

Redemption Academy



Kailua, HI

Redemption Academy

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School Handbook 2015-2016

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(Redemption Academy reserves the right to alter and adjust its policies at any time)

Redemption Academy is a private school that includes grades kindergarten through high school and is located in Honolulu, Hawaii. Redemption Academy is a non-profit institution of learning and is governed by a Board of Directors. Redemption Academy is part of Redemption Bible College Inc. (aka Redemption College & Graduate School). Redemption Bible College is a 501-c-3 educational institution.

Redemption Academy invites parents to enroll their children. At Redemption Academy, the teachers and administrators care about their students and their success academically, emotionally, physically, and spiritually.

Coding

The Redemption Handbook will include the following coding next to each section:

- P- Preschool (no preschool at this time)
- E- Elementary Grades (Kindergarten-Grade 6)
- S- Secondary Grades (Grades 7-12)
- A- All grades, preschool through Grade 12, Extended School Day
- ESD-Extended School Day

Please Note:

The Board of Directors and the administration of Redemption Academy reserves the right to add, change, or modify any of its policies contained here in this Redemption Academy Handbook or elsewhere which is part of the administration of the school during any time of the school year without advanced notice, except for any tuition increases or dress code changes which must be submitted to the parents via a general announcement in writing at least three weeks prior to enforcement and implementation when such changes directly affect those parents and their children who are enrolled currently at the school.

Licensing (A)

Redemption Academy Preschool is licensed with the Department of Human Services. Redemption Academy Preschool is licensed for twenty-seven students from ages 24 months to five years old. Please note that at the present time, Redemption Academy does not have a preschool program in Honolulu. Check with us in the future for our plans.

Redemption Academy (elementary through high school) is licensed with the Hawaii Council of Private Schools.

Redemption Academy Extended School Day Program is licensed with the Department of Human Services.

Nondiscriminatory Admission of Students (A)

Redemption Academy admits students of any race, color, or ethnic origin to all the rights, privileges, programs, and activities generally afforded or made available to students at the school. Redemption Academy appreciates and values the providential existence of cultural diversity and encourages students to respect and enjoy one another.

Change of Policy

In the event of a change of policy a written notification of change in services will be provided to the parents or guardians of children enrolled in Redemption Academy no later than fourteen days before the date of change . All changes shall be included in Redemption Academy’s operational policies. In order to remain enrolled at Redemption Academy, the parents and students must be in full compliance to the standards and policies of Redemption Academy and its programs.



Why Should I Enroll My Child at Redemption Academy? (A)

- Redemption Academy has been in existence for over 30 years and has a proven and outstanding academic curriculum. Our high school division provides an opportunity for students to develop college-prep skills.
- Redemption Academy has caring teachers who are committed to the value and potential of every individual.
- Redemption Academy is a small private school. The small school allows for a family atmosphere and a strong Biblical and Christian foundation.
- Redemption Academy has an affordable tuition program that is payable in increments through the FACTS program.
- Redemption Academy has a comprehensive program from kindergarten through high school. Our high school students are able to take college courses and obtain college credits through Indiana University program which can be done on our campus.
- Because of the size of the school, students tend to have more attention from the faculty and staff of our school. The class size ratio is usually one teacher per eighteen paying students.
- Redemption Academy has regular spiritual emphasis that encourages our students to develop their personal faith in Jesus Christ and to discover their personal value and purpose in life.

Philosophy of Education (A)

The philosophy of education at Redemption Academy is based on the premise that “God is” and that He has providentially revealed Himself in the Person of Jesus Christ. We believe that the Bible is the Word of God, and that a personal knowledge and relationship with Jesus Christ is essential for optimum, meaningful, and balanced learning.

Educational Goals (A)

The goals for Redemption Academy include the following components:

I. The Student Develops a Biblical and Christian Worldview

- To acknowledge the existence of the God of Creation as the Father, Son, and Holy Spirit and to define this God through an understanding of the Bible as God's divine revelation of Himself and all relevant truths essential to the existence of mankind.
- To recognize the purpose of all of God's creation which is to glorify God, to serve Him through our lifestyle, to cultivate our gifts, talents and wholeness through our personal journey, and to live for others so they may see the life and love of Christ in us, and in doing so, we may discover the purpose of our existence.
- To accept Jesus Christ as the Mediator between God and man, and the Source of all truth, knowledge, wisdom, and understanding.
To understand how God works with man in global history and to identify and appreciate His interactions with people, cultures, and diversity.

II. The Student Develops Christian Character

- To demonstrate a knowledge of absolute principles based on our understanding of the Word of God, the Bible, and to recognize the contribution of science and other observations of human behavior regarding the essential foundation of spiritual and moral character.
- To accept principles of Christian morality as a standard of making positive choices.
- To show initiative and perseverance in the completion of tasks.
- To manifest honesty, integrity, and ethics in our personal and professional lives.
- To manifest a positive regard for life, including the way we treat ourselves, our families, our communities, and the peoples of the world.
- To develop a foundation for self-awareness, self-disclosure, and self-assessment so as to maintain a commitment to excellence in all areas of our lives.
- To cultivate the fruit of the Spirit which is love, joy, peace, longsuffering, gentleness, meekness, faith, goodness, and temperance.
- To develop a sense of destiny and purpose and to facilitate a driving determination to achieve God's highest Will for our lives.

III. The Student Develops Proficiency and Master Skills in Academic Disciplines

To demonstrate intellectual process, curiosity, creative thinking, critical thinking, and competence of knowledge.

- To develop writing, reading, math and all other academic skills at appropriate levels of expectations and performance.
- To develop and display a knowledge of the principles of democracy, free enterprise, and the American federal system in which laws are made and enforced and to appreciate the values of the United States Constitution.
- To understand the importance of involvement in social groups and the process of decision-making, group-formation, and negotiations.
- To develop and demonstrate skills in critical thinking, research procedures, and assimilation of data, knowledge, and information in order to arrive at positive observations and statements. To appreciate counterpoint and other perspectives on meaningful issues and how to relate to divergent thinking.
- To maintain an affinity for absolutes while understanding the diversity of perspectives and opinions. To seek and discover truth and meaning.
- To develop a positive view of life and the ability to secure information and data in order to make good decisions.
- To have the skills needed to excel in college experience and adult life.

IV. The Student Develops A Responsibility for Citizenship.

- To show respect for the rights, feelings, opinions, and properties of others.
- To abide by decisions of those in positions of authority and arbitration.
- To demonstrate a willingness to accept the need for change with the purpose of betterment and progress.
- To facilitate a regard for multicultural sensitivities.
- To be able to communicate and negotiate one's personal views and values and to operate within functional social constructs.
- To understand the process of negotiations, influence, basic human rights and due process.
- To recognize the place of self-empowerment.
- To maintain emotional and psychological equilibrium through life's many changes.

V. The Student Develops Effective Competencies For Positive Social Relations.

- To maintain good nutritional eating habits, and grooming and personal hygiene.
- To maintain a positive attitude towards others and to exhibit self-confidence.
- To demonstrate appropriate adjustment to success and failure.
- To appreciate the family as an institution ordained by God.

- To practice physical fitness and positive health, and to view and respect the body as the temple of the Holy Spirit.
- To demonstrate a Christian attitude in relationship to others.
- To maintain healthy socialization with interrelated groups and networks of people.

Preschool Licensure and Student Insurance (P). Please note that Redemption Academy does not have a preschool program in Honolulu at the present time.

A license is granted annually to Redemption Academy by the Hawaii Department of Human Services to operate Redemption Academy Preschool located at 423 Kamake'e Street, Honolulu Hawaii 96814, to care for twenty-seven students (ages 3 years 8 months through under 5 years of age). Redemption Academy accepts children into the preschool if they are four years of age before the last day of December of the current school year and not yet five years of age.

Redemption Academy, Redemption Academy Preschool and Redemption Academy Extended School Day Program have a liability policy with State Farm Insurance Company. However, in the event of injury, parents are expected to utilize their own individual medical insurance coverage for the child. Emergency forms are to be filled prior to school entry and the insurance information is to be clearly stated on the forms. In case of injury, Redemption Academy will make every effort to reach the parent(s) or guardian(s). However, sufficient information needs to be given to the school so that the administration can make a decision in the face of a medical emergency. Please refer to medical emergency section of handbook.

Spiritual Recommendation for Families (A)

We encourage all of our parents and student body to be active members of a Bible-believing church so as to perpetuate common values both at home and school.

Parental Knowledge of Policies and Program

Please note that it is the full responsibility of the parents or guardians of students enrolled at Redemption Academy to be fully informed of all of the policies and procedures of the school, including revisions. The policies and programs are articulated in our Handbook, Office and Class memos, and through our website at www.redemptionacademy.org.

Medical Condition of Applicants (A)

Students who apply at Redemption Academy must be in good health, free of any communicable disease, must have a TB clearance, and be current with all immunizations (immunizations waiver accepted only due to religious reasons). Students are expected to have a current F-14. Redemption Academy reserves the right to refuse admission to the school or to daily enrollment of students who have a medical condition that is communicable or are unable to participate in our academic program due to ill-health.

Phone Inquiry (A)

The Director of Admissions will be able to answer all basic questions about the school through a phone inquiry. Parents are encouraged to meet with the Director of Admissions or other admissions personnel to begin the application and enrollment procedures.

General Admissions Procedures (A)

1. Parents are to request an application packet from Redemption Academy.
2. Parents are to sign the application, send it to the school with a \$50.00 application fee. Current picture of the student must accompany the application.

All applications are to be sent to:

*Redemption Academy
423 Kamake'e Street
Honolulu, Hawaii 96814*

3. Redemption Academy will schedule an appointment for the parents for an interview with the Admissions Team or administrator after receiving the application with the application fee.
4. There is a pre-interview checklist that must be submitted either before or on the day of the interview. Please note that the interview cannot take place without these submissions. These submissions include:
 - a. Most recent report card to verify grade, current enrollment status, and academic performance.
 - b. Grades Preschool through First Grade: parents must bring a copy of the birth certificate.

- c. A copy of the health record (FORM 14) must be submitted prior to or at the time of the interview (for preschool through grade 2 applicants).
5. During the interview, the following items will be reviewed:
 - a. A review of the Handbook. Please note that it is the full responsibility of the parent or legal guardian to be self-informed as to the rules, regulations, policies, and programs of Redemption Academy.
 - b. A discussion of the school policies.
 - c. Answer to all questions by parents regarding the curriculum.
 - d. Parents are to provide all information regarding the student in academic, social, and emotional areas. If the parents withhold information, Redemption Academy reserves the right to terminate enrollment if the school deems that in the best interest of the school program.
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 6. Financial Interview
 - a. On the same day of the interview with the Admissions Team or the admissions committee personnel, the parent must sit with the Financial Officer of the school to understand the payment policies of Redemption Academy. Because of our need to simplify the process, parents are to sign all financial agreements at this time. If the school does not accept the student, the agreement will be null and void. Redemption Academy will not continue the admissions procedures if parents are unwilling to fill out the financial forms in advance. We need time to verify information and to qualify the parent's payment plan with FACTS. All student accounts must be on FACTS unless payments are made in full at the beginning of admission and enrollment.
 - b. Redemption Academy runs on a very conservative budget and must verify payments on a timely manner in order to finalize the application process and to maintain enrollment once the student has been accepted.
 - c. A \$600.00 non-refundable comprehensive must be paid in order for us to continue the application process. Parents will pay \$600 for the comprehensive fee regardless of the time of enrollment. The school will refund the deposit if the school decides not to accept the child as a student.

7. Placement Test
 - a. Redemption Academy will give an entrance/placement test to all students applying to grades kindergarten through high school. It is possible that Redemption Academy will use a current or recent test given by the existing school of the child in lieu of our own placement testing. There are exceptions when the school will not give an entrance/placement test. In those situations, the school will review the academic record of the applicant.
 - b. Secondary students (grades 7-12) may be required to write an essay which reflects their attitude about enrollment.
8. Student Interview
 - a. Redemption Academy reserves the right to interview the students if deemed necessary by the Director of Admissions.
 - b. During the student interview, the child will be asked questions which pertain to the enrollment process or to clarify any academic concerns so that the school can evaluate the skills and attitude of the child during the interview.
9. Post-interview Submissions (Grades K-12)
 - a. Parents are responsible to securing the three teacher references that must be mailed directly to Redemption Academy. These references must be submitted to our office immediately as part of the consideration to acceptance process of the student.
 - b. A copy of the transcript of grades must be sent to Redemption Academy for review of academic placement. Please note that as a general rule, Redemption Academy reserves the right to refuse to transfer credits from courses in which the final grade was a D grade or its equivalent from exiting schools in the areas of Language Arts, Math, Social Studies, Science, or in any other subject area to Redemption Academy.
 - c. Students must sign the Student Covenant which indicates a commitment to comply to the policies of the school.
 - d. Redemption Academy reserves the right to request verification of guardianship, custody concerns, and other items requested by the administration.

