students about efficient, ethical, and appropriate use of all that computers have to offer. As a part of our school's technological curriculum, the resources of the computer network will enhance student learning through:

- A wealth of additional resources for reference and research.
- Consultation with experts in a variety of fields.
- Networking with other students in subjects or situations they are studying.
- Learning to conduct searches, evaluate resources, and locate pertinent information.
- Interaction with up-to-date primary resources.

It is to be understood that technology access for students is a privilege, not a right. Students are responsible for good behavior on the school network just as they are in the classroom or on the playground. Network storage areas may be treated like student notebooks. The responsible classroom teacher or school administration may review files and communication to maintain system integrity and ensure students are using the system responsibly. Computer users should not expect that files stored on school servers will always be private. Therefore, this information is not confidential and may be monitored periodically.

Within parameters outlined below, the school will honor private access to information. During school hours, the computer lab instructor will guide students toward appropriate materials. This will be done in a similar fashion that our school parents guide their children through the proper use of information sources such as television, radio, telephones, movies, and other potentially offensive media.

The following activities are not allowed:

- Sending or displaying offensive messages or pictures.
- Using obscene language.
- Harassing, insulting, or attacking others.
- Damaging equipment, computer systems, or networks.
- Using another's passwords.
- Trespassing in another's folder, work, or files.
- Employing the network for commercial purposes.

- Accessing social networking sites (such as Facebook, Instagram, Tik-tok etc.) using school computers.
- Accessing subscription-based video streaming sites (Netflix, Amazon Prime, Hulu, etc.)

Violations may result in loss of access as well as other disciplinary or legal action.

Middle School Bring-Your-Own-Device (BYOD) and Google Apps Policy

Students in Grades 5-8 will be allowed to bring a pre-approved device for use in all subjects. In addition, students will be given access to Google Apps for Education.

Acceptable Devices

As of 2018-2019, all incoming 5th graders and new students are required to have Chromebook devices only. iPads, Macbooks, and Windows-based devices will NOT be allowed.

Students may also bring peripheral devices such as keyboards, mice, and disk drives.

The following services will be made available to each student and hosted by Google as a part of WNA's online presence in Google Apps for Education:

Mail – Each student will receive an individual @ms-windwardnazarene.com email account for school use managed by WNA IT administration

Calendar – an individual calendar providing the ability to organize schedules and assignment due dates

Drive/Docs – a word processing, spreadsheet, drawing, presentation, and storage toolset

Sites – an individual and collaborative website creation tool

Classroom – Like a digital assignment book

In addition to Google Apps, students may be asked to install other second-party applications that work in conjunction with Google Apps.

These services are entirely online and available 24/7 from any internet-connected device.

The following services will be made available to each student by WNA as part of the BYOD initiative:

Secure Internet Access – Each device will receive secure access to WNA's Wi-Fi system

while on campus for the purpose of accessing Google Apps as well as other online tools.

IT Support – Each student will have IT support for all devices as needed and as they are related to the use of Google Apps and/or the WNA wifi system.

Google Device Management System – Each Chrome OS device will be managed by the WNA IT department.

Guidelines for the responsible use of Google Apps for Education and BYOD:

1. **Official Email Address.** All students will be assigned a username@ms-windwardnazarene.com email account that is considered the property of WNA. This account will be the student's official WNA email address until such time as the student is no longer enrolled at WNA and/or the pilot program ends.
2. **Prohibited Conduct.** Use of Google Apps for Education is limited to school work only. Personal messages, files, and topics are prohibited from being discussed or used with the windwardnazarene.com account. Please refer to the Student Handbook for policies regarding other appropriate uses of technology.
3. **Access Restriction.** Access and use of student email and other applications is considered a privilege according to the discretion of WNA. The school maintains the right to immediately deny access and use of these services when there is reason to believe that a violation of school policy has occurred.
4. **Electronic Security.** WNA cannot and does not guarantee the security of electronic files located on Google systems. Google does have a powerful content filter and secure server protocols for email and storage, but WNA cannot assure that users will not be exposed to unsolicited information.
5. **Device Security.** WNA cannot and does not guarantee the security of personal devices brought to school. Protocols and guidelines for safe and secure use and storage while on campus are in place and will be explained to students prior to the launch of the pilot program, but WNA cannot be held responsible for the loss or damage of these devices.
6. **Respect.** Students are expected and required to respect the work and information of their fellow students. Unauthorized editing, tampering, access, and use of another student's account are strictly prohibited. No message may be transmitted under an assumed name. Students may not attempt to obscure the origin of any message or file. Students may not use WNA-provided services to express personal opinions for personal gain or to express views detrimental to WNA's mission.
7. **Privacy.** The general right of privacy will be extended as much as possible in the electronic environment, and all students should treat electronically stored information as

confidential and private unless the owners of that information enable sharing protocols with other students. Students are restricted from viewing another student's email. WNA reserves the right to access the student account and/or the device of the student in question when there is reasonable suspicion that unacceptable use has occurred.

8. **Camera Devices.** Camera devices may not be used:

- to photograph another person who has a reasonable expectation of privacy without the person's prior knowledge and consent
- in a way that would violate another person's copyright
- to harass, intimidate, or bully another person or to invade another person's privacy

9. **Portable Storage Devices.** The use of portable devices that store information (USB flash drives, external hard drives, etc.) should be limited to legal, appropriate use on campus. It is illegal to move copyrighted material between devices – this includes music, applications, video, and more.

Students should check with the Technology Department before moving questionable files to or from the WNA network.

