Christian Liberty Academy

Kea‘au, Hawai‘i

Parent & Student Handbook
Elementary School

We seek to train and encourage students spiritually, academically, physically, and socially according to principles from the Word of God.
-CLA Mission Statement

Updated 7/2026

Table of Contents

Introduction **4**

Mission Statement 4

Importance of the Home 4

History 4

Corporate Structure 4

Affiliation 4

Philosophy **4**

Purpose 4

Commitment 5

Doctrinal Statement 5

Philosophy of Education 6

Student Learning Objectives 7

Policies **7**

Class Size 7

Curriculum 7

Grading Scale 8

Reporting Grades 8

Honor Roll 8

Summer School 8

Admission Requirements 8

Probation 9

Re-enrollment Policy 9

Financial Policies 10

CLA Uniforms – (see dress code for more information) 10

Leaving Campus 11

School Functions 11

Field Trips 11

Cell Phones / Smart Watches / Any Electronic Device 11

Transportation 11

Visitors 12

Lost and Found 12

Back-to-School Night 12

SAT10 Testing 12
Health Services 12
Fever Policy 12
Communicable Diseases 12
Emergency Procedures 13
Code Red Policy 13
School Property 13
School Hours 14
Arrival and Departure 14
Attendance and Tardiness 14
Early Dismissal 14
Homework 14
Make-up Work 15
What Not To Bring To School 15
Athletics 15
Discipline System 15
Class “A” Offenses/Star Party System 16
Class “B” Offenses 16
Class “C” Offenses 16
Dress Code 17
Purpose of Dress Code 17
Regular School Uniform 17
P.E. Uniforms 18
Star Party 19
Friday Dress days 19
Special Free Dress/Field Trip Dress Code 19
Changing Clothes Policy 19
Academy Details 20
Academy Colors/Nickname 20
Academy Verse 20
Academy Pep Song 20

Introduction

Mission Statement

We seek to train and encourage students spiritually, academically, physically, and socially according to principles from the Word of God (Luke 2:52, Colossians 1:28-29).

Importance of the Home

We believe that God commanded that children be taught to love God and place Him first in their lives. We believe that God has mandated the authority and responsibility for the education of the children to their parents, particularly fathers. Upon the request of the parents, Christian Liberty Academy becomes a partner in training their children (Galatians 4:2, Deuteronomy 6, Ephesians 6:4).

History

Christian Liberty Academy was established in the fall of 1985 by Mrs. Melinda Whitfield Haʻo. While awaiting the birth of her daughter she felt led by the Lord to homeschool her son. A few other parents approached her and asked her to consider tutoring their children. Mrs. Haʻo had an immense love for teaching and agreed to work with the other children. In a short amount of time she had grown to have 11 elementary students attending her "classroom" in her home's garage. A short time later she began tutoring several teenage boys in the afternoons. The students were all enrolled under Christian Liberty, a satellite school. CLA grew quickly and moved over to Grace Baptist Church in Hilo to accommodate the increase in enrollment. Since that time, CLA has grown into an extensive preschool – 12th grade program. In 1995 property was purchased in Keaʻau, Hawaiʻi. The school moved into their new facility during the summer of 1999. CLA opened its preschool division in March of 2001 for students ages 3-4.

CLA celebrated 40 years of being a school during our 2025/2026 school year. We thank God for all He has done the past 40 years and what He will do in the future.

Corporate Structure

Christian Liberty Academy is a privately run non-denominational academy owned and operated by the Board of Directors of Christian Liberty Ministries of Hawaiʻi. The board comprises five to seven members, and its purpose is to guide in the future direction of the ministry and to direct in the development of policy. The board also determines if the actions and decisions of the administrator and director are in line with the spirit of policies. Christian Liberty Academy is recognized by the Federal and state governments as a 501(c) 3 non-profit corporation.

Affiliation

Christian Liberty Academy is licensed by the Hawaiʻi Council of Private Schools and is accredited by the Western Association of Schools and Colleges and the Hawaiʻi Association of Independent Schools.

Philosophy

Purpose

The purpose of Christian Liberty Academy is to provide an atmosphere wherein young people are exposed to the absolute truth of God's Word. Jesus instructed His disciples in John 8:32, "And ye shall know the truth and the truth shall make you free". Not only is it our objective to teach the truth, but also to teach our students how to apply the truth wisely to their own lives. In John 16:13, we are promised that "when He, the spirit of truth, comes, He will guide you into all truth."

As Christian educators, we desire to train each student to accept individual responsibility to God for his/her own actions and to challenge the students to glorify God in every facet of his/her life.

Christian Liberty Academy has the responsibility to provide the best possible education. A biblical viewpoint in the vital areas of life— spiritual growth, education, personal self-discipline, and patriotism— must be strongly stressed during a child's formative years. We strive to minister to the needs of the whole child and to promote his/her spiritual and moral growth, academic and intellectual progress, and physical and social development.