10. Acceptance
 - a. Parents are encouraged to call the school to secure information as to the status of the application process.
 - b. A letter of tentative acceptance will be mailed to the parents to the address on the application unless otherwise indicated by parents on application.
 - c. Once the letter of tentative acceptance is received, the parents must comply to the post-acceptance procedures immediately.

11. Post-Acceptance Procedures
 - a. Parents must send in the remainder of the \$600.00 non-refundable comprehensive fee in order to reserve space and to finalize the full acceptance of the student.
 - b. Official records of the applicant must be sent to the school immediately upon the completion of that child's school year. High school students will not be officially placed in their curriculum until the official record is received. Parents, please note that we enroll students into the various academic programs based on the "first-come, first-served" principle for each of the high school grades, commencing from the senior year to a descending order.
 - c. Students must have an official medical clearance and health record. Redemption Academy reserves the right to request any or all of its students to take a medical examination before full and final acceptance is granted. A TB clearance is mandatory for all students entering school for the first time in the State of Hawaii and for all other students identified by the administration.
 - d. Once the post-acceptance submissions are received, the student is placed on an official acceptance roster. Parents are to be diligent in complying to our requests.
 - e. Forms must be signed and submitted immediately. These forms include excursion permission, emergency and medical information, authorization of release, etc.
 - f. Parents must order the school uniforms immediately. Students must be in full school uniform from the first day of attendance.

Tuition and Other Fees (A)

Fees for Redemption Academy are as listed as follows:

Yearly Tuition: \$7,000 (for first child of immediate family)
 \$6,900 (for second child of immediate family)
 \$6,800 (for third and following children of immediate family)

Please note: There is a separate charge for additional courses taken at College Prep Institute. Students are able to enroll and earn college credits while a student at Redemption Academy.

Please note: Redemption Academy reserves the right to require additional services which are paid for by the parents in addition to the tuition. These additional services include student case management, tutorials, and social behavior consultation when it is deemed by the administration that additional services are required. Please read the section of Additional Needs Program..

Partial scholarships are available. Please read that section.

- a. Redemption Academy requires all tuition to be either paid in full or through our FACTS Management Company. FACTS is a monthly automatic checking withdrawal program. There is a one-time *start-up fee of \$38.00. All parents or guardians must sign the financial agreement form before the child is able to attend school. Redemption Academy does not have a collection system; therefore, all tuition payments must be paid in full in advance OR through a monthly payment system with the FACTS Management Company.*
- b. Full tuition can be paid in advance of the child's first day of school by personal check. No cash transactions are allowed. All payments are made by check, cashier's check, money order, or automatic payments.
- c. All tuition must be paid in full by the time final exams are administered. Redemption Academy reserves the right to withhold services to the parents and student including the giving of final exams or final tests if student accounts are in arrears.
- d. While tuition payments are made through an automatic check withdrawal system, Redemption Academy will assess a \$25.00 for every returned check or whenever the school is unable to process the monthly withdrawals due to insufficient funds or for any other reason. There will be a \$25.00 missed payment fee per the

agreements with FACTS. The responsible party will have five days to clear the missed payment amount or be assessed a \$20 service fee by Redemption Academy and a \$1.00 late fee per school day in which the account is delinquent or until the payment is made to current.

- e. Redemption Academy requires parents to sign the Tuition Agreement form.

Registration/Comprehensive: \$700.00 (non-refundable)

- a. After the interview, parents are to submit \$300.00 to continue the application process, to reserve the child's space at the school, to begin the testing procedures, and to open up the child's academic and cumulative folders.
- b. Parents must pay the remainder of the \$700.00 (\$350) Tuition full before the child's application and acceptance process is finalized. If the child is withdrawn from the school at any time during the process, prior to the school year or during the actual year of enrollment, the comprehensive fee of \$700.00 is non-refundable. Redemption Academy will refund a portion of the comprehensive fee if Redemption Academy decides not to accept the student after the full application process has been met.
- c. *The comprehensive fee include all of the following items or activities: book rental and consumable books, registration, cumulative folders, parent-teacher conferences, testing, first transcript in transfer, etc.*

Other Additional Fees:

All additional fees must be paid prior to the start of the school year or on the day it is due

Not all programs and fees apply to every student.

Testing (A): \$50.00 for entrance test.

Test Inventories: Tests are available for students who may need additional assessments in academic and psychological areas. See Dr. Yuen for details.

Yearbook (A):	\$ 50.00 (required one copy per immediate family, can order for each student.)
Paper Fees (A):	\$ 10.00
P.E. Uniforms (A):	Students are to purchase their shirts and shorts from Redemption Academy. Projected cost: \$50.00
Extended School Day (A):	<p>Extended School Day costs \$2,500.00 for the entire school year for full-time students. Parents using our Extended School Day Program will pay \$250.00 for ten incremental payments (starting in August through May). Payments can be made in full at the beginning of the program. Parents are to pay the ESD fees by the fifth of every month or be assessed a \$1.00 fee per day that the payment is not received after the fifth of the each month.</p> <p>There is a \$25.00 registration fee. We do have an hourly rate of \$10.00 for students who are not registered in our full time program.</p>
Athletics Fee:	There will be a fee for secondary students who want to participate with athletic sports either with the ILH or PAC-Five. Athletes and parents of athletes are expected to participate in fundraisers as well. Please note that we are not currently offering sports through the ILH.

Additional Fees for Selected Grades

Science Lab Fees (S):	\$ 25.00 (high school)
Computer Lab Fees (S):	Each high school student must have a lap top for classroom and academic use.
Art Supplies Fees (E, S):	\$ 25.00 (students enrolled in art classes)

Music Fees (S):	\$ monthly tba (elective option)
Private Voice Lessons (E,S):	TBA
Group Voice Lessons (E,S):	TBA
Private Piano Lessons (E,S):	TBA
Group Piano Lessons (E,S):	TBA
Typing Fees (S):	\$ 25.00 (students enrolled in typing class)
Graduation Fee:	\$ 150.00 (seniors)
Transportation Fee (S):	\$ 40.00
Class Dues (A):	\$ TBA by each grade
Transitional Tutoring (A):	\$ 30.00 (for students enrolling during the months of September-May)
Tutorial Services:	\$ 10.00 a day for Homework Club (Students who need Homework Club as determined by the teacher/administration and parents)
	\$ 10.00 for half hour of Enrichment/Remedial Workshop
	\$ 15.00 for half hour of intensive individual tutoring
Program Fee:	\$10.00 (Thanksgiving Luncheon)

Field Trips

Students are expected to participate in field trips coordinated by the school. If a child does not participate due to parental consent, the student is still responsible for the bus fee being that it is divided amongst all students within the designated class (classes). If your child misses a field trip due to tardiness or being sick, as long as Redemption Academy does not have to cover the cost, a refund will be given back to the student. However, if

that particular activity required a headcount and payment for that headcount, a refund will not be given.

Testing and Screening

Redemption Academy reserves the right to request that parents have their children tested by qualified educators, educational psychologists, clinical psychologists, counseling psychologists, or licensed physicians.

Currently, Redemption Academy refers students who may have academic challenges to Dr. Ann Palozzi, licensed psychologist, whose current practice is in the Honolulu area. Dr. Palozzi does neuropsychological testings and inventories. She currently takes most kinds of medical insurance. When a parent has his or her student tested, Dr. Palozzi will meet with the child's academic team so we can better assist the child with effective strategies in the classroom.

Redemption Academy reserves the right to require further testing and screening of applicants and students in order to determine and evaluate academic performance and ability, learning styles, and the potential impact of behaviors on the learning experience.

Tutorial Services

Redemption Academy will identify student needs in the area of academic deficiency or when requested by parents of child/student.

There are three levels of tutorial services:

The Homework Club: the cost is \$10.00 per day, one hour after school, supervised group environment where student does his or her homework immediately after school. The Homework Club may be cancelled due to staff meetings or the unavailability of the staff.

The Workshop: the cost is \$10.00 per half hour at least once or twice a week. The student will work with the teacher in group settings, emphasizing specific areas of deficiencies or need for enrichment.

Intensive Tutoring: the cost is \$15.00 per half hour , frequency determined by the administration of the school in consultation with teachers and parents.

Post Quarter Enrollment

When a student enrolls after the school year begins, the following agreements must be satisfied in addition to the regular school requirements.

First quarter entry: transitional tutorial required of new students entering after the school year begins. The tutorial includes two hours a week for three weeks. This may be extended if the transition requires more time. An assigned teacher will help the student to adjust to the current curriculum demand. The cost is \$30.00 per hour.

Second quarter entry: transitional tutorial required of new students entering in the second quarter. The tutorial includes two hours for four weeks. This may be extended if the transition requires more time. An assigned teacher will help the student to adjust to the current curriculum demand. The cost is \$30.00 per hour.

Third quarter entry: transitional tutorial required of new students entering in the third quarter. The tutorial includes two hour a week for four weeks. This may be extended if the transition requires more time. An assigned teacher will help the student to adjust to the curriculum demand. The cost is \$30.00 per hour.

Fourth quarter entry: it is rare for the school to enroll a child in the fourth quarter. If we do, however, the transitional tutorial includes two hours a week for four weeks or for the remainder of the school year. This may be extended if the transition requires more time. An assigned teacher will help the student to adjust to the curriculum demand. The cost is \$30.00 per hour.

The school reserves the right to require summer school for deficiencies due to poor grades, incompatible curriculum in transfers, or failure to perform on expected standards.

Additional Needs Program

Redemption Academy is a private Christian school that is committed to helping Hawaii's youth. We welcome students who may need more academic and emotional support at Redemption Academy. Redemption Academy does not claim to have all the resources to address all academic needs of our students. However, where possible, the Additional Needs Program is designed to support the unique value of each child with certain basic accommodations. Redemption Academy is a regular education school. Our Additional Needs Program is part of our regular education program.

Please note that while Redemption Academy will work closely with parents of a child in this program, the program will be designed by an administrative team. The program will be to consider the welfare of the child and to consider parental perspective and opinion. However, the school administration reserves the right to review these accommodations and to modify them during the course of the school year. Many of our accommodations are fluid in that they are reviewed monthly to quarterly in order to review the child's unique needs, diagnostic concerns and disabilities, and our academic program which requires academic considerations for each grade. Decisions are made to consider the child's self-esteem and social integration, the child's disability as reported in current evaluations made by licensed professionals, and to strengthen the child's ability and need to grow spiritually, socially, emotionally, and academically.

Redemption Academy is not a special education school. Students are in a regular education classroom. However, Redemption Academy reserves the right to have special tutorial clusters to specifically assist the children especially in reading, grammar, and math.

Some of the programs below are optional, except for case management which is required of all students that have been identified as needing additional support for their academic, psychological, social, and spiritual developments.

Social Coaching

Our Special Needs Program includes social skill group coaching. Small groups come together to learn how to deal with social interactions with peers and adults. These students meet once a week.

Cost: \$100.00 a month (Mid-August through mid-June)

Community-Based Friends Program

Many of the students in our special needs program need an afterschool friends program. This program is designed to do fun things with our students after school. Students will go to a movie together, for example, or go to some fun event once a week so as to create a social context for social interaction. This Friends Program will be once a week, from 3-6 p.m. The Friends Director will organize movie activities, going to the beach together, participating in fun activities that encourage positive feelings and positive self-esteem. Students will be responsible to pay for an additional cost such as attending the movies, buying snacks on these activities. Students who participate in the Community-Based Friends Program will have to participate in the social skills groups as well.

These students meet once a week. Parents are responsible for any cost which is incurred due to a community involvement activity.

Cost: \$150.00 a month (Mid-August through mid-June)

Case Management

This applies to all students who carry an IEP whether it is active or not, and when accommodations need to be made.