10. **File Sharing.** The use of Web Publishing, FTP, Email Server or Peer-to-Peer outside of approved academic sites is prohibited. Students who wish to publish their material or make files public may do so with the Technology Department's permission. This includes, but is not limited to, personal laptop computers or portable entertainment consoles using the campus network.

11. **Games.** Campus computers, BYOD, and the network may not be used for playing computer games, unless ruled academic or appropriate by faculty and approved by the Technology Department.

12. **Software/Systems.** Students may not attempt to modify the campus computers, mobile devices or network facilities or attempt to disrupt campus systems. Tampering, modifying or installing any software other than the applications that are pre-installed is forbidden, unless allowed by a Technology Department specialist. Tampering or modifying protections or restrictions placed on campus computer applications or files is prohibited.

13. **Vandalism.** Vandalism will result in cancellation of privileges, school disciplinary action and/or legal action. Vandalism is defined as any malicious attempt to harm or destroy hardware, software, or data of the school or of any other user on the Internet. This includes, but is not limited to, the downloading, creation or uploading of computer viruses. If equipment is damaged in the course of on or off campus use, students assume responsibility for any repair or replacement costs if their use has been determined to be inappropriate.

Any violation of the above policies, including those in the Computer Lab/Acceptable Use Policy may result in the following:

- Temporary/permanent loss of access to Google Apps
- Temporary/permanent loss of BYOD
- Any other consequence listed in the Academic and Disciplinary Policies section of the Student Handbook.

Section 11 – Excursions/Off-Campus Activities

EXCURSIONS/OFF-CAMPUS ACTIVITIES

Excursions

Excursions have a purpose in augmenting a particular unit of study and are approved by the administrator or his designee. Each class is allotted a specific amount of funding for excursions throughout the year. In the event that a class exceeds that budget, parents may be asked to pay excursion fees to cover an Excursion. These fees include transportation and administration based on full class enrollment and are paid by the student even if the student does not participate in a particular excursion.

Child care is not provided for any student not participating in the excursion. No refunds are given on excursion fees. A student who misbehaves may not be allowed to go on future excursions.

In order to ensure the safety of and accountability for students, no student will be allowed to depart from any group or excursion site, even in the company of a parent. All students must return to school with the entire group before being released. No exceptions!

The school welcomes parents/guardians wishing to assist in excursions as chaperones. Parent/guardian chaperones work with the classroom teacher and are assigned a number of students to be responsible for during the excursion. Due to this responsibility, other children and siblings may not attend excursions. Parent chaperones may be responsible for their own transportation and fees. Parents should see the teacher for appropriate information.

Transportation on School Bus/Vans

The school bus driver has full responsibility for the safety of the vehicle and its passengers. Students shall follow the driver's instructions immediately. Students shall not interfere with the driver at any time or in any manner.

Students shall observe the following guidelines for boarding and unloading the bus:

1. Students are to wait for the bus by lining up in a single file line on the sidewalk. For the safety of the students, the driver will not approach any group of students not lined up in this orderly and safe manner.
2. Students shall enter and exit the bus after it has come to a complete stop, and the driver has opened the doors or given instructions for them to be opened.
3. Students entering the bus are to move to the furthest rear seats available and progress toward the front.

4. Students exiting the bus/van shall allow the passengers farthest forward to exit and progress to the rear.

Students shall observe the following guidelines while on the bus:

1. Students shall remain seated, facing forward, with a seatbelt fastened properly (if provided), until the driver instructs otherwise. Students not riding the bus properly shall be restricted from riding the bus for the next field trip. Parents/guardians will be notified.
2. Students may talk quietly to others on the same seat during travel.
3. Students shall obtain permission before opening windows.
4. Students shall keep their entire bodies and objects within the confines of the bus.
5. Any damage to the bus and its contents shall be the responsibility of the student.
6. Students shall not handle emergency equipment unless otherwise instructed by the driver.
7. Students shall remain seated in the bus with seat belts properly fastened (if provided), in the event of road emergency unless otherwise instructed by the driver.
8. Students shall eat and drink outside of the bus only.
9. Students shall keep their hands, feet, and objects out of the aisle at all times.
10. Students shall take all personal belongings and trash with them at the end of the trip.
11. The driver may refuse to transport any student that models behavior that would jeopardize the safe transportation of others. Parent/guardian will be notified of disciplinary action by the principal.

Transportation in Private Vehicles

On occasion, students may be transported in private (personal) vehicles to and from a field trip site. Drivers are required to be employees of WNA and WCN or pre-approved parents/guardians. In each case, drivers must fill out an authorization form and have full insurance coverage.

Section 12 – Tutoring, Extra-Curricular Activities

TUTORING/EXTRACURRICULAR ACTIVITIES

After School Tutoring Programs

The school may provide opportunities for parents to contract with individuals for tutoring or other private lessons.

Extracurricular Activities

Extracurricular activities are available for students in the elementary and middle school grades. To be eligible to participate in a Windward Nazarene Academy sponsored extracurricular activity, students must earn a quarter grade of 'C-' or 'S' or higher in all subject areas.

Section 13 – Parent/Teacher Conferences

PARENT/TEACHER CONFERENCES

Windward Nazarene Academy feels it is very important for school and home to work together. To achieve this purpose, general parent orientations are held at the beginning of each school year to give teachers an opportunity to familiarize parents with the expectations of their child's new classroom. Parents are strongly encouraged to make arrangement to attend the orientation nights. Parents may monitor their child's progress through Gradelink. Conferences are not limited to formal mid-quarter times, but may be arranged at any time a parent has concerns.