Christian Liberty Academy is an extension of the Christian home and church, and thus must provide a continuity of training for Christian young people.

Commitment

Christian Liberty Academy is dedicated to providing quality Bible-based instruction, encouraging personal development, promoting Godly living, and preparing students for future endeavors. We strive to provide precise, prompt, and courteous services to students, to parents, to one another, and to the community.

Doctrinal Statement

All staff and board members must uphold these beliefs and testify to them both in conduct and conversation:

1. We believe that the Old and New Testament Scriptures are verbally inspired of God and inerrant in the original writings, and they are the supreme and final authority in faith and life.

2. We believe in one God—eternal, omnipotent, omnipresent—eternally subsisting in Three Persons—Father, Son, and Holy Spirit, one in nature, and equal in attributes, power and glory.

3. We believe that the Lord Jesus Christ was begotten by the Holy Spirit, born of the Virgin Mary, and that He is all God and all man.

4. We believe that man was created in the perfect image of God and in a state of innocence; but man willfully transgressed God's law and lost communion with God, becoming dead in sin, corrupt in nature, and incapable of pleasing God.

5. We believe that Jesus Christ died for our sins, according to the scripture, as a representative and substitution sacrifice and rose again, and that all who believe in Him are justified on the basis of His shed blood and are saved by grace through faith wholly apart from human merit and works.

6. We believe that all who are born again by the Holy Spirit and received the Lord Jesus by faith through the Word of God have thereby become the children of God, possessing eternal life.

7. We believe in the resurrection of the crucified body of our Lord, in His ascension into heaven, and His present life there for us as a High Priest or Advocate.

8. We believe in the personal, visible premillennial return of Jesus Christ to reign upon the earth.

9. We believe in the bodily resurrection of all the dead: the saved to a life of eternal glory and bliss in heaven with God; the unsaved to eternal judgment of conscious suffering and woe in the lake of fire.

10. We believe in separation from all practices that would hinder a believer's testimony and walk with the Lord. Our walk with the Lord and God's grace is the only Scriptural basis for a useful Christian life.

Philosophy of Education

1. God is the author of all truth and wisdom (Colossians 2:3; Proverbs 1:7).

2. God is sovereign in the affairs of the men and nations (Daniel 2:20,23: Acts 17:22-29).

3. God has revealed Himself in a general way in His creation, in a special way in His written Word, and in a personal way through His Son, Jesus Christ (Psalms 8:3-9; 19:1-6; John 1:14).

4. The Bible is the complete and final authority for all matters of faith and practice; therefore, every subject is to be studied from the perspective of the Word of God (2 Timothy 3:16,17; John 10:35; 2 Corinthians 10:5).

5. The Bible sets absolute moral standards to which we are to conform (Mark 7:14-23; Romans 14; 1 Corinthians 8-10; 1 John 3:4).

6. Man was created in the image of God but received a sinful nature because of the fall of Adam. For this reason, a man is born depraved and with darkened understanding (Genesis 1:26-27; Romans 3:22-23; Ephesians 2:1-3, 12; 4:12-27).

7. This darkness is removed by salvation, which is the gift of God and act of grace, received by faith in Christ Jesus (Act 16: 3, Ephesians 2:8-9; 4:17-21).

8. The believer is given the Holy Spirit, who leads and guides into all truth and will comfort in time of need (John 16:13).

9. The ultimate goal of Christian education is the development of Christ-likeness in the life of the student (Romans 8:29).
   a. This goal is to be accomplished in an educational setting by teaching the student who God is and what He has done (Deuteronomy 6:4-7).
   b. Through conveying the knowledge of who God is and what He has done, we seek to lead our students into the saving grace of our Lord Jesus and/or into a deeper knowledge of Him (Romans 12:2; Colossians 1:28-29; 2 Timothy 3:14-17).

10. God has mandated the authority and responsibility for the education of the kids to the parents.
    a. We believe the most directly biblical form of schooling is home schooling (Deuteronomy 6:6-7).
    b. We believe the father must have an active part in the education of his children (Ephesians 6:4).
    c. Thus we believe the Christian school receives its authority for educating the children from the parents; therefore, the school is an extension of the home.

11. Effective Christian teachers are those who understand and are committed to these principles of Christian Education. They must be personally committed to Jesus Christ and yielded to the Holy Spirit (John 14:26; 16:13).