Please note that Redemption Academy is not under obligation to implement an IEP which was written by a public school for any of our current students. However, when a child who has an IEP attends our school, Redemption Academy will review the IEP with the parent and determine with the administration and teachers as to which accommodations and recommendations the school can implement. It is possible that the administration and child's teachers may disagree with the IEP recommendations. The child will be assigned a case manager who will help to monitor these accommodations. Any student who requires modification be made to academics must pay case management. Case Management also includes any modifications done to the regular education learning here at Redemption Academy. Redemption Academy reserves the right to add to this policy at any time. Case Management allows teachers to go outside of the regular education and may also compensate for time given outside of normal class room hours. Additional fees maybe added if deemed necessary by the administration.

(See Additional Needs Program in this Handbook)

Cost: \$1500.00 for the year (August-May)

Behavior Health Consultation

Redemption Academy uses the services of Dr. Tom Welter who is a licensed psychiatric nurse and graduate in clinical psychology for behavioral health consultation. Tom Welter takes insurance through HMSA, Quest, Medicaid, Medicare, Tri-Care, Tri-West, and others.

Cost: Insurance

Neuropsychological Evaluation

Redemption Academy uses the services of Dr. Ann Palozzi. Dr. Palozzi is a licensed clinical psychologist. Dr. Palozzi spent many years as a Special Education teacher before becoming a neuropsychologist. When a student is evaluated by Dr. Palozzi, she will give a report to the parents and the school and work with the school in developing positive strategies to assist the child. Dr. Palozzi takes all types of medical insurance. Parents can choose to use other licensed professionals for both behavioral health and psychological evaluations.

Cost: Insurance

Homework Club

For one hour on Mondays, Tuesdays, and Thursdays, Redemption Academy offers a homework club for \$10.00 a day. The Homework Club is not a tutorial program.

Cost: \$10.00 a day

Workshop

Workshop is a group seminar held weekly which addresses certain academic deficiencies.

Cost: \$10.00 a half hour

Intensive Individual Tutoring

Students are able to receive intensive individual tutoring for one-on-one.

Cost: \$15.00 a half hour

Educational Aide

Redemption Academy provides EA upon availability for students who require additional academic coaching during the actual class time. The cost is \$20.00 an hour and charged to the parents.

Cost: \$20.00 for one hour per session

Summer School

Redemption Academy reserves the right to require summer school for deficiencies due to poor grades, incompatible curriculum in transfers, failure to perform on expected standards, or for enrichment purposes. The school also reserves the right to require summer school due to disruptive behaviors and attendance and the lack of academic progress. The summer school cost is \$250.00 per course and each course is .50 (half) credit. Students who apply for summer school will take an Assessment Test on the first day and a report from previous school will be required in order for child to participate in summer program. We need this to properly assess each student whether they be from Redemption Academy or not. Redemption Academy Summer School Program is a self-paced program that may include different grade levels combined doing appropriate grade level work with one teacher.

Social Behavior Consultation & Counseling

Students who are identified by the school as having social behavioral challenges may be required to attend social behavioral counseling offered by the school. The administration, in consultation with the teachers, will determine if classroom behavior of the student requires additional group counseling.

Students who come to Redemption Academy with an IEP or a 504 may be required to attend our social behavior group sessions. The length of the weeks will be determined by the student's team of administrator, teachers, and parents.

The individuals selected to do group counseling will be individuals who have a degree in mental health, counseling, or psychology.

If a student does not have an IEP or 504, Redemption Academy reserves the right to require social behavior consultations.

Dr. Adrian Yuen who has a Ph.D. in counseling psychology and has worked in the public schools in the area of special education and with family counseling is the primary counselor at the school.

There is a cost for counseling and therapeutic services.

Additional costs for testing inventories is \$150.00 per test.

Suspension (A)

Redemption Academy reserves the right to suspend students for the following reasons:

1. Academic suspension
2. Behavior suspension

3. Financial suspension

When a student financial account is in arrears after thirty days, Redemption Academy reserves the right to suspend the student from attending school. When a child is suspended, Redemption Academy will give the parent ten days from the date of suspension to reconcile the financial challenge before the child's enrollment will be terminated. It is important that the child is enrolled in a school by the tenth day of the suspension. If there is resolution after the tenth day of the suspension, the student account will be charged a re-admittance fee of \$100.00.

Delinquent Accounts (A)

Unless arrangements are made and approved by the financial officer of Redemption Academy and the administrator, all delinquent accounts may be sent to a collection agency thirty days after the end of the school year or thirty days after the date of student withdrawal.

Financial Scholarships (A)

There are some partial financial scholarships that are available. Students are able to receive only one scholarship from Redemption Academy per year of eligibility and selection.

Parents are to request a scholarship application. Once the application is filled out, it should be submitted to the Financial Officer who will then process the request with the administration. A scholarship committee will review the application and respond to the application once it has been submitted, no later than three weeks after the receipt of the application for scholarship.

Eligibility for scholarships also includes the fact that these students are initially on the \$5,900 tuition schedule and applied to the tuition that is incurred only to the year of enrollment at Redemption Academy and for the entire school year.

These scholarships are in-house and do not apply to another year or to another school. These scholarship awards are not refundable for cash. If the student withdraws from the school, the scholarship awarded by the school is withdrawn. All awarded scholarships are applied against the tuition cost through our in-house process and does not at any point come through the hands of parents or students. There are no scholarship awards for Extended School Day.

Students who come with existing discounts or scholarships are not eligible for any of these scholarships listed below. When a scholarship is awarded, the amount of the scholarship is deducted from the tuition cost and a tuition contract

is offered accordingly. Any of the scholarship awards does not include a cash transfer between awarding agent to the student. All awards are in-house and do not include any kind of additional financial remuneration due to the student or parents directly. If the students withdraw from the school during the school year, the in-house scholarship is cancelled accordingly.

Please note the following scholarships (A):

Military Scholarships

Each of the children of military personnel on active duty is eligible to apply for a military scholarship of \$400.00 for the entire year of enrollment.

Ministerial Scholarships

Each of the children of ministers who are employed by Christian churches is eligible to apply for a ministerial scholarship of \$400.00 the entire year of enrollment.

Sponsoring Church Scholarships

We welcome any church that would like to sponsor one of its members for a \$400.00 a year scholarship.

Founders Scholarship

Dr. Adrian Yuen, founder of Redemption Academy, will sponsor one of the enrolled students for a \$400.00 a year scholarship.

Principal's Scholarship

Mrs. Teri Lynn Yuen Kim, administrator of Redemption Academy, will sponsor one of the enrolled students for a \$400.00 a year scholarship.

Work Scholarships

Limited work scholarships are available for students to assist us on campus for a discount in tuition cost.

Financial Assistance and Discounts

We have a limited need-based scholarships available.

Redemption Academy invites business partners in our community to provide scholarships for many of our students. If you know of a business or if you have a business, we encourage you to please provide scholarship opportunities for all of our deserving students.

Returned Check Policy (A)

Redemption Academy will assess a \$25.00 fee for each returned check.

Refund Policy (A)

Redemption Academy will refund the unused portion of tuition from the date of official and written withdrawal. Parents who withdraw their students from Redemption Academy must do so by signing our withdrawal forms. Letters that are written to our office will be dated from the day of the postmark on the envelope or on the day received in our office if brought in. For example, if a parent writes a letter of withdrawal on a certain date such as the 5th of the month but turns in the letter on the 20th of the month, the school will honor the 20th date as the official date of withdrawal. Please note that a student who is withdrawn and require a full quarter grade must pay for the full quarter. Example: If a child is withdrawn one week before the end of second quarter and requires full second quarter grades, the tuition must be paid for the full second quarter as well.

School Record and Transcript Request (A)

Redemption Academy will provide one free requested transcript per enrolled year. Otherwise, all transcript requests or copies of the school record should be in writing and fourteen school days in advance of the due date and to be accompanied with a \$15.00 fee per request. Students who are no longer enrolled at Redemption Academy must request a transcript in writing, 14 school days in advance of the due date, and with such request accompanied with a \$15.00 fee per request. Redemption Academy does not withhold transcripts due to tuition delinquency. Accounts in arrears will be sent to a collection agency.

School Year Withdrawal (A)

If a student is withdrawn during the school year, Redemption Academy needs fourteen school days after the request of transcript before being expected to send records to the school in transfer. If an immediate transcript is needed, we will give an unofficial copy of the report cards with course listing but without a grade

and credit assessment. Redemption Academy sends transcripts from our school directly to the transferred school. We do not give official transcript records to parents. Parents are entitled to have unofficial copies of course/class grades obtained by the student/child while enrolled at Redemption Academy. Redemption Academy will pro-rate all tuition payment based on the date we receive a withdrawal in our office or on the date of the mail if sent via the postal system.

Extended School Day (ESD)

Redemption Academy offers an After-School Care program from fifteen minutes after the official dismissal of the child's homeroom until 5:00 p.m. There are special events such as Parent-Teachers Conferences, SAT testing dates, ACSI Conferences, or other special school and faculty meetings in which the After-School Care program is not available. The cost for the After-School Care program is \$2500.00 for the entire duration of the standard school year (August through the last day of school in June). The Extended School Day Program will allow parents to pay \$250.00 in ten incremental payments (not to be confused as a payment per month) beginning in August through May. There is a registration fee of \$25.00.

American Disabilities Act (A)

It is our school's policy to operate within the State of Hawaii and federal law to follow the ADA Law and accept children with disabilities within reasonable boundaries by considering whether the acceptance would result in undue hardship to the Academy, Preschool, and Extended School Day Center.

Handling of Children Who are Sick and Use of Medication on Campus (A)

When a child is to take medication during the school day and while on campus, the medication shall be kept in the original container bearing the prescription label. This label should indicate the date prescription was filled, the direction of use by physician, and the name of the child. Medication should be kept out of the reach of children. The teacher is to keep the medication out of reach (in his or her desk or in the office). Any remaining medication that is no longer in use by the student must be immediately returned to the parent of that child. Parents must sign an authorization that gives the school permission to distribute or administer the medication to the child.

Redemption Academy reserves the right to determine whether a child can remain at school due to symptoms of cold or any other communicable situations. Children with fever of 102 degrees, running stomach, running nose, red or pink

eye, claiming to have upset stomach, claiming to have migraine headaches, chronic coughing or sneezing, having an asthma attack or labored breathing, or the appearance of a cold and other communicable situations will not be allowed to remain at school. Parents will have to pick them up immediately.

If a child becomes ill at school, the parent will be notified and the child is to be picked up immediately by the parents or by a pre-authorized individual. The school does not assume responsibility or make decisions regarding the health and illness of our students. Therefore, it is important that parents maintain current emergency forms with telephone numbers, pagers, cell phone information, and other pertinent information with the school's office. Any change of information throughout the school year must be submitted to the office as soon as possible and in writing. We are unable to take verbal changes to student records and emergency forms.

The school reserves the right to call for medical intervention and assistance based on the information on file with the emergency forms and at the expense of the parents or guardian in the event that the administration deems necessary. Redemption Academy reserves the right to call for an ambulance and seek emergency medical assistance from the nearest hospital and clinic to where the injured student is with the parents or guardians assuming financial responsibility for that event. Currently, Redemption Academy consults with Dr. Weeks of Kaiser Clinic in Honolulu, Oahu and also reserves the right to secure medical intervention from Kaiser Clinic and Castle Hospital in Honolulu.

Playground Rules (A)

Redemption Academy begins each semester by going over the playground rules. The rules are as follows:

1. Students are not to run on campus, unless they are on the playground.
2. Students are not to push or roughhouse with other students.
3. Students are to use the playground equipment with respect.
4. Students are not to climb on the slides in the opposite direction. Students are to go down the slide feet first.
5. Students are to use the playing balls only on the playground or on the concrete area of the school. Proper playground and P.E. equipment is to be used only. No substitutes for proper playing equipment.
6. Students are to play with other students respectfully and to follow the rules of the respective games in play.

7. Students are expected to use common sense and not to engage in any activity that threatens the well-being or safety of themselves and others.

Additional Needs Program (A)

Redemption Academy is a Christian school with a compassion for all students, including those with learning and mental health challenges. However, in fairness to the academic intensity of the school and the needs of these children, Redemption Academy evaluates every application on its own merit and the reality of our ability to meet those needs.

Parents with children with an Individualized Education Program that was designed in the public school system should inform Redemption Academy at the time of application regarding the special needs of their children. Although Redemption Academy is not under any obligation to follow the IEP, the administration and faculty would review the IEP and determine whether we can provide some of our accommodations. Redemption Academy will also help the parents whose children are enrolled with us and to develop a program for the purpose of private school education. Parents must understand that Redemption Academy's program is designed and implemented by the administration of the school and parents do not dictate school policies or accommodations. Redemption Academy wants to maintain an open relationship with all of our parents, but parents must understand that Redemption Academy is a regular education school that includes special needs students within our regular education program. Even when we develop a modified program, the basic philosophy and private school educational goals and objectives must be maintained.