To promote effective communication and understanding, parents/guardians are asked to cooperate with the following guidelines:

- Parents/guardians are encouraged to discuss with their child's teacher any information they feel is important to the student's welfare. An appointment should be made for the conference prior to visitation with the instructor or the principal. Parents are asked to refrain from discussions with teachers during instructional hours.
- Teachers will use letters, phone calls, email, Class Dojo, Gradelink, and other means to communicate with parents regarding a child's progress.

Section 14 – Homework, Make-Up Work, Discretionary Absences, Extra Work Requests

HOMEWORK

Windward Nazarene Academy recognizes the educational value and importance of homework for students. We believe that meaningful home study is a necessary part of each student's educational program and that it should be related to the educational philosophy and goals of the school. Homework should be a purposeful extension of the school day which provides the student with additional opportunities for the development and reinforcement of the school's instructional objectives.

The assignment of homework will be regular and reasonable, and will contribute to the student's education through individual work, responsibility, completion of projects, and the establishment of good study habits. The completion of homework assignments will be recorded by the teacher and included in the evaluation of the student's progress. Christ-like character qualities of responsibility, initiative, orderliness, and thoroughness are developed as a result of homework.

Definition

Homework is defined as out-of-class preparation in a given subject area which is assigned by a student's instructor. This assignment is of such a nature that the student must complete all or part of the assignment during non-class time. Each assignment may be further defined as one or more of the following four types:

1. Practice: Most common, given to help students master specific skills, limited to material presented in class.
2. Preparation: Given to prepare students to gain maximum benefit from subsequent lessons.
3. Extension: Given to determine if students can transfer a skill or concept to another situation.
4. Creative: Requires a student to integrate skills and concepts in the process of producing a response or product.

Instructor's Responsibilities

Instructors will plan meaningful homework assignments in conjunction with their daily lesson plans. The homework assignments will lead to the accomplishment of the course's instructional objectives. Students will know what is expected of them and receive all necessary clarification pertinent to the assignment.

Timely and complete response to the student's homework assignment is essential.

Homework will be reviewed, recorded, and included as part of the student's progress evaluation.

Student Responsibilities

It is the responsibility of the student to complete assigned homework. In order to accomplish this task, the student must learn to plan and budget the necessary study time. **It is the student's responsibility to seek additional clarification and assistance from the instructor as soon as the need for such assistance is realized.**

The assignment of homework helps students understand that learning is not just a classroom activity. **To help students develop responsibility, students and/or parents will not be allowed to return to their classrooms after dismissal to pick up forgotten items.**

Parent/Home Responsibilities

Parents should recognize the important role of homework to the instructional program of their child. Parents/guardians should make themselves aware of the assignments and expectations of the school and the individual teacher. Parents/guardians should provide a suitable place and environment in the home which is relatively quiet, well lit, well ventilated, and free from distractions for the completion of homework assignments. Parents/guardians should help the child plan and budget the appropriate amount of study time for the completion of the homework assignment.

Parents/guardians should feel free to consult with the teacher about any question relating to the homework assignment through email, leaving a voicemail during the day, or leaving a message with the school office. **We ask that parents refrain from calling teachers at home or outside of school.**

The amount of time a student needs to do homework varies from student to student, subject to subject, and grade level to grade level. The faculty attempts to assign a reasonable amount of homework in light of the subject matter and the abilities and needs of the students. Parents/guardians should see the instructor for her class homework policy.

MAKE-UP WORK

Students with excused absences will be allowed to make up work within a reasonable length of time. A reasonable length of time will be from one to two days for each day of excused absence. Instructors will not delay exams or allow extra time simply because a student missed a day of school just prior to the exam. Special consideration will be given

to students with several, consecutive, excused absences due illness that is considered too severe to prepare for school.

It is the student's responsibility to determine what work has been missed and see that it is made up. Instructors will assist students in making up work within the allotted time frame by providing the list of assignments, any material given to the rest of the class, instruction that a student may have missed, and reasonable turn-in dates. If a student delays or puts off work, the instructor is no longer obligated to assist the student in making up the work. The assignment will be considered late. Students are not permitted to miss regularly scheduled classes in order to make up work.

Students with unexcused absences will not be allowed to make up any work missed for a grade (will receive a "0") unless arrangements have been made with the instructor, but it is recommended that the student complete the assignment to help ensure the learning of material missed. Please refer to the attendance section for definition of excused absences.

Discretionary Absences

Windward Nazarene Academy strongly recommends that parents refrain from planning vacations that will result in the absence of a student from regular class instruction. Missing class is much more than missing assignments; it means that a child may not receive critical information or instruction that could have effects for several years.

If a parent chooses to remove a child for discretionary purposes, both student and parent shall be responsible for obtaining and completing all missed assignments. **Teachers are not required to provide assignments before the absence. Teachers are also not required to extend deadlines, offer a "grace period", or provide alternative means for making up missed assignments for discretionary absences.**

A discretionary absence is counted as an unexcused absence in attendance records. The principal shall determine whether or not an absence is considered discretionary or excused.

EXTRA WORK REQUESTS

Students often ask for extra work in order to improve their grades. There is a fallacy in this request. Students not doing well with the regular quantity of work will not do better with a greater quantity of work. Extra work will not be permitted for the purpose of improving grades. Instructors may, at their discretion, allow a student to repeat a

previous assignment, do an assignment in a different format, or otherwise individualize a previous assignment in order to replace a low grade. This must be completed within a short time of the original assignment. Students will not be allowed near the end of a quarter or semester, to repeat an assignment as a desperate attempt to improve a low grade in a subject.