Student Learning Objectives

We seek to train and encourage students…

Spiritually:

- To trust Jesus Christ as their Personal Lord and Savior (2 Corinthians 5:18-20)
- To continually grow in Christ-likeness through the power of the Holy Spirit (2 Peter 3:18)
- To view all of the life through the lens of a distinctively Christian worldview (2 Corinthians 10:5)

Academically:

- To value academic challenges (Proverbs 1:7b; 2:3-4)
- To become competent in extracting information for a variety of purpose (Proverbs 24:3-6)
- To use information and critical thinking to solve problems (Ecclesiastes 9:13-16)
- To communicate information, the results of critical analysis, and the solutions to problems using a variety of media (1 Corinthians 14:7-12)
- To acquire a deeper understanding of the works of God (Psalms 111:2)

Physically:

- To respect their bodies as temples of God and use their talents as gifts of God (1 Corinthians 6:19-20)
- To model and promote basic physical fitness and a healthy lifestyle (Proverbs 20:29)

Socially:

- To develop a biblical attitude toward and an appreciation of culture and heritage (Acts 17:22-34)
- To demonstrate biblical love for others through attitudes of respect and actions of services (Romans 13:10; Galatians 5:13-14)
- To accept responsibility for their actions, works, and continued learning (Matthew 12:36-37, Romans 14:12)
- To learn to be team players and good sports, gracious in both victory and defeat (Philippians 2:3-5; Colossians 3:23-24)
- To participate in the divine mandate to exercise stewardship over creation (Genesis 1:28)

Policies

Class Size

The goal of CLA is to maintain class sizes between 16-18 students depending on the grade level. Kindergarten classes will not surpass an enrollment of 13 students.

Curriculum

The elementary curriculum shall consist of:
Core Subjects: Bible, Language Arts (Reading, Writing, and Spelling), Mathematics, Science, Heritage Studies
Supplemental Subjects: Art and Physical Education

Grading Scale

Kindergarten:

M = Mastered **P = Progressing** **I = Needs improvement**
ND = Not Demonstrated **N/A = Not taught this quarter**

1st – 5th grade:

100-90 = A **89-80 = B** **79-70 = C** **69-60 = D** **59 and below = F**

Percentages that end in 7, 8, or 9 = "+" Percentages that end in 0, 1, or 2 = "-"

Reporting Grades

(Report Cards, Mid-Quarter Progress Reports, Low-Achievement Reports)

Report cards are sent out to the parents every nine weeks. Progress reports are sent out at the middle of each quarter. Low-achievement reports are used to notify parents if their child receives below a 70 (C-) in any class. Low-achievement reports are sent out after grade checks every two and half weeks. A low-achievement report will inform the parents of the grade, why the grade is low and what the student can do to pull the grade up. Teachers are required to communicate the grade to the parent via email. 1st-5th grade classes utilize the online gradebook, ALMA. Parents and students will have daily access to the grade record in their ALMA account.

Honor Roll

Honor Roll is posted in the Friday letter at the end of each quarter. A student who receives all A's is listed on the Principal's list. A student with at least half A's with nothing lower than a B will be placed on the Honor Roll.

Summer School

A six week summer school session is offered for preschool – 5th grade. Academics are taught through various hands-on activities. Students may be required to attend summer school upon the recommendation of the teacher.

Admission Requirements

Admissions Policy

We admit students of any race, color, nationality, and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at Christian Liberty Academy.

Application Procedure

1. Application may be filled out online at **www.clahawaii.org**.
    - Students entering Kindergarten must be age 5 by July 31st of that school year.
2. The completed application, a copy of the student's academic records (including current SAT and transcripts), a copy of the student's health records (including immunization records, TB clearance, a current physical examination and a copy of the student's birth certificate should be submitted online.
3. An interview and a placement test will be scheduled with parents, prospective students, and the Elementary Administrator to determine the appropriate grade level.

4. The application process may take up to 2 weeks to complete. Parents will be notified via email upon acceptance.
5. As a family oriented school, staff children and siblings of current students receive acceptance priority upon meeting all application requirements. Any other spaces will be filled with students who meet the requirements in the order in which the applications are received.
6. Any student who does not cooperate or agree with the purpose and program of the school will not be admitted or allowed to remain in school.
7. No student will be accepted after the 4th quarter begins.

Probation

1. Academic Probation:
    a. A student may be placed on Academic Probation if the student scores below average on the Admissions Placement Test.
    b. A student may be placed on Academic Probation if he/she receives 2 F's or 1 F and 2 D's on any subject in the semester average.
    c. Academic Probation means that the administration reserves the right to deny re-enrollment if the student receives 2 F's or 1 F and 2 D's on any subject in the semester average after being placed on Academic Probation. Administration also holds the right to apply any other alternative requirements to help the student based on the individual situation.

Any K – 3rd grade student who receives an "I" or an "F" in reading or math for two consecutive quarters will be required to repeat his or her grade.

Any 4th and 5th grade student may be required to repeat his/her grade if that child receives one of the following:

- An "F" in any two academic subjects for a semester average
- One "F" and two "D's" for a semester average in academic subjects
- Four or more "D's" for a semester average in academic subjects

2. Disciplinary Probation:
    a. A student may be placed on Disciplinary Probation if the student has exhibited disciplinary issues in his/her previous school history.
    b. After the 4th "B" Offense or the 1st "C" Offense by a student, the administration reserves the right to place a student in Disciplinary Probation (Refer to "Discipline System" on page 16).
    c. Disciplinary Probation means that the administration reserves the right to deny re-enrollment or begin the expulsion process if the student receives any additional "B" Offenses after being placed on probation.