Students who are placed at Redemption Academy at the DOE expense will have an IEP from the public school appropriate to the child's learning at Redemption Academy and in cooperation with the Department of Education and other governmental agencies. Redemption Academy must be informed of any programmatic placement or compromise agreement so we can decide if the school is able to meet the expectations of the IEP.

Students who are enrolled at Redemption Academy and have an IEP that include other outside services (Occupational Therapy, Speech Therapy, Mental Health Therapy, etc.) should remember that these additional services should occur after our standard school hours. However, if these outside support professionals feel that they must service the children during school hours, proper procedures must be adhered to. The administrator for special needs children, Dr. Adrian Yuen, must approve all changes in our academic program. Redemption Academy will

work closely with these additional services which are provided for our enrolled students from other sources than by our own faculty and staff.

It should be noted that Redemption Academy wants to be fair to all of our students. And in the event that we are unable to assist a child in his or her unique learning experiences, we will inform the parents graciously and ask for the parents to place the child in another environment where positive affirmations, structured classrooms, small teacher-student ratio, and a loving, warm, and Christian environment assist the child's perception of his or her own self-worth and value.

The mainstreaming of our students with traditional and regular learners must be beneficial to all students concerned.

On-site observations for students who are currently or possibly receiving assistance by DOE are required to notify and inform office at least two (2) weeks prior to observation. Observation does require parents permission via a letter with parental/guardian signature.

Disclosure and Confidentiality (A)

Redemption Academy maintains that student records and all information about our students are held in confidence. Information about our students can only be released upon the written request made by the parent or guardian of the child. No phone requests will be accepted.

Search and Seizure

Redemption Academy reserves the right to search students' belongings under the following conditions:

1. When a costly item is lost or stolen, such as cell phones, monies, etc.
2. When the administration or faculty and staff have reason to suspect drugs, drug paraphenelia, alcohol, cigarettes, pornographic materials, or other unacceptable items to be present on campus or on an excursion or school activity.
3. when the administration or faculty and staff have reason to suspect that students have weapons or other illegal items which may be used to injure others or destroy property.
4. When in the discretion of the administration, the wellbeing of the students are in potential jeopardy.

When the school searches a child's belongings and find the aforementioned items, the school will have three options:

1. Call the police and turn over items to the police department.
2. Call the parents for pick-up.
3. Keep the items until the end of the school year after which time the items will be turned over to the parents unless possession of these items is a violation of the law.

Loss of Property

Redemption Academy will not be held personally liable for the loss of our students' personal property. Even when students bring their items to the school office, Redemption Academy is not responsible for the loss of any personal items.

Items Kept in the Office

Students should not bring anything to school that is expensive in nature and does not specifically apply to the educational program. CD players, DVD players, CD's, DVD's, cell phones, pagers, electronic games, and other technologically related items not specifically approved by the school should not be brought to the campus. In the event that they are, students are to bring them to the office and check them in. The students are to check them in at the beginning of the school day and check them out at the end of the school day. If the students do not want the school to keep their property during the school day, they are not to bring them to school or on school property. While Redemption Academy will do within its power to keep these items safe, we are not responsible for the loss of any of these items kept on campus. Teachers are not allowed to keep personal items of students (such as earrings, etc.) in their desks.

Non-Denominational Attitude (A)

We believe that the Bible is the inspired Word of God and that it is the final authority for conduct and doctrine. The Bible and its principles and values are duly respected in our classrooms. While the school is supported by a specific church, it does respect other Christian beliefs and denominations.

We will maintain a non-denominational position in our classes, giving emphasis only to the basic evangelical teachings of Jesus Christ without emphasizing theological distinctives of the sponsoring church. However, students will be expected to respect the teachings of the sponsoring church. It should be noted, however, that teachers are encouraged to positively and in a supporting manner, answer any and all questions regarding any distinctive teaching of the

sponsoring church when an inquiry comes from the students or parents. Students will not be permitted to promote on campus any doctrine, philosophy, or value contrary to the teachings of Redemption Academy.

Please note: Although Redemption Academy respects other churches and their beliefs, we do expect students to attend and participate in our chapel services and at all required school events such as Thanksgiving, Christmas, Easter, and spiritual emphasis.

Basic Christian Beliefs (A)

Parents and students must realize that Redemption Academy upholds the following Christian tenets:

1. That God exists.
2. That God is knowable and wants a personal relationship with His creation.
3. That God has revealed Himself adequately in the Word of God, the Bible.
4. That God is a Trinity: Father, Son, and Holy Spirit.
5. That the Bible is inerrant and inspired by God as the highest and ultimate revelation of authority for mankind on earth.
6. That God created the heavens and the earth. God created the first man named Adam.
7. That a personal relationship with Jesus Christ is an essential part of the plan of salvation and redemption for all mankind.
8. That Jesus Christ is Son of God.
9. That eternal life is given to those who have active faith in Christ.
10. That Jesus Christ is coming back to establish His Kingdom on earth.
11. That worship is expected of all individuals toward God.
12. That personal Christ-like character must be maintained by all believers.

Chapel Participation (A)

Parents and students must remember that Redemption Academy is a private Christian school. With that in mind, we expect all of our students to recognize that we believe in the existence of God. As a Bible-believing institution, we believe that God is a Trinity (Father, Son, and Holy Spirit) and that a personal relationship with Jesus Christ is part of the redemptive experience essential as the plan of salvation. We also believe that it is God's revelation of Himself that merits a high regard for the inerrancy of the Word of God, the Bible, and that worship of God is part of the learning experience.

Redemption Academy expects all of its students to attend, participate, and respect chapel services and activities during regular chapel services, special events such as Thanksgiving, Christmas, and Easter, spiritual emphasis, or during brief times of prayer such as at lunch and during other times of the day. Students will be asked to bring a New International Version of the Bible to school and chapel. Students will also be expected to attentively listen to and respect all chapel speakers. As part of the chapel services, students are expected to sing, pray, and worship during our chapel experiences.

While we assume that our student body recognizes the very existence of God, we do not terminate enrollment of any student who may privately disbelieve in the existence of a higher power. However, as a Christian school, we will not allow students who disbelieve in the existence of God to solicit other students to their viewpoint or to create contention on this matter within the school family.

Prayer Participation (A)

Students are expected to participate in four prayer briefs: during advisory (morning), lunch, dismissal, and chapel services. Other prayer times may include special events.

Classroom Structure and School Management (A)

Redemption Academy is committed to a positive and structured classroom. We believe that positive discipline must be maintained at all times in order to optimize the learning benefit. Students must comply to the expectations of behavior on and off campus. Redemption Academy reserves the right to refuse admission or to expel students for non-compliance. Redemption Academy also reserves the right to refuse admission or terminate enrollment when parents are not in support of our program.

Redemption Academy believes that the Bible provides us principles for attitude and behavior for both individual and group interactions.

No Corporal Punishment (A)

Redemption Academy does not use corporal punishment when disciplining its students.

Student Covenant (A)

Students are expected to cultivate a genuine respect for life. The *Student Covenant* is a partial statement of expectations regarding behavior on and off campus. Our Covenant is based on our regard for Biblical principles in the Christian environment. Students are expected to maintain these principles while enrolled at Redemption Academy. The *Student Covenant will be signed at the beginning of each year of enrollment by all of our students.*

The *Student Covenant* has detailed student expectations in the following areas:

Respect for Self	Respect for Academic
Respect for Standard & Excellence	Achievement & Progress
Respect for Property	Respect for God and
Godly Respect for Others	Principles for Living
Respect for Life	Respect for the Bible
Respect for Parents	Respect for the Church
Respect for Personal Health	Respect for Authority
Respect for Christian Values	Respect for Counterpoint

Some of the unacceptable behaviors or violations include the following: smoking, drinking alcohol, social clubbing, rock music/singing not allowed on campus, public dancing, use of illegal drugs, immoral conduct, swearing, lying, cheating, fighting, being associated with student gangs, living immorally with other students or adults, the practice of homosexual behaviors on campus, solicitation of students to behave immorally, defiance against authority, immodest dress code, sexual promiscuity, sexual misconduct, sexual harassment, gossiping, rage, anger, contentious, and others.

Methods of Dealing with Disciplinary Concerns (A)

Redemption Academy recognizes that productive relationships mandate a respectful involvement of all parties. Redemption Academy will basically follow the following procedures:

1. When there is an unacceptable or inappropriate behavior or a concern (including the area of attitude or non-compliance in the academic area) the teacher will identify the situation to the student and allow the student to correct the problem within a reasonable amount of time deemed by the teacher or immediately. If this behavior continues, however, the teacher will proceed with other options, including those listed here.

2. The teacher in the classroom has a basic set of expectations for behavior and academic performance and will be able to enforce these expectations within the guidelines of the philosophy of Christian education and Redemption Academy. Teachers must clearly identify expected behaviors and standard of conduct to the students in the classroom and post a basic summary in the classroom if possible. It is the responsibility of the student and his or her parents to be self-informed and well-informed in the areas of expectation.
3. The teacher should inform parents at the nearest available opportunity regarding misbehavior either through phone conversation, meeting in person, or through a note or a letter. From time to time, Redemption Academy sends official progress notes to the parents.
4. At any time during the class, the teacher reserves the right to call for the removal of a student for any kind of disruption, negative attitude, or non-compliance. The school also reserves the right to suspend a student for a day when the teacher requests the official removal of the student from that classroom for that day or event.
5. Parents are expected to support the position of the school regarding compliance both in student behavior and academic performance. Parents are encouraged to meet with or call the teacher and to maintain an ongoing relationship so as to build trust and understanding. Parents are also encouraged to communicate through email if that is available.
6. Other disciplinary actions include:
 - a. Time out (preschool through high school, A): the student will be asked to take a time-out period or a cooling-down or reflection time so he or she can re-enter the class interaction within the guidelines established by the teacher or school.
 - b. Behavior Modification Plan/Contract (preschool through high school, A): if misbehavior continues, the school reserves the right to establish a behavior modification plan/contract signed by teacher or behavioral coach, student, parents (in behalf of the student), and administrator (optional as deemed by the primary teacher) in which specific or general guidelines will be listed as well as rewards and consequences for compliance and non-compliance.

- c. Conference (preschool through high school, A): Redemption Academy reserves the right to call for a conference between the student and the counselor or administrator of the school as well as to have a conference between school, parents, and student or between the administration (disciplinary committee or dc chair) and parents. Counselors at Redemption Academy include members of the clergy.
- d. Detention (elementary through high school, E, S): Minor offenses are defined and the students are required to stay after school hours to complete extra academic assignments. If detention requires the supervision of teachers during their non-contractual hours, Redemption Academy will charge \$5.00 a hour to the parents for the detention time required.
- e. Demerits (secondary grades, S): Demerits are given for different or repeated offenses and the record of the offense and demerits issued is entered into the students' school files. Three hours of after-school work is required for each demerit. Parents will be charged \$5.00 an hour for every hour the student is required to serve out his or her demerits requiring the services of our faculty and staff during their after-work hours. A letter is sent to the parents in regard to the inappropriate action and the consequence. An accumulation of five (5) demerits requires a conference with the students, parents, and administration (disciplinary committee representative); an accumulation of seven (7) accumulated demerits could result in a suspension; and an accumulation of ten (10) demerits immediately calls for the student to be placed on probation. The administration will determine when a student is to be expelled. The administration can bypass the points and demerit system and call for an immediate suspension or expulsion as necessary. The demerit system is a yearly system with demerits existing for the entire school year.
- f. Parental Notification (A): Parents are expected to participate in resolving behavioral and academic challenges and to cooperate with the school in a positive manner. Parents will be notified of all challenges and may be expected to attend conferences if the problem or disturbance continues. Parents will be expected to withdraw their children when they can no longer trust or support the disciplinary decisions of the school. While the administration and faculty of Redemption Academy want to understand all points of view regarding issues, concerns, and disciplines, the final

disciplinary decision rests in the hands of the administration and board. If parents cannot support these decisions, then they need to remove their children from Redemption Academy immediately.