Section 15 – Grading Standards, Grading Periods, and Report Cards, Honor Roll Recognition and Awards Ceremony

GRADING STANDARDS

The following chart lists the grading standard to be used for grades 1-8 at Windward Nazarene Academy:

Letter Grade	% Range	Letter Grade	% Range
A+	97-100	B+	87-89
A	93-96	B	83-86
A-	90-92	B-	80-82
C+	77-79	D	63-66
C	73-76	D-	60-62
C-	70-72	F	59-0
D+	67-69		

The ESU scale following applies in the following areas: All kindergarten subjects; 1st grade social studies, science, and Bible; 2nd grade history, science, Bible, and health; and all K-3 music, PE, art, and computers.

E	Excellent	S-	Needs Improvement
S+	Above Average	U	Unsatisfactory
S	Satisfactory		

Certain classes use the following percentage equivalents for the ESU scale:

Letter Grade	% Range
E	90-100
S+	83-89
S	73-82
S-	63-72
U	0-62

Grading Periods and Report Cards

Report cards are issued following each quarter. Parents/guardians should review the report card with the student. Report cards are not issued if: 1) a student is enrolled for less than four weeks in a quarter, or 2) at the teacher's discretion, if students have not

completed assignments due to an extended illness.

HONOR ROLL RECOGNITION

Honor roll recognition is awarded to students in grades 4-8 during each grading period. Students are placed on the Principal's Honor Roll if they receive a grade point average of 3.50—3.99 with no C-'s, D's or F's. Students with a 4.0 grade point average are placed on the Principal's Honor Roll with High Honors. Honor Roll students receive a certificate of recognition which is awarded during chapel.

AWARDS CEREMONY

At the conclusion of the academic year, an awards program is held for the purpose of honoring students for academic achievement, outstanding character traits, and improvement in various areas. The K-4 program is held in the last week of school. The middle school program is held prior to the 8th grade graduation.

Section 16 – Restroom and Food Service Guidelines

RESTROOM GUIDELINES

Students, faculty, and staff are expected to abide by the following:

- Use the restroom with instructor permission only.
- Use quiet voices in the restroom.
- All classroom materials such as pencils, pens, crayons, etc. are to remain in the classroom.
- Use the restroom for its intended purpose only—socializing and playing, etc. are to be done on the playground.
- Wash hands thoroughly with soap after using the restroom.
- Turn water completely off after use.
- Wipe counter up (classes assign monitors).
- Place all trash, paper towels, etc. in the proper receptacles.

FOOD SERVICE GUIDELINES

Windward Nazarene Academy provides a nutritious lunch each day for all students at no extra cost to parents. Meals meet or exceed standards outlined by the USDA National School Lunch Program in which WNA participates.

Parents may be asked at the beginning of a school year to provide financial information required by the USDA to determine the amount of supplemental funding that will be granted. All students receive the same lunch at no charge regardless of financial status. All financial information used to determine status is kept confidential, as is the status of each student.

Meals are served every school day for all students from a posted menu. Proper manners are stressed. Students and staff are expected to abide by the following:

1. Wash hands thoroughly with soap or use a hand sanitizer prior to entering the lunch area.
2. The entire class will pray before eating.
3. Everyone will remain seated while eating.
4. Limited talking is allowed in the lunch area.
5. All eating utensils are to be used for their intended purpose only.
6. Students may leave the lunch area by instructor permission only.

Menus are sent home with the children by the first of each month. Children who arrive

early (before 6:50 a.m.) may bring breakfast; however, breakfast at home is preferable.

Section 17 – Classroom Guidelines and Rules

CLASSROOM GUIDELINES

Students are expected to abide by the following:

1. Walk at all times indoors.
2. Speak in a quiet manner indoors.
3. Use classroom furniture for its intended purpose only.
4. Keep both feet on the floor.
5. Classroom supplies such as crayons, pencils, pens, chalk, etc. are to remain in the classroom.
6. Touching the teacher's desk, bulletin boards, and whiteboards are by permission only.
7. Stickers, drawings, writing, etc. are to be placed or done on paper or personal property only.
8. Students are to clean inside and around their desks prior to leaving at the end of each day.

The aforementioned guidelines are subject to the interpretation of the classroom instructor and school administration. Any questions should be directed to the principal.

CLASSROOM RULES

To ensure an educational climate of excellence, Windward Nazarene Academy utilizes the following discipline plan:

- Rule 1: I will follow my teacher's instructions immediately.
Rule 2: I will keep my hands, feet and objects to myself.
Rule 3: I will speak with permission.
Rule 4: I will not use swearing, rude gestures, cruel teasing, or put downs.
Rule 5: I will have all materials and books ready for class.

Younger classes (K-1) use rules 1, 2, and 5. Consequences and rewards will be earned in accordance with the above rules. These rules are subject to the interpretation of the classroom teacher or school administration. Questions regarding specifics on rules, consequences, or rewards should be directed to the classroom instructor.

Section 18 – Dress Standard

DRESS STANDARD

School dress standards help to create an atmosphere conducive to teaching and learning. Students' appearance makes a difference in the perceived seriousness and formality of the education they receive. Different forms of dress promote different kinds of behavior and attitudes. Extreme forms of dress send negative messages. Casual forms of dress communicate a lackadaisical attitude toward learning. Clothing that is eccentric is often playful and distracting. Windward Nazarene Academy encourages students to focus on spiritual and academic growth and believes our dress standard should bolster this purpose. All K-8 students shall wear approved Windward Nazarene Academy school uniforms. These uniforms will be the only approved shorts, skirts, jumpers, pants, and shirts to be worn on campus and are available for purchase through *French Toast*. PE uniforms and Blue Storm shirts are available for purchase in the office through the year.