Re-enrollment Policy

In *March* of each year, a non-refundable $100.00 "Registration Fee" will be added to all currently enrolled students' tuition bill. Payment of this fee will be considered notice that the student intends to re-enroll for the upcoming school year. The student's enrollment will be secured when the Comprehensive Fee is paid in May.

Financial Policies

1. A non-refundable Registration Fee will be billed to all newly enrolled students. Currently enrolled students will have their Registration Fee included with their March tuition bill. Payment of this Registration Fee will be considered notice that the student intends to enroll for the upcoming school year.

2. A non-refundable Comprehensive Fee and Technology Fee are due each year in order to secure your child's spot in their grade level. For currently enrolled students the due date is May 1st. For new students these non-refundable fees are due upon receipt of your acceptance letter. A student is not considered enrolled until the Comprehensive Fee and Technology Fee have been paid.

3. All students are required to pay a one month's tuition deposit in July of each year. This deposit is held on their account and will be applied to their May tuition, or the student's last month of school tuition. Monthly tuition payments are made in ten equal payments, July through April.

4. Tuition payments must be received by the 5th working day of each month. A $15.00 late fee will be charged for payments received after the 5th working day of each month. Failure to make payment by the 15th day of the month will put your account in a "Delinquent" status. Failure to make payment by the 20th day of the month will put your account in an "Attendance Hold" status, which means your child will not be allowed to attend any classes, receive any academic instruction or attend any extra-curricular activities until your account is brought current. Failure to make payment by the 30th day of the month constitutes withdrawal of student from school. Payments returned from the bank as "insufficient funds" will incur an NSF check charge of $15.00.

5. A written one month advance notice is required for withdrawal from school for any reason. Failure to give such notice will result in forfeiture of any prepaid tuition. Notice of early withdrawal from school must be given in writing by March 1st. Families failing to give notice prior to March 1st will be held responsible for tuition through the remainder of the term.

6. Refund policy:
    a. The Registration Fee, Technology Fee, and Comprehensive Fees are non-refundable.
    b. Any unused tuition fees are refundable up to March 1st of term contingent upon a 30-day written notice. No tuition fees will be refunded after March 1st.
    c. No tuition will be refunded for days or weeks missed due to illness or vacation.

CLA Uniforms – (see dress code for more information)

Day-to-Day Uniforms:

The school uniforms are purchased from Lands' End CLA school uniform website. Uniforms must all have the school logo embroidered, and are navy blue or gray polo shirts with khaki or navy blue long pants or shorts. All students must abide by this dress code. All of these uniform articles can be purchased online at Lands' End or at a CLA uniform sale. Kindergarten – 5th grade must have at least, but not limited to, one navy blue or gray polo with khaki or blue shorts.

Outerwear of navy blue or gray jackets, navy blue or gray sweaters, or CLA sweatshirts may also be purchased from Lands' End or through CLA approved sales. A plain navy blue or gray jacket or sweater may be purchased from an outside source and worn to school, but it must be plain solid navy blue or gray with no

images, stripes, piping, borders, etc. All outerwear must be CLA approved.

Physical Education Uniforms:
The physical education uniform (navy blue athletic shorts and gray P.E. t-shirt) can be purchased through the school's Lands' End ordering process. The P.E. uniform is required for P.E. class and is to be worn on the student's P.E. days. Students in grades K-2 may wear the physical education uniform as a school uniform (any day of the week) but they need at least one standard uniform for picture day and special field trips. 3rd -5th grade students should only wear their P.E. clothes on days they have P.E. Closed toed shoes are required to participate in P.E.

Leaving Campus
Students in K-5th grade are not allowed to leave the school premises during the school day without parental and administrative permission. Parents check-in at the office and sign their child out. Office staff will retrieve the student from their classroom.

School Functions
Students must adhere to school regulations for all school-sponsored functions. This includes complying with the dress codes. Students must remain at the function until it is finished. Students are expected to attend all special activities planned during the school day.

Field Trips
Field trips will be taken to various local places of interest. Students are encouraged to attend all class field trips. Permission slips will be sent home to parents at least one week prior to the trip and must be returned by the day of the trip. The student will not be allowed to participate without a properly completed permission slip. **Verbal permission will not be accepted.**

Transportation cost, as well as admittance fees, will often be the responsibility of the parents. Students are expected to maintain the same level of discipline away from the school as is maintained in school. Dress codes will remain in effect during field trips.