- g. Probation (all grades, A): Students can be placed on probation by the administrator of the school if behavior or other classroom challenges become a detriment to either the student or the classroom. Redemption Academy believes it is vital that the safety and moral values of our students are maintained and reserves the right to immediately suspend or expel a child if the safety of others or the moral values of our student body is affected by that student's enrollment. While on probation, the student may be dismissed from school at the discretion of the administration.
- h. Suspension (all grades, A): Students who are suspended will be expected to make up any academic work missed due to the absence from the classroom. Assignments not completed will result as an "F". For each day suspended, the student can be expected to attend school three days during the summer. Students who are suspended are to remain at home or at an agreed-upon location. Students are not to consider suspension as a free time for "having fun". Parents are to assume financial responsibility for the extended days during the summer.
- i. Expulsion (all grades, A): Students who are expelled may return the next year upon administration approval. However, the administration maintains the right to refuse admission to any student if student or student's parents do not appear to fully support the policies and expectations of Redemption Academy. The administration maintains the right to refuse admission to any student who has previously been terminated or expelled from any other school. Students can be expelled for the following reasons (although not limited to):
 - 1. Non-compliance to school policies, including the chronic failure to complete homework with accuracy.
 - 2. Defiance of the students and continued misconduct.
 - 3. The possession of weapons, cigarettes, illegal drugs, or the continued threatening of the well-being of our students or staff members of our school.
 - 4. In the event that a female students becomes pregnant while enrolled at Redemption Academy, Redemption Academy reserves the right to assist the female student in utilizing an

alternative learning option during the time of pregnancy. The school reserves the right to terminate on-campus enrollment of students who become pregnant during the school year. Such termination does include the “father of the child” if he is also enrolled at Redemption Academy. Students are not allowed to marry while enrolled at Redemption Academy. Students who marry while enrolled as students will be subject to termination. In those cases, however, Redemption Academy reserves the right to create an alternative learning option for the duration of that school year.

- j. Counseling (all grades, A): Students will be subject to Biblical counseling by the faculty and staff of our school. Clergy members on staff are also used as counselors.
- k. Police Intervention: Redemption Academy reserves the right to involve the police when it comes to intervention for violence, personal injury to another human life, the suspicion of drugs or any other illegal activity, and when the school deems that is in the best interest of the school to involve the Honolulu Police Department.

It is not our goal to hurt the heart of our students or to appear unkind in the way we treat these concerns and observations. We definitely want to assist in any way in resolving the problem, but we need the support of the students and their parents in the process. It is not the intention of Redemption Academy to develop an adversarial or hostile relationship with our parents or students in the area of school conduct and policy-compliance and will terminate enrollment status of student if there appears to be no resolution of challenge per the opinion of the administration of the school. However, it should be noted that Redemption Academy is a Christian institution and expects all of its students to live by Biblical and Christian standards and by the expectations of the school in areas listed in the Student Covenant. Parents are encouraged to review the Student Covenant before making a decision to enroll their child/children.

Redemption Academy also reserves the right to modify, change, or delete any part of the Student Covenant at any time by the administration and approved by the Dean (superintendent) of Redemption Academy.

Admissions Policies for Home Schoolers (E, S)

Redemption Academy is committed to the rights of parents to school their own children. However, we believe that education and learning are so complex today that private Christian schools are essential to the education of Christian values

and academic excellence perpetuated by the Christian home. In light of the demands of learning today, we encourage corporate learning and advocate the placement of children in a strongly Christian environment. When we have students who have been home schooled through a legally approved home school system, we will consider the application. The following conditions will apply:

1. Redemption Academy will consider applicants from homeschooling situations only for admissions to grades one through nine. Redemption Academy will not generally accept homeschool applicants in the high school division.
2. No student may be placed in a grade higher than that of his/her chronological age.
3. Each student will be required to take the Stanford Achievement Test at RA at the expense of the parents.
4. If indicated, a student may be required to take phonics or other academic tests administered by a classroom teacher of Redemption Academy.
5. Students will be on academic probation in the first semester of enrollment at Redemption Academy. They must have a "C" or above on all subjects in order to be considered for full enrollment.
6. The final decision on acceptance is made by the administration.
7. Parents and students must meet all other admissions requirements of Redemption Academy.

Textbooks (A)

Textbooks are the property of Redemption Academy. Consumable textbooks as defined by the school remain the property of Redemption Academy until the conclusion of the school year. Parents who withdraw their children during the school year will not be able to take the consumable books with them. Students are expected to handle and care for all of their books and classroom supplies with respect. At the end of the year or upon the leave of the student, the condition of books will be evaluated and replacement costs of any damaged books will be assessed. Textbooks are not to be disfigured or marked in any way. All books must be covered immediately.

Year Round School Year (A)

Redemption Academy begins August 15 of each year unless the 15th falls on the weekend or a holiday. An adjusted beginning date will then be posted. The normal school years runs from August to early June, usually June 9.

Uniforms Worn (A)

All students are to be in uniform when arriving on campus and they are to be in full uniform when leaving campus for the day, except on P.E. days when they are allowed to wear their P.E. uniforms and leave school with their uniforms.

School Day (A)

The school day begins at 7:55 a.m. for our elementary grades, 8:30 a.m. for our secondary grades (7-12). Elementary grades, except for Wednesday, will conclude at 2:30 p.m.. Secondary grades, except for Wednesday, will conclude at 3:00 p.m.

Students may not be on campus half hour prior to grade class start-up time, or there will be a charge for morning care. Classrooms do not open until half hour before the class begins. There are some instances where the teacher may not be in the classroom prior to the start of the school day, but when that is the case, students are to remain near the classroom. **UNDER NO CIRCUMSTANCES CAN THESE STUDENTS LEAVE CAMPUS ONCE THEIR PARENTS HAVE DROPPED THEM OFF OR ONCE THEY ENTER THE PROPERTY.**

Supervision is required for any student who is on campus prior to the allotted time.

On Wednesday, early dismissal for elementary grades is 1:45 p.m. and for secondary grades is 2:00 p.m.

Tardiness (A)

Students who arrive on campus after the start-up time must be brought to the office by the parent and signed in. Students will not be allowed into the classroom without parent signature, and a note stating reason for tardy. Students who are tardy in the secondary grades are required to stay after school with an assigned personnel. For every minute tardy, five minutes are required after school. Prearranged late arrivals for situations such as dental or doctor appointments do not require after school attendance unless a test or major class assignment has been missed. Parents must understand that Redemption Academy is unable to tailor its curriculum to meet the unusual schedules of individual students. Therefore, any kind of disruption of our school day affects the quality of learning.

Student's who arrive after 10 am must have a doctor's note to justify tardy.

Tardy Consequences (A)

Students with 10 days of tardiness per semester will be subject to expulsion from the school. Redemption Academy reserves the right to refuse admission of students with an unexcused tardy after 8:30 in the morning. In cases where the student has an unexcused tardy for that day and comes to school after 8:30 a.m., the school will call the parents to pick up the student or the student will remain in a designated area on campus.

Leaving Campus and Early Leave (A)

A parent may request to have his/her child leave school early, a note must come into the office giving reason for early dismissal. A parent/guardian must sign the student out at the time of dismissal. Students will not be allowed to just leave campus. If a child leaves school before 11 am, student will be marked absent being that ½ the school day was not completed. If a child leaves early and returns to school, for reasons such as doctor's appointment, student will not be marked absent if student returns in a reasonable time.

All students are not to remain on campus after fifteen minutes of daily dismissal unless given permission by the administration to remain on campus for school business.

Closed Campus (A)

Redemption Academy has a closed campus policy. Students may not leave at random before the designated dismissal time without the permission from the administration. Students who leave campus without permission will be suspended and subject to expulsion.

All parents and visitors must report to the office and get a visitor's pass before they are allowed to interact on campus. Because this is a closed campus, all interactions between students and visitors will occur within the parameter of our official office. The school maintains the right to deny interaction to any person whose business is irrelevant to the student wellbeing or to the academic objectives and goals of the school.

Only necessary business should mandate the interruption of our classes or the brief removal of our students.

Parents may request to do an on-site observation of their child. A written request must be submitted to office prior to observation. Teachers cannot permit on-site observations without office approval.

Note:

Redemption Academy only allows parents of child at hand to do observations. Aunty/ Uncles/ Grandparents are not permitted unless they have legal custody of child. Redemption Academy has the right to alter this policy at any time.

Individuals who are visiting our campus, even for official business, will need to bring an identification card. These individuals should bring a driver's license or another picture ID. Because of the concerns existing today with random visits, Redemption Academy reserves the right to refuse interaction between students and visitors at the discretion of the administration or office. For the protection of our students, parents are expected to understand when we refuse interaction between student and visitor even when parents decide to authorize the visit. We are not always able to verify this random visit nor do we have the staff to track down the verification.

If parents or prospective parents want to observe a relevant classroom situation, the parents or prospective parents must contact the office, and the teacher needs to be notified one week in advance. We welcome parents who are interested in participating or observing our academic structure. We ask that such visits do not in any way disrupt the activities of the curriculum or that the teacher is not disrupted in any way, including through conversation. Please reserve time after school for questions or comments in regards to the day's activities or curriculum.

Drop-Off Lunches

Redemption Academy prefers our students to come to school with their lunches. If a parent brings lunch during the mid-day, the parent must sign a lunch receipt journal in the office upon bringing the lunch.

School Calendar (A)

Every year, Redemption Academy posts a school calendar during the Orientation and Open House that occur at the beginning of the school year (usually in August or September). The School Calendar is enclosed in the Handbook.

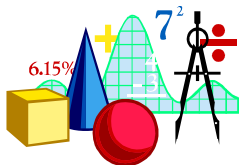
Homework Policy (A)

Each teacher places great importance on homework. If there are any questions about a homework assignment, parents are to inquire immediately.

Students are required to keep assignment books for grades K-8. Those assignment books are to be signed by the teacher before leaving school and

signed by a parent before returning to school the next day. Teachers are at liberty to put NO HOMEWORK on days there is no homework assigned. In the absence of a teacher's signature, the parent can assume that there is no homework assigned. For certain students, the teacher may require that even on days of no homework that "no homework" will be written in the appropriate course/class section and with teacher's signature. Parents are to work closely with the teacher to understand any and all unique situations applicable to individual student case.

Secondary students (grades 9-12) may be required to have their assignment book signed daily by teachers and parents if deemed necessary by the administration. Failure to do so may result in the assessing demerits from the school.



Goals of Preschool Program (P)

Parents are encouraged to read the Educational Goals and Philosophy of Education of Redemption Academy contained and presented within this current Redemption Academy Handbook. Parents are also encouraged to read the Academic Program and Curriculum that is subsequent to this section.

The syllabus of the preschool division is presented to all parents of the preschool division at or before the beginning of the school year (August 15).

The course goals include the following:

1. Bible: students will learn weekly Bible verses, Bible songs and Old and New Testament stories. They will also participate in weekly chapel services.
2. Phonics: students will be introduced to reading by the following basic steps to reading:
 - a. Recognition of short vowel sounds.
 - b. Recognition of consonant sounds.
 - c. Blending two letter sounds.
 - d. Learning to sound one-vowel words.
 - e. Recognition of long vowel sounds.
 - f. Learning to sound two-vowel words.

3. Writing: students will learn to write the manuscript letters as they are introduced in phonics. They will also learn to write their first and last name by the end of the course.
4. Numbers: students will learn to count from 1-100, recognize and work with concepts of numbers 1-20, distinguish before and after numbers, and work with simple combinations.
5. Science: students will explore our environment and how it relates to them through activities that follow a monthly theme.
6. Seatwork: students will learn to work quietly and diligently on worksheets that reinforce writing, phonics, and number lessons. In the first quarter, the students will learn to work independently with a minimum of supervision.
7. Art, Music, Poetry, and Drama: students will be given the opportunity to experience and express themselves through different media and the arts.
8. Physical Education: emphasis will be placed on developing large and small motor skills with activities designed to build strength, endurance, flexibility, agility and speed. Skills to include running, jumping, climbing, and catching, throwing, and ball-kicking.

Students in the preschool are graded on a checklist of goals and skills that they are expected to reach by the end of the school years. The students are graded on their own progress rather than how they compare with other students.

Students in the preschool are expected to learn how to work alone (individually) and to develop social skills so as to be able to work in groups and teams. Students are taught self-enhancement themes that encourage a positive self-concept of all students and give each child a sense of acceptance, belonging, identity, and self-worth so as to feel safe when alone, able to develop and speech and language to communicate his or her feelings and other expressions, and to learn how to relate to parents, family, friends, and the many unique kinds of school and stress settings.