The uniform will consist of khaki or black walking shorts or long pants and a navy, green, white, or light blue polo shirt with the school insignia. Skorts and skirts in approved colors are available for girls. A belt and shoes will also be required as part of the dress standard for students in K-8. Polo shirts are to be tucked in at all times. Shorts and pants shall be worn properly around the waist and secured with a belt. Shorts, pants, skorts and skirts shall not be 'rolled up' or altered from their original appearance. All belts shall be properly secured within the belt loops provided. Students shall wear socks and shoes while on campus. *Although they are part of the uniform, belts, socks, and shoes may be purchased at any retail outlet. Only the shorts, skorts, pants, jumpers, and shirts must be purchased from the approved vendor.*

Students in the 4th-8th grades will wear approved uniforms for PE.

Dress standards are subject to the interpretation of the administration and/or school board of Windward Nazarene Academy.

Haircuts:

Students are to maintain their hair in a modest, well-groomed fashion. This includes the following:

1. Hair shall be neat and attractively maintained.
2. Extreme mod or punk styles are disallowed. Hair color alterations must be a natural shade. Mohawks and razor cut designs are not allowed.

Hats and Sunglasses:

Hats and caps may be worn outdoors only. Sunglasses may not be worn at any time unless the student has a note from a physician that prescribes the use of sunglasses for medical purposes.

All students are to abstain from apparel and accessories that identify with immoral slogans, secular music groups, alcoholic beverages, cigarettes, illegal substances, the occult, other religions, or youth gangs.

Dress Standard Violations

Students are expected to monitor their own appearance. Parents/guardians are encouraged to assist younger students by checking their children before school each day. Teachers will note violations of dress standards and will provide counsel and warning as necessary for students.

Violation of dress standard may necessitate a student remaining in the office until the parent/guardian brings a change of clothing or takes the student home until the dress standard is met. The resulting absence will be unexcused. The student will be held responsible for any content covered, but will not be allowed to make up missed work (see attendance).

Physical Education

All K-3 students shall participate in PE wearing their standard school uniform. Third grade students may wear the PE uniform if desired and if the teacher is able to provide changing time. K-2 may wear a PE uniform if it is desired, but will wear the PE uniform all day in place of the standard school uniform on PE days only.

All 4-8 students shall change into the recognized WNA PE uniform at their classes' designated time during the school day. Students shall 'dress out' for every PE class unless told otherwise by the PE instructor. Proper uniforms are mandated for safety and freedom of movement as students participate in and practice skills in team sports and physical fitness. Windward Nazarene Academy will contract with a vendor to provide our school with these uniforms.

Windward Nazarene Academy's 4-8 PE uniform consists of a gray T-shirt and navy blue shorts with the school insignia (previous versions of WNA PE uniforms are acceptable). Socks and sport shoes (i.e. tennis, basketball, running) are also required as part of the PE uniform. 'Spandex' type apparel may be worn under the uniform.

Although they are part of the 4-8 PE uniform, socks and sport shoes may be purchased at any retail outlet. Only the shorts and shirts need to be purchased from the school.

8th Grade Graduation

Graduation is a celebration of the success of our students at Windward Nazarene Academy. It is a formal affair given to honor our graduating eighth grade students. As such, the following dress code shall be implemented: the students shall discuss and vote on their attire for graduation with teacher approval according to WNA's school dress code guidelines.

Parents/guardians are encouraged to assist students in acquiring appropriated apparel for participation in the commencement ceremonies. Any questions concerning propriety or apparel shall be directed to the principal no later than one week prior to the graduation. Students not within dress code will to be allowed to participate in the commencement ceremonies.

Section 19 – Moral Conduct (Relationships, Student Pregnancy), Gambling, Controlled Substances (Contraband), Search and Seizure Policy

MORAL CONDUCT

Windward Nazarene Academy will instruct, model, and reinforce biblically based conduct and morality. While understanding that students are not perfect, students are expected to strive in meeting the standards put forth in the Scriptures in accordance with their maturity. The potential for moral misconduct is as real in a Christian school as is the potential in other settings where children are growing and maturing. The following policies have been adopted to assist in the prevention of serious moral misconduct.

Possession, Consumption, or Distribution of Controlled Substances or Weapons (Contraband)

Windward Nazarene Academy believes that any non-medical involvement (i.e. possession, consumption, procurement provision) with controlled substances, weapons, or material generally acknowledged to be harmful to an individual's physical, spiritual, and/or psychological health is inconsistent with the Christian lifestyle. Involvement with alcohol, illegal substances, concealed weapons, and tobacco are prohibited under Hawaii and Federal Criminal Laws. Avoidance of such involvement is mandated by the biblical injunction to be subject to our governmental authorities.

Windward Nazarene Academy will investigate fully, any incident suggesting drug, alcohol, tobacco, or weapons involvement on the part of students, faculty, or staff. Confirmation of such involvement will be reported to the appropriate legal authorities and will subject the individual(s) involved to immediate disciplinary review and/or expulsion by the administration and/or school board of Windward Nazarene Academy.