Cell Phones / Smart Watches / Any Electronic Device
Students should not bring cellphones, smart glasses, or any electronic device to school without permission. Should a student need to make a phone call during the day they may go to the office and ask the office staff. For children that do need to bring a phone to school for use after school (e.g. sports practice, etc.), they need to leave the phone, turned off, in their bag during the day. Please remember to make your daily ride arrangements before coming to school. Smart watches are allowed as long as they are in "school mode". If a smart watch is taken off "school mode" for a non-emergency reason, or without permission, then they lose smart watch privileges for the rest of the quarter.

Parents and guardians, please refrain from using your cell phone while dropping off or picking up your child.

Transportation
Students who ride with another student must have written or verbal permission from his/her parent or guardian. Permission must be given to the office prior to the students' departure.

Visitors

Parents and students must receive permission from the administration/office the day before bringing any visitors to school. Visitors must abide by the same standards of dress and conduct of CLA students. All visitors must sign-in at the office upon their arrival to campus. The administration/office reserves the right to refuse visitors due to the safety of our students and staff.

During school hours, parents are asked to check in at the Lower Campus office before going to the student's classroom. Personal items that must be delivered to the student should be dropped off in the office and will be delivered to the student at an appropriate time.

Lost and Found

All articles that are left out at the end of the day will be put into a Lost and Found collection. Textbooks will be sent back to the teachers. Lost and Found items can be retrieved in the Lower Campus office. CLA reserves the right to dispose of articles left over one month. ***To ensure personal belongings aren't lost, please label your child's belongings with both first and last name.***

Back-to-School Night

At the beginning of each school year there is a back-to-school night for all parents and students to view their classroom and meet their teacher. It is mandatory that at least one parent of each student attend this event.

SAT10 Testing

SAT10 testing is required for students in 1^{st} – 5^{th} grade at CLA. The test will be given in the spring of each year. The cost of the test is included in the comprehensive fee. Test results will be distributed to parents via email.

Health Services

The school is not permitted to dispense medication. Should a child need required medications for allergies (e.g. epi pen, asthma inhaler, etc.) parents need to contact the office to set up a plan should an emergency arise with their child. The plan will need to be shared with the Elementary Administrator and the child's teacher.

Students who are unable to participate in physical activities must have a doctor's excuse or a note from home.

If a student becomes ill at school, the parent will be notified first. If parents cannot be contacted, names listed on the child's emergency information card will be contacted. It is necessary that parents keep the school informed of all changes in telephone numbers at work and at home.

Fever Policy

A student will not be able to attend school if they have a temperature of over 100 degrees. They will not be allowed to return to school until they are fever free without medication for 24 hours. They may also not be displaying any symptoms or taking medication without a doctor's note.

Communicable Diseases

It is the desire of CLA to provide a safe haven for those students entrusted to our care by their parents. Our

purpose is to protect our students from exposure to communicable diseases. CLA is not equipped to care for the needs of other seriously ill students with chronic, communicable disease. The concern is twofold: (1) To protect students from developing a life-threatening illness, and (2) To protect the ill student from acquiring a disease from his/her fellow students or from a staff member that would endanger his/her life.

Should a student be diagnosed with any childhood communicable disease, such as, but not limited to, chicken pox, tuberculosis, measles, mumps, etc. he/she must present a statement of health from an attending physician prior to being admitted back to class.

If there is an outbreak of any childhood communicable disease, the students who have not received required immunization due to medical or religious exemptions will not be allowed to attend school.

Emergency Procedures

In the event of heavy rain, tropical storms, or a tsunami warning, please do not call the school. **The information regarding emergency closing of Christian Liberty Academy will be sent via email and text through our emergency communication system. Be sure to keep your contact information up to date in ALMA as that is how the school will reach you in case of an emergency.** We follow the Department of Education regarding school closure (If the nearby public school is closed, we will be closed).

Fire Drills: Fire drills are conducted periodically throughout the school year in order to teach our students what to do in case of a true emergency. Staff and faculty are trained and instructed on how to conduct fire drills and emergency procedures.

Code Red Policy

Our Code Red Policy contains preventive measures to keep students and staff out of harm's way in the event of a school crisis. This policy pertains to any tragic, dangerous (uncontrollable strangers on campus, etc.), or criminal situation that is occurring or has occurred on campus or in close proximity to the campus. A Code Red Drill is conducted as a practice measure each Semester, and discussed with students in order to keep them informed and aware in the event of a school crisis. Due to the nature of an emergency situation, it is our intent to notify parents by email as soon as safety permits.

Parents and students should always notify a staff member of any unidentified or suspicious visitor on campus or of any potentially dangerous activity.

In the event of a school crisis, every effort should be made to notify the school Administration – Upper Campus: (808) 966-8445 / Lower Campus: (808) 966-8866.

School Property

The appearance and care of our school is a part of our testimony and the testimony of our students. Students are required to help take good care of the facilities and property. Willful damage or destruction of school property will not be tolerated, and students responsible will be expected to pay for or repair damages.