Academic Program and Curriculum (S)

The curriculum of Redemption Academy is designed to assist each student to attain and maintain a high standard of academic achievement, clarity of thought, and structured study habits.

Academically, the school administration team has adopted ABeka, Bob Jones, Addison-Wesley, Saxon, Macmillan, Laidlaw, Allyn and Bacon, Scott and Foresman, Amsco, Open Court, and other outstanding programs.

Redemption Academy follows the Curriculum Guidelines of the Department of Education relative to the scope and sequence for each grade level.

Redemption Academy Curriculum may include the following:

- Preschool:** Bible, Phonics, Writing, Numbers Music, Science, Art, Physical Education, Health, Skill Development, Socialization, etc.
- Kindergarten:** Bible, Phonics, Writing, Grammar, Numbers, Science, Music, Health, Physical Education, Skill Development, Social Studies, Art, Computer Awareness, etc.
- Grades 1-3:** Bible, Phonics, Spelling, Reading, Grammar, Penmanship, Math, Social Studies, Science, Health, Music, Art, Physical Education, Computer Awareness, etc.
- Grades 4-6:** Bible, Grammar, Spelling, Reading, Writing, Math, Social Studies, Science, Health, Music, Art, Physical Education, Computer Awareness, etc.
- Grades 7-8:** Bible, Language Arts (grammar, reading, writing), Literature, Vocabulary, Math, Social Studies, Science, Health, Music, Art, Physical Education, Computer Awareness, etc.

Redemption Academy High School Division Courses: We offer some of these courses on a cycle basis.

Language Arts

Grammar I, II, III, IV
English I, II, III, IV
American Literature
British Literature
Modern Literature
Sacred Literature
Vocabulary I, II, III, IV
Expository Writing
Creative Writing
Research Writing
Critical Thinking
College Prep Language Arts
Research, Debate
& Democracy

Social Studies

American History
World History
Western Civilization
Hawaiian History and Culture
Futures Study
Futurism
Global Studies
Contemporary Events
American Government
American Problems
Prophetic Trends
Political Science

Asian Studies
Civics

Math

Basic Math
Consumer Math
PreAlgebra
Algebra I, II
Geometry
Trigonometry/Calculus
College Prep Math

Science

Basic Science
Biology
Chemistry
Physical Science
Physics
Science Labs
Matter and Motion

		Foreign Language Spanish I, II French I, II Greek I, II
	Humanities Psychology Human Behavior Sociology Values Premarital & Dating Philosophy Senior Project	Religion Sacred Literature Chapel Bible
^^	Music Charisma & Choral Singing Music Theory I, II Group Piano Group Ukulele Keyboard and Computer Use Computer Introduction to Computer Advance Computer InfoTracks and Research Computer and On-Line Physical Education Physical Fitness Physical Education I, II, III After School and League Sports (Basketball & Volleyball)	Electives Creative Arts & Drama Arts and Craft Sewing Horticulture Nutrition and Cooking Home Economics Auto Mechanics Typing I, II Health Guidance

Indiana University Courses: High school juniors and seniors are able to take college courses from Indiana University on our campus and earn high school and college credits simultaneously. Parents and students are to speak with Dr. Adrian Yuen directly. Redemption Academy does not imply any relationship with Indiana University Bloomington, but we encourage our high school students to get a head start with college credits by using the dual program.

Standard Daily Schedule (E, S)

At the beginning of each school year, the teacher will present to each parent at Open House a copy of the daily class schedule. Parents are encouraged to fully read and understand the schedule. Teachers will also post a syllabus for each course or class.

The standard class schedule for kindergarten is as follows:

7:55-8:10: Advisory (Attendance, Flag Pledges, Announcements, Prayer)

8:10-8:35:	Bible (4 days), Chapel (1 day)
8:35-9:10:	Phonics/Seatwork
9:10-9:30:	Snack/Recess
9:30-9:50:	Phonics and Reading
9:50-10:15:	Number Drills and Instruction
10:15-10:35:	Number Writing
10:35-11:30:	Fine Arts
11:30-12:00:	Lunch
12:00-12:15:	Rest
12:15-12:45:	Writing Practice, Physical Education
12:45-1:15:	Social Studies, Writing Practice, Health
1:15-2:20:	Physical Education, Science, Poetry and Journal Writing
2:20-	Dismissal: Advisory and Dismissal

The class schedules for grades 1-12 are available for parents prior to the beginning of the school year. Parents can call the office to secure a copy. However, the schedule is distributed to all parents as part of the introductory packet at Open House.

College Prep Institute (Grades 11,12)

The administration of Redemption Academy will approve students to enter into our College Prep Division in which they are able to take college courses through Indiana University (Bloomington) on our campus. Students may earn two years of college work and at the same time work towards high school credit requirements. Parents who are interested in this College Prep Institute need to meet with Dr. Adrian Yuen, the Director of the College Prep Institute . All courses through Indiana University must be done on our campus or within our supervisioin in order to satisfy high school credit requirements. Redemption Academy does not purport any kind of professional association with Indiana University other than to offer their off-campus program within our on-campus curriculum.

When a child enrolls at IU, the administration must approve the course enrolled and in lieu of the high school requirements. For example, a high school student may enroll in a course in English 101 which is 3 credits. That course will be taken in lieu of the regular English course in the high school division and earn 3 credits through IU and 1 credit for RA. Please note the grade earned with IU will be the grade earned at RA. If the student fails to meet IU requirements, the student will not receive grade or credit for the year for the high school. Therefore, students must be fully informed of the requirements for transferability of credits from IU to RA and to receive both credits for the same course.

Any further questions, please contact Dr. Adrian Yuen directly. The email for Dr. Yuen is ayuen7@gmail.com. In the memo or subject field, place the word CONFIDENTIAL.

The College Prep Institute is from 3:00 p.m.-5 p.m.. Students who are enrolled must pay \$200.00 monthly for monitoring by one of our staff members.

Binders and Assignments (A)

Students are required to attentively participate, wholeheartedly perform, and complete all requirements of every class and course.

Students are required to keep a 2 1/2 inch or 3 inch binder. Dividers representing each major subject are to be placed in the binder. Completed assignments are to be placed in the appropriate section of the binder. On each paper, students will be expected to write his or her name, the date, and subject matter. Students using ink pen must use only black or blue ink. Red ink is used for grading purposes only. All math answers are to be circled and math problems done in pencil.

Students will be graded on the organization of their binders.

All tests and quizzes will be graded and returned to the student. Teachers have the option of keeping all major work in a student file so as to verify work performance. The student is to place all tests, quizzes, and school work in the appropriate section of their binder or kept with teacher in student files. Parent is to sign each test to signify that the test and test grades were reviewed by the parent.

Graduation Requirements (High School)

All students who intend to graduate from Redemption Academy will have to meet the requirements established by the Department of Education and the Board of Directors of Redemption Academy. Any and all academic deficiencies must be corrected as soon as possible. Students are required to attend summer school sessions to satisfy these deficiencies. Redemption Academy reserves the right to change course requirements so as to be in compliance with the Department of Education Graduation Requirements.

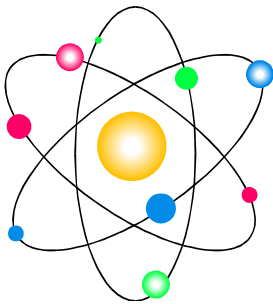
Requirements include:
English: 4 credits
Social Studies: 4 credits

Math: 4 credits
Science: 4 credits
Physical Education: 1 credit
Health: .5 credit
Guidance: .5 credit
One of the following:
 Foreign Language: 2 credits
 Performing/Fine Arts: 2 credits
 Vocational Education: 2 credits

Electives: 4 credits

Senior Project & Paper
Research Skills
Democracy
Research Writing

Bible/Sacred Literature (typical academic classes, pass or fail)
Chapel (no credit, attendance and basic participation mandatory, pass or fail)



Academic Honors (A)

Academic excellence is one of our main objectives. Grade point averages are acknowledged according to the following scale:

Honorable Mention	3.0 - 3.4 (with no "D's" on report card)
Honor Roll	3.5 - 3.9
Principal's List	4.0

At the end of each school year, an Awards Assembly is held to recognize each student. Students are acknowledged for their academic excellence, academic improvements, and other excellent characteristics, including athletic events. The faculty and administration elect members to the Society of Outstanding Scholars which is formally announced during the Awards Assembly. Other awards

include the Founders Trophy, the Scholars Award, the American Research Award, and other outstanding recognition.

Attendance at the Awards Assembly is mandatory for all students.

Report Cards (A)

Report cards are sent home at the end of each quarter. The report cards are also the transcripts kept in the student cumulative files. Parents will be notified before the end of the quarter of potential quarter grade failures. Services such as the scoring of exams or tests will not be rendered when the tuition is in arrears until all financial obligations are met. Students will have three weeks after the end of each quarter to correct the incomplete assignments; otherwise, these incomplete grades will turn to F's regardless of the existing grades prior to the delinquent work.

Parent/Teacher conferences will be requested for students who are failing. Students who are failing will be placed on academic probation.

Lunch and Snacks (A)

Students are to bring their own lunch and snacks. Canned drinks and snacks are available for purchase. Most classrooms have microwaves available for student use. Please check with your child's teacher. Students will assume full responsibility for the use of the microwave. Redemption Academy will not be held liable in any way regarding the use of the microwave.

Students in the preschool have a morning snack at 9:15 a.m. and lunch at 11:30 a.m.

Students in the Extended School Day Program also must have a snack with them for the afternoon care. Snack in the Extended School Day Program is at 2:45 p.m.

Redemption Academy expects all of its students to follow healthy eating habits which are to include a balanced lunch. Although the types of snacks are not specified, the teachers of the Academy reserve the right to detail acceptable and unacceptable snack items which will be fully disclosed at the beginning of the school year.

Some of the approved snacks include: fresh fruit, canned fruit, dried fruit, crackers, fresh vegetable sticks, yogurt, granola bars, fruit and nut mixes, cereal

bars, chex mix, jello, fruit sticks or roll ups, string cheese, pop corn, and sandwiches.

Attendance (A)

Attendance at Redemption Academy is mandatory. Students are required to attend all classes on all scheduled school days. All students are to remain on campus for the duration of the scheduled day.

The attendance policy of Redemption Academy is as follows:

- a. Students who are absent for ten days or more will be on probation. Summer school may be required at the discretion of the school. Students who are absent for ten days or more of unexcused absences will be on probation and subject to expulsion. Students in these situations will be required to attend summer session to makeup for attendance requirements.
- b. Students who are absent for twenty days or more may be required to attend summer school in order to receive a passing grade or to complete the attendance requirement (regardless of academic performance). Redemption Academy reserves the right to not promote the students to a higher grade due to attendance or academic performance. Students who are absent for twenty days or more of unexcused absences will be subject to expulsion or retention. Students in these situations will be required to attend summer session to makeup for attendance requirements.
- c. Absences for family emergencies must be prearranged through the office. A letter stating the length of the leave and the reason for the leave must be sent to the office and a copy must be sent to the child's teacher. The maximum excused leave is five school days. Three days of summer attendance per day absent will be required before final grades are calculated. All unexcused absences will be met with "F's" for the day's required assignments. Tests missed during unexcused absences will have to be made up and computed with the standard "F". If the child is not excused for family leave and the parent insists on the leave, Redemption Academy will assess F's for every assignment and test given during this leave and will reconsider the child's enrollment. Parents must understand fully how absences disrupt the classroom and the child's learning process. Redemption Academy will understand in matters of the

death of immediate family members and will be supportive when such a leave is necessary.

Family leave will not be excused during the fourth quarter. Family leave will not be excused during scheduled quarter or final exam time (end of quarter and/or end of semester) or during SAT scheduled testing.

Dental and Doctor Appointments (A)

Dental and doctor appointments are not to conflict with the scheduled class day with the exception of emergency appointments. Regular checkups and non-emergency appointments are to be scheduled after school or on the weekends.

If a student becomes ill at school, the parent will be notified and the child is to be picked up immediately by the parents or by a pre-authorized person (s). The school is unable to assume responsibility or to make decisions regarding the health and illness of our students. It is important that parents maintain current emergency forms with emergency telephone numbers in the school office. Please notify us immediately of any job or home number changes. If possible, list any pager or cellular numbers as emergency contacts.

The school maintains the right to call for medical assistance in the event that the parent cannot be contacted or when the seriousness of the emergency demands it. Such medical assistance will be at the expense of the parent.