Search and Seizure Policy

Windward Nazarene Academy works to ensure the safety of all students, staff, family members, volunteers and others who enter our campus. In order to provide the security and discipline to do so, the school reserves the right to search for and seize any contraband. This includes random and blanket searches of desks and other school property to review student possessions for health and safety compliance. Contraband is all substances or materials prohibited by school policy or state or federal law, including but not limited to controlled substances, drugs, alcoholic beverages, cigarettes, guns, knives, weapons, or incendiary devices. All items deemed to be illegal, illicit, disruptive, or a general nuisance to the educational process may be seized by staff. The School Administrator and authorized staff members may search a student's pockets, purse, backpack, gym bag, other personal property, student desks or other school property.

Storage, return, or destruction of such items shall be at the discretion of the School Administrator or designated staff member, subject to legal impoundment.

Gambling

Windward Nazarene Academy believes that any involvement in any form of gambling is detrimental to the individual and is inconsistent with the Christian lifestyle. Gambling shall be defined as taking part in a game or bet, with an uncertain outcome, where risk is taken for gain or loss of money or property.

Windward Nazarene Academy will investigate fully any incident suggesting gambling involvement on the part of students, faculty, or staff. Confirmation of such involvement will be reported to the appropriate legal authorities and will subject the individual(s) involved to immediate disciplinary review by the administration and/or school board as to their future at Windward Nazarene Academy.

Male-Female Relationships

Windward Nazarene Academy encourages healthy friendships among students. The ability to cope with, and relate to, persons of the opposite sex is essential to student social development. The school environment shall be conducive to student concentration, taking full advantage of their educational opportunities, minimizing distractions and temptations.

For the benefit of the individuals involved, as well as others who may struggle upon observing intimate displays of affection, the following policy has been created for upper elementary and middle school students:

Students shall abstain from public displays of affection. This includes, but is not limited to, the following:

- Hand(s) on or around partner
- Arm(s) on or around partner
- Leg(s) on or around partner
- Forms of ‘playing footsies’
- Forms of leaning on partner
- Forms of cuddling
- Forms of hugging
- Forms or caressing or petting
- Forms of kissing

The intention of this policy is to assist students in maintaining a Christian lifestyle in

saving themselves for their future spouse. Students are expected to conduct themselves in a manner conducive to Biblical principles, maintaining an example for younger students to emulate at their present age.

Instructors and/or administrators will note violations of this policy and will provide counsel and warning as necessary for students. Parents/guardians shall also be notified of student behavior.

Student Pregnancy

Windward Nazarene Academy's response shall focus on ministering to and restoring the spirit of the student in Christian love. The school does not wish to advocate or encourage behavior leading to student pregnancy. It is not our intent to reject a student or family in their hour of need.

While we have not dealt with a student pregnancy to date, the following policy has been created to minister to the individual should the need arise:

- Every effort will be made to restore the student spiritually
- Biblical counseling will be offered to both individuals and to their families
- Every effort will be made to encourage the girl to give birth to the child.
- A program of home study, monitored by the student's parents/guardians, instructor, and the administration will be established to assist the student to complete her education and earn a diploma from Windward Nazarene Academy

Certain privileges will necessarily be denied. Certain disciplinary actions will necessarily be taken, but pregnancy in and of itself shall not automatically exclude a student from completing her course work at Windward Nazarene Academy.

Section 20 – “Severe” Clause, Suspension, Probation, and Expulsion

SEVERE CLAUSE

The ‘severe clause’ is invoked if a student commits, or threatens to commit, physical harm on another student or adult. The ‘severe clause’ will also be applied if a student damages or destroys school, teacher, or another student’s property; refuses to do his/her work; or engages in behavior that prevents the classroom from functioning. A ‘severe’ is a serious offense which will not be taken lightly or tolerated.

In the event of a student earning a ‘severe,’ consequences may include, but are not limited to, the following:

1st Offense: Student will be removed from class immediately; any work missed will still be required. The student will speak with an administrator, and the parent/guardian will be notified. The student may be returned to class.

Following a first offense ‘severe,’ students will be placed on disciplinary probation for a period of six weeks. Students earning additional ‘severes’ during this disciplinary probation period may incur the following:

2nd Offense: Consequences for a first offense will be invoked in addition to the following: The student will be isolated from his peers for the remainder of the school day and will be suspended for one school day following the incident (out of school suspension). The student is responsible for all assignments. This work will be due the following school day.

3rd Offense: Consequences for a first and second offense will be invoked in addition to initiating a conference with the student, parent/guardian, teacher, and administrator within one week of the incident. In addition, the student will perform two hours of community service at a time to be determined by the administrator.

4th Offense: Consequences for a first and second offense will be invoked. In addition, the student will not be allowed to remain at school for the remainder of the day. Parents/guardians shall make arrangements for the student to be picked up immediately. At this point the student will be placed on a behavioral contract and will not be allowed to make up for missed work. The work will still be required, but will receive a ‘0’ grade.

5th Offense: Consequences for a first, second, third and fourth offense will be invoked in addition to a suspension of five school days to begin the first school day following the

incident. Parent/guardian may make arrangements to have assignments picked up at the end of the day in the school office or from After School Care before 5:30 p.m. The student will be expected to turn in all work upon the day of his return to WNA. Again, the work will be counted as a '0'.

6th Offense: Consequences for a first, second, third, fourth, and fifth offense will be invoked in addition to the following: parents/guardian shall make arrangements to attend school with the student from 8:00 a.m.—12:00 p.m. upon the day of return to school.

7th Offense: Student may be expelled/withdrawn from Windward Nazarene Academy.