School Hours

- The traditional school day runs from 8:00 a.m. - 2:30 p.m.
- The Extended Day Program runs until 5:30 p.m. *(additional charge after 3:00 p.m.)*
- Office hours are from 7:30 a.m. - 3:00 p.m.

Arrival and Departure

Because of liability, students should arrive no earlier than 6:45 a.m. Students arriving before 7:20 a.m. will need to be checked in at the Rosie "O" with the Before School Care staff. Before School Care costs $1.00 per/day per/child and should be paid upon arrival. Students arriving after 7:20 a.m. report to the regular staff on duty in the Rosie "O" Pavilion. Students are not allowed to wait without a parent or adult until the 7:20 a.m. transition time.

After school has been dismissed at 2:30 p.m., Kindergarten – 2nd grade will be picked up from the Rosie "O" Pavilion. 3rd – 5th grade students will be picked up from outside of their classrooms (at 2:45 upper elementary students will begin walking down to the Rosie "O" and can be picked up from there after 2:45).

Attendance and Tardiness

We feel that regular attendance and promptness is very important in education. If a student misses more than 20 days in a year, the school has the right not to promote the student to the next grade. Absences will be excused for personal illness, death in the family, and other emergencies. If a student is planning to be absent for any other reason, the student must fill out a "Cuts Permission Slip" 1 week before the student is to miss school (e.g. family trip, etc.). If a student does not fulfill these responsibilities, the absences may be unexcused. All absences should be communicated (preferably in writing) to the student's teacher. The student will be responsible to complete all missed assignments.

School begins promptly at 8:00 a.m. Any student arriving after 8:00 a.m. will be marked tardy and should report to the office to verify their attendance. If a student arrives after 10:30 a.m., it is counted as an absence. The administration reserves the right not to re-enroll a student who is consistently late or absent. Parents, please note that your child's absences and tardies will be recorded on the quarterly report cards.

Early Dismissal

Parents who wish to pick their children up before the regular dismissal time should notify the office personnel the morning of the early dismissal. A note or phone call is needed stating the time and reason for the early dismissal. Whenever possible, please make doctor or dental appointments after school hours.

Homework

The purpose of homework is to strengthen classroom taught subjects by practice and drill. Parents are asked to insure that students do homework assignments. Assignments are expected to be turned in promptly, and parents will be notified if a student is slacking in this matter.

Time allotted for homework:

Homework should not exceed times listed below (Per night/Average):

- Kindergarten: 5-10 min. (Plus Reading)
- 1st & 2nd grade: 15-25 min. (Plus Reading)
- 3rd grade: 20 – 30 min. (Plus Reading)

- 4th grade: 30 – 40 min. (Plus Reading)
- 5th grade: 40 – 60 min. (Plus Reading)

Make-up Work

When a student is absent from class and the absence is excused, he/she will be allowed time equal to the number of days absent to make up the work at the discretion of the teacher. The student should check with each of his/her teachers to determine when the work will be due. If the absence is unexcused, the student may receive a "0" for all work missed.

What Not To Bring To School

Anything that promotes a negative influence on our students should not be brought to school. These items will not be allowed on campus or at any school-related activity. These include items like personal electronics (e.g. tablets, phones, etc.), magazines, video games, weapons, and games/books/cards dealing with the spirit world, etc.

Athletics

Athletic Fees: Some sports may require one-time fees. Christian Liberty Academy does participate in some county and city recreation leagues.

Our purpose in athletics is to familiarize our students with the principles of setting goals both for the team and the individual. We seek that the athlete learns the importance of teamwork as well as obeying authority. We desire that the athlete learns the fundamental skills associated with the sport that he/she is involved with and, thereby, increases the enjoyment of the game through active participation. Most importantly, we seek that a participant realizes that the talents and strength that he/she possesses are gifts from God. It is important that each participant uses his/her talents for the glory of God during practice and competition.

Discipline System

In order for our educational program to be successful, we expect certain standards, attitudes and cooperation among our student body. The parent's support and cooperation is also needed. It is impossible to make rules to cover every type of infraction. Good behavior comes from the heart and must not be mere conformity to man-made regulations. We base our discipline standards on Romans 13 and I Peter 2:13-25.

"Stars" and the "Star Party" is a reward system for good behavior. Teachers may pull stars away from students for bad behavior and/or reward students for good behavior by allowing them to earn stars. Each teacher may use their own method of stars. Teachers will notify parents in writing explaining their class' grade level appropriate individualized star system. Teachers keep a record of stars and will communicate this to the parents. If a student missed the Star party for a second time, they will receive a "B Offence."

Disciplinary offenses are divided into three categories: Class "A", Class "B", and Class "C". Our discipline system seeks to emphasize good behavior, as well as to correct behavior that is not pleasing to the Lord. Listed below are some examples of offenses for each class.