Disaster Plan and Emergency Situations (A)

A good rule of thumb for determining if Redemption Academy is open or closed: it if is announced over radio or television for some disaster-related event that has or will affect Oahu, we will also, in all likelihood, be closing. Under no circumstance, however, will we close until all students have been picked up.

In the event of a storm, flood, or any natural catastrophe, parents need to make their own decision whether their child is to come to school when the school is open. Parents are to use their own discretion as to the safety of the child and whether their child should attend school when there is an advanced warning of pending weather conditions, including storm, flood, or natural catastrophe in an adjacent situation.

If students are on campus and there is an emergency situation during the school day, Redemption Academy will keep the students together. Parents are encouraged to come and pick up their children immediately. Children who

come to school by walking, via the bus, or with their bikes or other personal vehicles (including their cars) will be allowed to leave campus upon the actual closure of the school due to the emergency situation. The school reserves the right, however, to refuse to release those students because of the prevailing conditions and to keep them on campus until they are officially picked up by a parent or pre-authorized person.

In case of earthquake, flood, or other natural disaster, the school would be closed until the crisis is over. Announcements regarding school closure can be heard on 95.5 FISH-AM, 96.3 FM, 103.3 FM, or Channel 2 Fox News (television). An attempt will be made to call each parent before 7 a.m. of the day school would be closed or to inform parents via the media.

Under any disaster or emergency situation, teachers are to be assuring, comforting, and calm. In every situation, teachers are to keep students inside of the classroom, unless it is a fire, and away from windows in the event of the presence of flying objects.

1. Redemption Academy will post a fire, flood, and natural disaster plan near the main door of every classroom. Redemption Academy will have a random fire drill periodically.
2. A tsunami is a series of waves generally caused by earthquakes on or near the ocean floor. Our school property is not in a tsunami evacuation zone, so we do not have to consider evacuation when a tsunami watch or warning is issued. However, the school will be closed because of the fact that we are near the beach although out of the required evacuation zone area. Please note: tsunami watch or warning is usually announced over the radio or television.
3. In the event of a fire, teachers are to remove the students to a designated safe place on the campus. The safety of the children is foremost and the removal from any unsafe situation is paramount. Teachers are also to take their roll or attendance record and immediately call a roll of all students. Teachers are reminded to check the restrooms in the event that a child is in the restroom and make sure that all children are moved to a designated safe place. During electives, elective teachers are responsible for their core of students and should follow the same guidelines.
4. In the event of a flood, teachers are to keep the students in the classroom unless the classroom is directly unsafe by the flood, at which time the students should be removed to a designated safe place either on campus (such as the second floor of a multi-story building) or a safe designated place away from the flooded areas.

5. In the event of a natural disaster such as an earthquake, the teacher is to keep the students in the classroom, near safe parts of the classroom structure and under the desks to avoid debris or other dangerous objects.
6. In the event of a hurricane, the teacher is to keep the students in the classroom, near safe parts of the classroom structure and under the desks to avoid debris or other dangerous objects. Teachers are to secure all loose objects that may be subject to flight.
7. In the event of violence on campus, teachers are to lock the doors, lock the windows, keep students under their desks or on the floor and away from external view, and remain in the classroom until the administration makes an all-clear statement personally delivered to the classes through an authorized personnel.

In case of school closure within a day's schedule, parents would be immediately notified and arrangements made for the child to be removed from the campus as quickly and safely as possible. Assistance will be given to parents who are unable to get to the school due to no transportation or other pending results of the disaster period. Children will not be left unattended or left alone while waiting for pick-up.

In the event that there is a natural disaster or emergency and the parents are unable to contact the school to receive further instructions, parents are encouraged to keep their children with them. If the children are already on campus and the emergency occurs during the school day, parents are also encouraged to make their own decision if all contact with the school is unavailable as to whether they will come to the school to pick up their children without verification of the specific emergency. It is our policy that children should be picked up during these types of situations unless otherwise instructed by the school or traffic restricted by government during this time of emergency.

Medical Rights Privacy Bill (Chapter 323C Hawaii Revised Statutes-July 2000) (A)

Redemption Academy maintains medical records for students attending our school. These records are used primarily for the purposes of providing medical treatment in emergency circumstances and complying with state laws relating to record-keeping requirements for educational institutions. Under Chapter 323C, Hawaii Revised Statutes, parents have certain rights regarding these medical records.

These rights include the following:

1. Inspect and copy the records of your child containing identifiable health information.
2. Appeal any denial of a request to inspect or copy records.
3. Request that a health care provider attach information to the medical record of your child.
4. Receive a confidentiality notice from the health plan of your child upon enrollment annually and when confidentiality practices are substantially amended.
5. Request Redemption Academy's written procedures regarding the rights of your child to confidentiality.
6. Limit the disclosure of health information by deciding not to utilize any health insurance for other third-party payment for the service.

A student's rights under the law shall be exercised solely by the student if the student is eighteen years of age or older, solely by the student's parents or legal guardian if the student is under fourteen years of age, and by the student or parent or legal guardian if the child is between fourteen and eighteen years of age. If a student is between fourteen and eighteen years of age and the parent or guardian do not agree as to whether to authorize the use or disclosure of protected health information, the student's authorization or revocation of authorization shall control.

Use of Protected Health Information by Redemption Academy (A)

Medical records will be collected, held, used or disclosed to third parties for the following purposes:

1. Compliance with Hawaii Revised Statutes, Chapter 323C and 302A-1154, 302A-1155, 302A-1156, 302A-1157, 302A-1159, 302A-1161, and other relevant state laws;
2. Compliance with Hawaii Administrative Rules, 11-157, 11-164, and other relevant state regulations; and
3. Treatment.

The protected information would not be disclosed or used without authorization except for the purposes described above or as required by law. If it is necessary for information to be used for purposes other than described above; the information will be released in a form that cannot be traced to a specific individual.

Other entities may use the child's health information for purposes of payment; conducting quality assurance activities or outcomes assessments; reviewing the competence or qualifications of health care professionals; performing accreditation, licensing, or credentialing activities; analyzing health plan claims

or health care records data; evaluating provider clinical performance; carrying out utilization management; or conducting or arranged for auditing services in accordance with statute, rule, or accreditation requirements.

If a parent wishes to inspect or obtain copies of his or her child's medical records, the parent must submit a written request to Redemption Academy. The office will contact you to arrange a time when you may visit the school to inspect your child's records. We will charge a fee of \$5.00 for the copies of medical records. If the request to inspect or copy records is denied, we will provide the parent with specific reasons and an opportunity to appeal that decision.

Because of the philosophy of Christian education, Redemption Academy will not counsel students to use birth control in matters to prevent pregnancy and will teach the Biblical principle of abstinence in sexual experiences between boys and girls.

Student Pledge (A)

Students are expected to follow all the rules and regulations of Redemption Academy, to respect the administration and staff, and to fulfill all objectives required of them as students.

Parents Pledge (A)

Parents must realize that enrollment in Redemption Academy is indeed a privilege. Parents will be expected to respect the administration and staff of the school and to support the policies and objectives required of all of our students. If at any time a parent no longer agrees with the school and he or she finds that he or she cannot support the objectives, philosophy, and program of the school, the parent will be expected to withdraw the child from the school and maintain an objective and Christian attitude in the transition. Since enrollment is a privilege at Redemption Academy, the administration has the right to terminate all relationship with the parents and their children as students of Redemption Academy and refund the portion of tuition that is appropriate if paid in advance.

Use of the Phones (A)

The office phone is available for emergency calls only. In most cases, the office personnel or the teacher will call for the student (such as in the case of illness or injury).

Incoming messages will be accepted from parents only. We request that parents leave messages for their children only in emergency situations. Due to P.E. and

other afternoon schedules, we cannot guarantee that afternoon messages will reach the student before he or she leaves the school. If the parents receive a voice mail response when calling the school, we request that the parents continue to call, in the event of an emergency, until they get an actual live voice. The voice mail system on our phone lines are activated when all of our phones are in use or when the office is closed.

After-school use of the phone is limited to calls from students to their parents or legal guardians. The phone is available thirty minutes after school dismissal for a \$.50 charge. No credit is given.

Email Addresses (A)

Parents are able to write messages or contact the school through our email which is ayuen@redemptionacademy.org. Parents are to communicate directly to the faculty and staff through their personal email addresses that are distributed at the Open House. Emails usually are the first letter of the first name and the last name@redemptionacademy.org. Example: Mrs. Rachel Nihi is rnihi@redemptionacademy.org. Check the website for the listing of all teachers emails.

School Calendar (A)

A school calendar will be distributed yearly to all parents. We basically follow the schedule of the Departments of Education. There may be some possible date changes due to faculty training, seminars, and other activities.

Student Drivers (A)

Students providing their own transportation must park in the designated parking areas, away from the loading places for children. Students must leave a copy of their car registration, driver's license, insurance card, car registration, parking application and permit, abstract (if necessary), and all other requested items.

The speed limit within all school areas is 5 mph. Students who violate this limit will not be allowed to park or drive on the school campus. This is a mandatory safety precaution. There will be no exception to this ruling.

Students are not to transport other students in their cars without the specific written permission of their parents to the school office. *THE SCHOOL WILL NOT ACCEPT RESPONSIBILITY FOR STUDENT DRIVERS OR THEIR PASSENGERS.*

Students may not return to their parked cars during the school day. All class items such as textbooks and snack/lunch must be removed from the vehicle upon arrival to school and taken into the classroom to be placed in cubbies or book bags.

No radio, tape, or CD is to be played while on the school campus or when driving into or off of the school campus. Nothing inappropriate or unacceptable can be on and within these vehicles.

Parents will be notified of any violation of the above rules and student driving/parking permit will be revoked.

Transportation/Off-Campus Events Policy (A)

Redemption Academy uses private bus companies that meet the Department of Transportation regulations for transportation to and from special events and school-sponsored excursions.

Redemption Academy does not provide transportation services between home and school.

All students participating in athletics (i.e. basketball, volleyball, etc.) must ride in the school-designated vehicles unless arrangements have been made by a parent twenty-four hours before the game. Parents who wish for their child to be transported to a school event must send a letter to the teacher or coach in charge and a second letter to the school office. All students are to return back to the school in the school designated vehicle following the event unless prior arrangements have been made by parent and approved by administration as previously stated.

Students are the responsibility of the school while at school events and they must remain under the supervision of staff at all times.

Off Campus Conduct (A)

Because students are representing the school, students are to follow the school rules and expectations while attending all off-campus school functions. Students can be expelled from Redemption Academy for the use of illegal drugs, the drinking of alcohol, the smoking of cigarettes or cigars, or any other activity criminal or non-criminal in nature even if off campus.

Student Conduct (A)

Students of Redemption Academy must maintain the highest degree of Christian values and ethics at all times. Students must realize that they are witnesses of Christ in the community, and that their off-campus behavior is a reflection of the values espoused by the family and school.

We understand that rules and regulations cannot replace the internal sensing of personal values and convictions. It is not our desire to engender legalism or unnecessary regulations upon our students. Unfortunately, we are living in a world where good behavior is becoming a matter of opinion. There is rarely a consensus today as to what constitutes appropriate behavior. Redemption Academy is committed to the Biblical and Christian values. The following guidelines are not to be considered as complete within themselves; they simply call attention to some of the items which should be considered in daily behavior.

1. Students are to demonstrate respect for teachers and school staff at all times.
2. Students are to be on time for school.
3. Student are to be considerate of others in attitudes, speech, and actions.
4. Student are not to be involved with alcohol, drugs, or tobacco (including chewing).
5. Students are not to use profane language and obscene gestures.
6. Students are held financially liable for all property damage caused by the students themselves.
7. Students are not to sit on top of desks or tables, nor are they allowed to tip chairs. Desks and chairs should be a sufficient distance from the wall so that walls are not marked or damaged. Students are not to write on desks and walls which constitute graffiti or in books unless part of the academic assignments (consumable).
8. Students are to do their own school work. Honesty is required by the Lord and therefore is the rule of the school. Cheating is totally unacceptable. Students can be suspended and expelled for dishonest conduct or cheating on homework, school work, or quizzes and tests.
9. Students are expected to comply with all classroom rules set by the school.
10. Students are not permitted to bring electronic games, radios, record players, tape players, tapes, records, CD or CD players or any other related items to school. Pagers and cell phones must be checked in to the office before the start of the school day and picked up after school.
11. Redemption Academy takes a strong stand against the contemporary rock culture. No related paraphernalia may be brought to school or be a part of any school function. While Redemption Academy respects dancing as a legitimate form of musical expressions and the arts, Redemption Academy

- does not condone secular dancing especially when associated with the rock culture.
12. Once a student arrives on campus, he or she is not to leave the campus without specific approval from the office. Redemption Academy is a closed campus.
 13. Consumption of food and drink is to be confined to designated areas and at designated times. Gum chewing is not allowed at all times and at all school functions regardless of the location.
 14. Students are not permitted to be in a classroom after school dismissal.
 15. Unless involved in athletics, after-school care, tutoring, or detention, students are to leave campus within fifteen minutes of dismissal.
 16. Visitors are not allowed on campus without permission from the office.
 17. Visitors who wish to observe classes may do so with a one week notice in advance to the office. Visitors are to comply with Redemption Academy dress code.
 18. The sale of any items on the school campus (such as fund raisers) cannot take place without full permission from the administration.
 19. The custodial storage area and the teacher's desks are off limits at all times to students.
 20. Students are not permitted to go into the personal belongings of other students.
 21. Students are expected to develop a positive self-concept in conformity to Biblical standards of excellence.