SUSPENSION

The principal has, at all times, the authority to suspend a student. The length of the suspension will be determined by the principal in accordance with the severity of an act or in accordance with the previously outlined policy. The reasons which would give cause for suspension are subject to the interpretation of the administration of Windward Nazarene Academy. These include, but are not limited to, the following:

- Continued or deliberate disobedience/disrespect displayed.
- A rebellious spirit which is unchanged after much effort by the school staff.
- A continued negative attitude and influence upon other students.
- A serious breach of conduct in or out of the school which has an adverse effect upon the testimony of the school.
- Failure of the student or parent/guardian to comply with the disciplinary procedures of the school.
- Failure of the parent/guardian to get recommended professional help for exceptional children.

BEHAVIORAL PROBATION

Probation is invoked when a student needs an opportunity to correct a serious problem. If she does not improve to a satisfactory level, she will be dismissed or asked to withdraw from Windward Nazarene Academy. Reasons for probations include, but are not limited to, the following:

Attitude: A rebellious spirit which is unchanged after much effort by the instructors; a continued negative attitude and influence upon other students.

Disciplinary: Continued deliberate disobedience; committing a serious breach of conduct in or out of school which has an adverse effect upon the school's testimony; or

failure of the parent/legal guardian to comply with the disciplinary procedures of the school.

ACADEMIC PROBATION

Academic probation is invoked when a student has a serious academic problem. It is intended to give notice to the parent and student so that a mutual effort on the part of both school and home may be made to correct the academic deficiency. The principal will determine if a probationary student is to continue at WNA. Academic probation will be invoked in the following manner:

- a. A student earning an F in any core subject area (i.e. Language, Math, History, Science, Writing) at the conclusion of a grading period will be placed on academic probation for one grading period. The student will not be allowed to participate in extracurricular activities during the probationary period.
- b. A letter of notification will be sent to the parent/guardian.
- c. A conference may be initiated between parents/guardians, the student, teachers, and/or vice-principal/principal to give an explanation of the probation and suggestions for corrective measures.
- d. The academic status of the student will be reviewed by the vice principal and principal at the end of the next grading period.
- e. At the conclusion of the probationary period, a student who has earned no F's will be removed from probation. Extracurricular activities may be resumed (see extracurricular activities section).
- f. At the conclusion of the probationary period, students earning an F may not be allowed to remain at WNA. The principal will determine if the student should be disenrolled, or if probation extended to another grading period.
- g. Following removal or withdrawal from the school for academic reasons, a student may reapply to be re-enrolled on academic probation if the following conditions are fulfilled:
 - a) The student has attended another school for one full semester.
 - b) The student has completed a full academic load for the semester.
 - c) The students received no grade lower than a 'C' in any subject.

EXPULSION

A student may be expelled from Windward Nazarene Academy for a serious breach of conduct, and/or repeated problems with behavior or academic performance (as previously stated in disciplinary policy), *and/or failure of the parent/guardian to comply with the procedures of the school*. The principal has the authority to expel any student for noncompliance with the rules and regulations of Windward Nazarene Academy. **If a**

student is expelled from Windward Nazarene Academy for any reason, no refund of fees will be made.

Section 21 – School and Personal Property

SCHOOL PROPERTY

School owned materials (i.e. texts, materials, chairs, desks, etc.) are assigned to students throughout the school year. Such materials are provided by the school to keep student costs to a minimum. Students are responsible for the proper use of such materials. If a book or assigned material becomes lost, or damaged beyond use, the family will be charged for the cost of the replacement.

Willful damage to school property (i.e. chairs, desks, equipment, building, etc.) will result in the family being charged for the cost materials and/or labor to repair and/or replace said property.

PERSONAL PROPERTY

All student-owned property should be permanently marked with a personal identification. Students may leave personally owned items in the classroom at their own risk. The school will assist students in finding any lost items but will not be responsible for personal belongings. Students should not carry money at school except for special excursions or occasions that require them to do so. The school cannot be responsible for lost money.

Students should not bring the following items to school:

- Electronic games or listening devices
- Cell phones (unless they are needed for communication with parents and turned off during the school day)
- Watches with alarms (unless the alarm is turned off—a watch whose alarm sounds in the school day will be confiscated and kept until a parent retrieves it.)
- Playing cards of any kind (teachers may ask permission to use certain playing cards for specific reasons, but students in general may not bring them to class)
- Other electronic devices such as cameras, laser lights, etc. (Exceptions must be cleared with the office) Laptops and tablet devices outside of school approved devices must be cleared by the office.

Toys

The school cannot be responsible for toys, personal items, etc., brought from home. Therefore, students are asked not to bring toys to school.

School toys, balls, or other objects thrown over the fence are considered irretrievable. School staff and parents are not allowed to trespass on any neighbor's property to retrieve any of these things. A school toy or ball that is sent over the fence must be replaced by the parent of the child who threw it, even if it was accidental.

LOST AND FOUND

A lost and found box is located in the school office. All items shall be turned in to the office. These will be retained in the box until the end of each quarter. Unclaimed items will be disposed of. Windward Nazarene Academy is not responsible for any articles or items left on campus.

Section 22 – Spiritual Life (Chapel, Prayer, Middle School Camp)

CHAPEL

Students shall meet for corporate worship in chapel service at least once each week during the school year. The purpose of these services is:

1. To emphasize the priority of corporate worship in God's house.
2. To give students opportunity for a personal worship experience.
3. To provide spiritual unity within the school.