Class “A” Offenses/Star Party System

- Talking, disrupting, or making a disturbance in class
- Running in the building, on sidewalks, etc.
- Yelling unnecessarily/horseplay/unsafe behavior
- Chewing gum on campus
- Unacceptable manners
- Use of cell phones, tablets, and other electronic equipment (This equipment needs to remain off in the student’s school bag while on school property)

Class “B” Offenses

- Using profanity, improper, and vulgar language
- Inappropriate behavior
- Direct disobedience
- Lying, cheating, stealing
- Destruction of property
- Leaving campus or class without a proper pass
- Participating in any other serious offenses that jeopardize the safety and welfare of other students. This includes verbal harassment, bullying, and cyberbullying. These items could cause immediate dismissal.

When a student is caught committing a Class “B” offense he/she will receive a discipline referral and report to the office for a meeting with the Principal. The administration will notify the parents as soon as possible.

Consequences for “B” offense

First offense - Discipline meeting with the Principal. Phone call to parents, referral report sent home.
Second offense - Discipline meeting with the Principal. Phone call to parents, referral report sent home.
Third offense - Discipline meeting with the Principal. One-day suspension and letter to parents. Evaluation of student by faculty and staff.
Fourth offense - Discipline meeting with the Principal and Parents. Three-day suspension and letter to parents. After a student has received the 4th “B” offense he/she may not participate in any extracurricular activities, school field trips, or class field trips.
Fifth offense - Discipline meeting with the Principal and Parents. Possible expulsion.

Class “C” Offenses

- Smoking, consuming, or having in possession illegal drugs or alcohol
- Carrying knives, guns, or explosives
- Terrorist threatening of or deliberately causing injury to teachers or other students on or off campus
- Possession or distribution of pornographic material.
- Sexual immorality

Any student committing a Class “C” offense will be required to meet with the administration and his/her parents. Immediate expulsion may occur after one Class “C” offense.

“Train up a child in the way he should go, and when he is old he will not depart from it.” Proverbs 22:6

Dress Code

While we realize that the Bible does not specifically tell us how we should dress or how our hair should be cut, it does give us some principles to follow. In light of these principles, we must set an institutional standard for our school. Our intention is not to say that a Christian who fails to meet our standards is sinning, but only that our students must meet this standard in order for us to be consistent in our enforcement of a recognizable code. Some general scriptural guidelines for dress are as follows:

1. **Modesty** 1 Timothy 2:9
2. **Distinction** Deuteronomy 22:5, I Corinthians 11:14-15
3. **Identification with the Lord** I Timothy 4:12, Romans 12:1-2, I John 2:15-16
4. **Neatness** I Corinthians 14:40

Purpose of Dress Code

1. To maintain a recognizable standard.
2. To develop a concern for personal appearance.
3. To provide an environment that is conducive to learning.
4. To focus attention on Christ rather than ourselves.
5. To avoid offending others by what we wear or causing others to stumble in their Christian walk.

Regular School Uniform

Girls:

Clothing:

- The standard school uniform consists of the Lands' End navy blue or gray school polo shirt and navy blue or khaki pants or shorts. The school uniforms must be purchased through the Lands' End CLA school uniform website.
- For cooler days, a CLA navy blue jacket, sweater, or hoodie is available from Lands' End CLA school uniform website. If parents prefer, they may purchase a plain navy blue or gray jacket, sweater, or hoodie from another source as long as there are no other colors or identifying marks (No images, no piping, no liners of a different color).
- Girls' dress should be modest at all times. Girls' outfits must not be tight fitting. Students wearing inappropriate clothing will be sent to the office where they will wait for their parents to bring them an appropriate school uniform.
- T-shirts worn under the school's polo shirts or Aloha shirts must be white or gray.

Footwear:

- Girls who wear closed toe shoes must wear socks. Girls may also wear dress shoes, sandals, and crocs as long as they have a back strap **(but not on PE days)**. The back strap must be worn around the back of the heel at all times. If the shoes have laces they must be tied. No slippers permitted. No heels above 1 inch.

Other:

- Haircuts that are extreme and unconventional will not be permitted. The color of the hair must be that which appears naturally on humans. No extreme tinting or coloring will be allowed.

- Earrings are permissible for girls only. Earrings should be no larger than a nickel. All other body piercing is forbidden.
- Cosmetics/make-up is not permitted.
- No temporary/permanent tattoos.
- Hats cannot be worn inside of classrooms.

Boys:

Clothing:

- The standard school uniform consists of the Lands' End navy blue or gray school polo shirt and navy blue or khaki pants or shorts. The school uniforms must be purchased through the Lands' End CLA school uniform website.
- For cooler days, a CLA navy blue jacket, sweater, or hoodie is available from Lands' End CLA school uniform website. If parents prefer, they may purchase a plain navy blue or gray jacket, sweater or hoodie from another source as long as there are no other colors or identifying marks (No images, no piping, no liners of a different color).
- Students wearing inappropriate clothing will be sent to the office where they will wait for their parents to bring them an appropriate school uniform.
- T-shirts worn under the school's polo shirts or Aloha shirts must be white or gray.