FINALLY, BRETHREN, WHATSOEVER THINGS ARE TRUE, WHATSOEVER THINGS ARE HONEST, WHATSOEVER THINGS ARE JUST, WHATSOEVER THINGS ARE PURE, WHATSOEVER THINGS ARE LOVELY, WHATSOEVER THINGS ARE OF GOOD REPORT; IF THERE BE ANY VIRTUE, AND IF THERE BE ANY PRAISE, THINK ON THESE THINGS. PHILIPPIANS 4:8

Testing Rules

The following are testing rules for high school. Teachers in other grades have the option of adapting our basic testing procedures in appropriate ways. Teachers are to follow these rules during final exams. These rules may apply to general testing situations.

1. Student is to be absolutely quiet during the test time.
2. Student desk is to be cleared of all items, except for the test sheet, answer sheet, and a cover sheet.
3. If student is completed before the test time is over, student is to remain in seat quietly with head down unless he or she decides to continue

- with the test-taking. The student cannot turn in the test until the test time is used up or the teacher calls for the test.
4. The student is to use the allotted time for the test. In the event that the student may remember an answer, he or she has the same amount of time to answer the questions or complete the test.
 5. The teacher is to assign a special seating and desk assignment for each student at each testing event.
 6. No student is allowed to ask questions once the test has begun unless the teacher indicates from the onset that questions can be asked during the test.
 7. The student is not to look at or glance at another student or his or her desk top or answer sheet. The teacher has the authority to determine whether a student is attempting to cheat or not and will immediately confiscate the test and answers and send the student to the office with a note.
 8. The student is not to look at any book, magazine, or any other items during the test. Even if the student is complete with the test, he or she must remain with his or her down unless taking the test and to be absolutely quiet during the duration of the test.
 9. Student desk must be clear of any writings or notes on the desk or anywhere adjacent the student during the taking of test.
 10. Student desk must be appropriately kept at a distance from other student desks.
 11. The teacher or test administrator may add other rules verbally to the students prior to or during the taking of test.

Extended School Day Program (ESD)

Redemption Academy has an Extended School Day Program which begins at 2:45 on Monday, Tuesday, Thursday, and Friday of a typical Redemption Academy school day and at 1:45 on Wednesday. We do not have an Extended School Day Program on days that the school is not in session.

The Extended School Day Program fees are as follows:

- \$10.00 a hour
- \$2,000 for the entire school year (when Extended School Day is offered)
or \$200 in 10 incremental payments (beginning in August and concluding in June).
- \$ 25.00 registration fee

The policies of the Preschool apply to the Extended School Day Program.

The schedule for the Extended School Day Program includes the following:

2:15-2:30	Greet Students
2:30-2:45	Advisory
2:45-3:00	Snack Time
3:00-3:30	Recreation/Physical Activity
3:30-4:15	Homework and Rest Period
4:15-4:45	Arts and Craft (optional); Recreation/Physical Activity
4:45-5:00	Clean Up & Dismissal

Parents are required to sign out their children from Extended School Day.

Preschool Schedule (Tentative)

7:55-8:10:	Advisory (Announcements, Flag Pledges, Attendance, Prayer etc.)
8:10-8:40:	Bible (4 days), Chapel (1 day)
8:40-9:00:	Language Development
9:00-9:30:	Recess/Snacks/Restroom Break
9:30-9:40:	Quiet Reading
9:40-10:00:	Phonics
10:00-10:15:	Writing
10:15-10:35:	Activity, Motor Skills Development
10:35-11:00:	Math (counting, numbers, etc.)/Science
11:00-11:15:	Finger Play, Drama, Music-Singing, Art, Show and Tell
11:30-12:00:	Lunch
12:00-12:15:	Recess
12:20-12:30:	Story time
12:30-1:40:	Rest/ Nap (Snacks)
1:40-2:10:	Manipulative Skills
2:10-2:20:	Closing Activities, Advisory, Dismissal

Wednesday: 12:15-1:30: Physical Education
Early Dismissal: 1:35

Dress Code (A)

Students are to arrive on campus and leave campus in full school uniform, except when the administration has approved a dress code exception (such as on P.E. days or on days of excursion). Students are to be in full compliance of the school dress code. Student uniforms are usually purchased at Potpourri Hawaii.

Students, who are not properly dressed per the dress code of Redemption Academy, will not be permitted into the class room until corrections are made to attire. Those with repeated offenses may receive consequences such as demerits. Tutoring maybe required for students who miss class due to non-compliance. If a student is sent home due to non-compliance is not considered an excused absence. Proper uniform attire is required to enter classroom. Students sent home is only if corrections have not been made.

We reserve the right not to allow students to stay in office for remainder of school day if attire is not according to dress code. It is the responsibility of the parent and student to make sure that child is properly dressed before coming to school.

Students are required to wear the school's P.E. uniforms during P.E. classes.

By our dress and our actions we represent the feelings and the thoughts of our hearts. Therefore, our clothing and our general appearance should represent both our desire and our inner commitment to please God and honor Him. Parents must accept the responsibility for the dress and appearance of their children. While students are to follow the school's dress code, the parent is ultimately responsible for the dress and conduct compliance of their children.

The P.E. attire may be worn to all sporting events.

The following dress code is in effect at all times:

At present, all school uniforms should be purchased at Potpourri at (808) 847-5541 at 727 Waiakamilo Road (by the old Royal Stamp Redemption Center). You may also email them at uniform@gte.net.

Preschool-Grade 6: (P, E)

1. Boys are to wear polo shirts (white, red, blue) and navy blue or light-brown khaki uniform pants or uniform shorts from Potpourri.
2. Girls are to wear polo shirts (white, red, blue) and uniform culottes (plaid). Girls in grades 1-6 may also choose to wear uniform jumpers (plaid) from Potpourri.

Grades 7-12 (S)

1. Boys are to wear polo shirts (white, red, blue) and long pants (navy-blue or light-brown khaki) from Potpourri.
2. Girls are to wear polo shirts (white, red, blue) and uniform culottes (plaid) or uniform skirts (plaid) from Potpourri.

Additional Dress Standards: (A)

Boys: Clothes are to fit modestly.

Boys shirts are to be tucked in at all times.

Belt must be worn on boys pants or with uniform shorts with belt loops.

Socks and shoes must be worn at all times. No slippers, flip-flops, or sandals without original heel straps are allowed.

Hair must be conservatively cut and worn. No shaven sides or back of hair; no lines cut into hair; no hair coloring allowed.

Clean shaven face at all times. (No mustache, beard, etc.)

Earrings are not permitted during all school activities and functions on boys.

No tattoos are allowed on the student's bodies.

No body rings are allowed on the student's bodies.

Underclothes must be worn at all times.

Girls: Clothes are to fit modestly.

Girls skirts and culottes are to come down to the knees when the student is kneeling.

Shirt or blouse that fits properly.

No excessively short cut hair or shaven sides or on back of hair.

Only one earring per ear (in the ear lobe only) and no dangling or hoop earrings.

Modest amount of makeup is permitted only on high school girls (9th - 12th grade). The school will detail our position to the students at orientation.

Nail polish must be kept to light pink, light peach or natural colors.

No tattoos on the student's bodies.

No body rings are allowed on the student's bodies.

Underclothes must be worn at all times.

Redemption Academy reserves the right to adjust, interpret, or add to its present dress code policies in order to facilitate compliance to our standard of Christian philosophy.

Fundraisers Agreement (A)

Because Redemption Academy maintains an affordable tuition schedule and rate, we require all parents to participate in our two annual fundraisers per year. Parents can either purchase the items involved in the fundraisers themselves or actively participate in the fundraisers that may include the active selling of items. Where there is no items to sell, there will be a \$200.00 charge per fundraiser if the parent chooses to "opt out." Please note that this is mandatory.

The Partners Agreement (A)

In order for our students to reach their potential, it is important that the school receives the full support of our parents. Parental support, classroom structure, a progressive and stimulating curriculum, and student cooperation are essential components to successful and optimum learning.

The Partners Agreement is to be signed by each parent or guardian. The Partners Agreement will include acknowledgments in the areas of finances, discipline, policy, procedure, cooperation, understanding, and our academic and philosophical statements. All parents who enroll their children at Redemption Academy will already have an implied agreement to follow and comply with all requirements articulated by the school and written in the School Handbook.

We encourage our parents to work with the teachers and administration to deal with any concerns.

Redemption College & Graduate School (A)

Redemption College & Graduate School is associated with Redemption Academy. Redemption College offers degrees in the following areas: Leadership, Counseling, Biblical Theology, Education and Christian Education. Any inquiries regarding college schedule or course offerings, please call 592-2300 or email Dr. Adrian Yuen at ayuen7@gmail.com.

Faculty and Staff (A)

Redemption Academy hires faculty and staff on the following basis: academic qualifications, experience, spiritual commitment to Christ and Biblical principles, and commitment to the Christian philosophy of education and the policies of Redemption Academy. Redemption Academy has sponsored some of our faculty and staff to do advance degree programs at Oral Roberts University Summer Session. Redemption Academy also has an inservice program with Redemption College & Graduate School. Faculty and staff members are able to enroll in graduate degree programs in the area of education, counseling, and leadership.

Word About the Founders of Redemption Academy

Adrian Earl Yuen, Ph.D., Superintendent/Dean

Dr. Adrian Yuen was born in Honolulu, Hawaii, grew up on the Big Island, graduated from Honokaa High School, and was a recipient of the Outstanding American High School in 1971. He was also listed in the Who's Who in his senior year.

Dr. Adrian Yuen attended the University of Hawaii, Heritage College, Foundations College (Bachelor of Theology degree), Lee University (Pastoral Studies and Religion), Grace Graduate School, Central Michigan University (completed the residency in the Master of Public Administration), California Graduate School (Ph.D. Counseling), Trinity Seminary (Th.D. Systematic Theology), and Walden University (Ph.D. in Counseling Psychology).

Dr. Adrian Yuen taught since 1975 and was the principal of The Henry Opukahaia School. He founded Redemption Academy in 1977 and established Redemption College in 1982. Dr. Yuen is the general superintendent of His Highest Praise International, a network of churches throughout Hawaii, New Zealand, the Philippines, Australia, Micronesia, California, and Nevada. Dr.

Yuen is also the senior pastor of His Highest Praise Honolulu and the president of His Highest Praise College and Leadership Institute for Graduate Studies (www.lifgs.com).

Dr. Adrian Yuen has been teaching for nearly forty years and worked in special education as a mental health provider for the Northshore Mental Health Clinic and serviced children in special education in the public schools from 1999-2005. Currently, Dr. Yuen is completing his post-doctorate experience and will be preparing to sit for licensure with the State of Hawaii to practice psychology.

Dr. Adrian Yuen has five children and eleven grandchildren.

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Mrs. Teri Lynn Yuen Kim, B.A., M.A. Cand, Principal

*University of Hawaii
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Email: terilynnkim@hotmail.com

Comptroller: Mrs. Teri Lynn Kim

Curriculum Specialist and Team: Dr. Adrian Yuen, Ph.D.
Mr. Jared Nihi
Mrs. Teri Lynn Kim

College Prep Institute: Dr. Adrian Yuen

Additional Needs Team: Dr. Adrian Yuen
Mrs. Teri Lynn Kim
Mr. Christopher Yuen

Mrs. Nani Akana
Advisor: Mrs. Merle Inouye

Referrals:

Tom Welter, M.S.N., Ph.D.
Adrian Yuen, Ph.D., Th.D.