Students are expected in chapel to abide by the following guidelines:

1. Show respect for God's house at all times.
2. Enter and leave the chapel quietly.
3. Sit reverently and quietly with backs straight and feet on floor.
4. Keep all hands, feet, and objects to themselves.
5. Bring only bibles to chapel unless otherwise instructed.
6. Actively participate in scripture, songs and prayer.
7. All hats, caps, sunglasses, or 'shades' are to be left outside the chapel.

Classes, individual students, instructors, pastors, and outside speakers will take part in chapel services.

PRAYER

Students at Windward Nazarene Academy are trained in the importance of establishing a consistent daily prayer life. Instructors lead the students to understand how God is central to all of life and that continual communications with Him is essential to consistent Christian living.

Students are trained in the habit of prayer throughout the school day, before beginning responsibilities of each day, before eating a meal, for special needs, and to give Him praise for all things. Students are encouraged to make their requests known before God and are given opportunities to pray and to share needs with others as they share their requests with Him.

MIDDLE SCHOOL CAMP

Students in grades 5-8 are invited to participate in Middle School Camp which usually takes place during the 3rd Quarter. The camp is designed to give students the opportunity to build relationships with each other and grow in their relationship with God.

Section 23 – Playground

PLAYGROUND

Windward Nazarene Academy's school grounds consist of three playground areas; the front grassy area, the blacktop area in front of the building, and the back playground area. Students are under constant supervision by the faculty and /or staff during operational hours. Conduct on the playground areas shall be orderly, courteous, and safe for all students. Students are expected to observe the following guidelines:

- Preschool and elementary/middle school students shall utilize the playground areas separately. The exception is between the hours of 6:30 a.m. to 7:30 a.m. and 4:45 p.m. to 5:45 p.m.; all students are allowed to simultaneously utilize the playground areas at these time.
- Students shall stay within the boundaries of the playground area during recess.
- All balls, toys, etc. sent over the playground boundary outside school property are considered dead. Students responsible for sending the object over the boundary, even by accident, will be responsible for its replacement. Students, parents/guardians, faculty, and staff are not allowed to enter a neighbor's property to retrieve dead items. Parents will be invoiced with placement value if not replaced within one week of notification.

- Students shall walk around the buildings and on sidewalks at all times.
- For the students' protection, students shall remain off the fence and gates at all times.
- Students shall go to their supervisor immediately when instructed to do so.
- Students shall line up in an orderly manner to walk to and from their classrooms.
- Sharp instruments, expensive toys, any toy weapon, fireworks, candies, gum, and unnecessary money shall remain at home. The school will not be responsible for damaged or lost items.
- For the student's protection, students shall not lift or carry other students.
- Students are to abide by school rules in playground games (i.e. Tetherball, 4-square, hopscotch, etc.)

Section 24 – Birthdays, Parties, and Special Celebrations

BIRTHDAYS, PARTIES, AND SPECIAL CELEBRATIONS

Elementary children may bring snacks for their birthday celebration provided that every child in the classroom receives one. Parents/guardians should ask the teacher for a list of suggested snacks to provide. Parents are strongly encouraged to provide snacks that align with the school's snack guidelines in the Local Wellness Policy. Party invitations may also be given out at school provided every child in the class receives one; otherwise, invitations are to be delivered off the school campus.

Parents/guardians wishing to commemorate a student's birthday may purchase, or have the school purchase, a book to be placed in the classroom library. Parents should consult the classroom teacher for suggestions.

Christmas, Easter, and the end of the school year are designated occasions for class parties. All other celebrations shall take place during snack, recess, or lunch periods. Donations of healthy snacks are always welcome. A class list can be furnished upon request if a child wishes to give cards or treats to each classmate. Parents should ensure that every student receives one to avoid hurt feelings. Halloween costumes are not to be worn during school hours. We ask that any treats not contain references to, or representations of, ghosts, goblins, witches, devils, bats, cats, spiders, or anything 'scary,' even if they are portrayed as 'cute.' The church provides a Halloween alternative each year for families of the school, church, and community. Children and parents are welcome to dress up for this occasion, but are asked not to wear any scary or provocative costumes.

Section 25 – Visitors, Phone Calls, Closed Campus

VISITORS

All visitors must check in at the school office prior to visiting the school campus. For the purposes of student safety, faculty and staff have been instructed to ask unfamiliar persons to state their business and furnish a form of ID. **Parents/guardians wishing to visit a class should obtain clearance from the office/teacher no later than one day in advance.**

PHONE CALLS

Again, classroom phones will not ring during the school days, but teachers are happy to return calls to parents regarding students at the teacher's earliest convenience.

Students should not be using classroom phones to make transportation arrangements. Students carrying cell phones will be allowed to do so only if the phone is turned off during the school day and remains in the student's backpack until school is over. The school cannot be responsible for the loss of or damage to a student's cell phone. A student whose phone rings in class or is caught using the cell phone during the school day will have the phone confiscated. It must be retrieved from the teacher of the office by the parent.

CLOSED CAMPUS

Windward Nazarene Academy is a closed campus. No visiting students are allowed in or around the school during normal school hours of 6:30 a.m. to 5:45 p.m. without prior permission from the Administrator. Former students may volunteer occasionally.

Section 26 – Parent and Student Handbook Information

HANDBOOK AGREEMENT

Thank you for taking the time to read this parent and student handbook. **Please complete the agreement form online at wnahawaii.com.**

Parents who have a need for clarification or who would like to voice a concern are asked to contact the school office for an appointment with the school office for an appointment with school administrator. Again, thank you for entrusting Windward Nazarene Academy with the education of your children.