Footwear

- Boys who wear closed toe shoes must wear socks. Shoes with laces must be tied. Slippers are not permitted. Crocs may be worn with a back strap **(but not on PE days)**.

Other

- Boys may not wear earrings to school or school-sponsored activities.
- No temporary/permanent tattoos.
- Boys haircuts should be above the ears, eyebrows, and collar. Haircuts that are extreme and unconventional will not be permitted. The color of the hair must be that which appears naturally on humans. No extreme tinting or coloring of the hair will be allowed.
- Hats cannot be worn inside of classrooms.

P.E. Uniforms

Every student participating in physical education must attend P.E. in their CLA issued P.E. uniform or CLA sports camp or CLA intramural shirts. P.E. uniforms may be purchased through the school's online ordering process. All other styles/brands are not permitted. If students do not wear their uniforms, they may not be able to participate in P.E. and their grade may be affected. **Closed toed shoes are *required* to participate in P.E. and must be worn with the P.E. uniform on P.E. days.**

Note:
Kindergarten – 3rd Grade – The elementary students in grades K – 3rd may wear the standard school uniforms **or** the P.E. uniform any day of the week. K – 3rd needs to have at least one Lands' End navy blue or gray school polo. They also must have at least one pair of navy blue or khaki bottoms.
4th – 5th Grade- 4th and 5th grade students may only wear the P.E. uniform on their scheduled P.E. days. They need to wear the standard uniform on non-P.E. days.

Star Party

Every student participating in Star Parties must attend in their CLA issued P.E. uniform or CLA sports camp or CLA intramural shirts. Closed toed shoes are required. If the Star Party requires other attire, it will be communicated to families prior to the event.

Friday Dress days

A student may wear any CLA shirt or "Aloha Wear" and loose fitting, full-length jeans or CLA uniform bottoms every Friday. Jeans are defined as denim fabric, with no holes and in any color. Special dress on Friday must be modest and fit the modesty guidelines outlined in "Special Free Dress Days" below. Anyone not following the dress code can lose the "Friday Dress Day" privilege.

Special Free Dress/Field Trip Dress Code

Non-active Field Trips

Regular school uniform

Active Field Trips/Special Free Dress Days

Shorts must be a modest length by interpretation of administration (mid-thigh length). Closed toe shoes and socks must be worn. If the shoes have laces they must be tied. T-shirts must be long enough to tuck in. In keeping with our policy of modest dress, girls may not wear spaghetti straps, halter or tank tops with straps less than two inches wide. If a girl chooses to wear a dress or skirt, the hemline should be at the knee. All emblems or advertisements on shirts that are worn must be appropriate (No crude violent language or images).

Beachwear/Water Days

All swimsuits must be modest. Girls are required to wear a one-piece swimsuit or may wear surf shorts and a tank top with straps that are at least two inches wide. Beachwear is only to be worn during actual beach activity. Slippers may be worn at the beach or the pool. On route to the beach or on the way to the school, regular Active Field Trip attire must be worn.

Changing Clothes Policy

Students may change out of their uniforms after school for scheduled practices or work related activities.

Dress code policies are set and upheld by CLA administration. See divisional administrators for dress code questions or clarifications.

Academy Details

Academy Colors/Nickname

Christian Liberty Academy's school colors are blue and orange. Canefire was chosen as our nickname in the summer of 2004. Canefire was chosen because of the history of our community, Keaʻau, which at one time was sugar cane country. The cane farmers used to set fire to the fields in order to burn off the impurities so that only the cane stalks remained. In the same way the Holy Spirit burns in us to remove all the impurities, preparing us for a life of service. Cane fire is two words; however for our purpose we have combined it into one word, *Canefire*, to emphasize our unity as one in the Body of Christ. In addition, we leave it in the singular form to further emphasize unity. We burn together as one flame and are thereby known as the Christian Liberty Academy Canefire.

Academy Verse

"Therefore, whether you eat or drink, or whatever you do, do all to the glory of God" - 1 Corinthians 10:31

Academy Pep Song

Our alma mater is as follows and sung to the tune of "Beulah Land."

Hail to Christian Liberty, the blue and orange are fighting.
On the courts and on the fields, the Canefire make their stand.
Fears and doubts and things of earth in vain to them are calling.

Win the deep vic'try - Oh C L A!

We're fighting in a battle that the world will never win.
We're Monarchs in the kingdom; We're joint heirs to the throne.
We're looking to the future when we'll wear a golden crown.

For now we're fighting for C L A!

Policies and procedures outlined in this handbook are subject to change at the discretion of CLA administration.