

**NAVY HALE KEIKI SCHOOL**  
**153 Bougainville Drive**  
**Honolulu, Hawaii 96818**

**BY-LAWS**  
*Revised May 2008*

I. PURPOSE

The purpose of the By-Laws is to set forth the operating charter by which the Navy Hale Keiki School (NHKS), also known as the school, will function.

II. SCOPE

These By-Laws include all matters of a general and long-term nature pertaining to the existence, policies, and operation of the school.

III. DESCRIPTION

Navy Hale Keiki School is a private association organized for the purpose of providing education and childcare for students in pre-school, pre-kindergarten, kindergarten, first grade, second grade and third grade. The school is a non-profit organization exempt from state and federal income taxes. It is operated in accordance with applicable state and federal laws and regulations pertaining to education and other matters as appropriate. It is not an instrumentality of the United States government, but is operated on property owned by the United States Navy at the pleasure of the Commander, Navy Region Hawaii, through a Use Agreement and in accordance with the Department of the Navy directives pertaining to private associations and applicable local instructions.

IV. BOARD OF GOVERNORS

- A. *Authority.* Authority for the conduct of all school business is vested in a Board of Governors (BOG) elected by and from the parents of regularly enrolled children. This authority is subject to applicable state and federal laws and regulations, DON directives, and the Use Agreement.
- B. *Honorary Chairman.* The Commander, Navy Region Hawaii, shall be designated as Honorary Chairman of the Board of Governors. He may appoint a suitable representative from his staff as his direct liaison. This representative may attend meetings, in an advisory capacity, but will have no vote.

C. *Membership.*

1. Elected Members. The BOG shall consist of a Chairman, Secretary, Treasurer, Development Advisor, Marketing Advisor, and Buildings and Grounds Advisor who shall each be nominated and elected by a majority vote of parents of NHKS students at a spring meeting.
2. Community Members. Three Community Members shall be elected by a majority vote by the BOG.
3. Volunteer Service. Board members shall serve without compensation. No Board member shall, during the same academic school year (1 June through 31 May), also be a paid employee of Navy Hale Keiki School.
4. Filling Board Vacancies. Should a BOG member leave the island or otherwise become unable to complete the remaining term of office, the Chairman of the BOG shall appoint a replacement to complete such member's term of office, subject to confirmation by a majority vote of the remaining BOG members at the next Board meeting.
5. Removal of Board Members. Any BOG member, including Community Members, may be removed at any time by a vote of 75% of the remaining members of the Board of Governors.

D. *Board Members.* Board membership shall consist of 6 parents of currently enrolled NHKS students and 3 Community Members as follows:

1. Voting Members.  
*Chairman* - commissioned officer in the Naval Service on active duty  
*Secretary*  
*Treasurer*  
*Development Advisor*  
*Marketing Advisor*  
*Buildings and Grounds Advisor*

*Community Members* - as selected by BOG.

In addition to the Chairman, at least one other BOG member shall be a commissioned officer of uniformed service on active duty.

2. Non-Voting or Ex Officio Members.

*Honorary Chairman* – Commander, Navy Region Hawaii  
*Command Liaison* - COMNAVREG Hawaii may appoint a member of his staff to serve on the Board solely as a liaison between the school and the Navy  
*Director* - serves as an advisor to the BOG  
*Business Manager* -serves as an advisor to the BOG  
*NHKSPTO President* – invited to attend BOG meetings to facilitate communications and cooperation between NHKSPTO and BOG

- E. *Term of Office.*
1. Board Members are elected for one year, beginning on 1 June and ending the following 31 May.
  2. Community members are elected by the other BOG members for a three year term, with each Community Member's term of service staggered such that one new Community Member shall be elected each year. Community members are eligible for re-selection following the completion of each three year term.
- F. *Meetings.* Meetings shall be held on a regular basis, usually once a month. Ad Hoc meetings will be held as required.
- G. *Acting Chairman.* In the absence of the Chairman, other Board members may act as Chairman Pro Tem with the following devolution of authority.
1. The senior officer in the Naval Service serving as a member.
  2. In the absence of an officer in the Naval Service, the senior member of any other Service on the Board.
- H. *Quorum and Vote.* A majority of the BOG (present either in person or by means of a conference either by telephone or by electronic mail) shall be necessary to constitute a quorum for transaction of business. A simple majority vote of the members present at a meeting may transact business.
- I. *Actions Authorized Without Meeting.* Any action which the BOG may lawfully take at any meeting properly held may also be taken by way of a conference either by telephone or by electronic mail. Any action taken shall be valid and effective from the time of filing written and/or electronic minutes or other instrument, when approved by a majority of the members of the BOG to evidence said action.
- J. *Gifts and Contributions.* The BOG may accept any contribution, gift, bequest, or devise for any school purchase(s) on the school's behalf.
- K. *Execution of Contracts.* The BOG, except as otherwise provided in the

By-Laws, may authorize any officer or agent or employee to enter into any contract or execute any instrument in the name of or on behalf of the school. Such authority may be general or confined to specific instances. Unless so authorized in writing by the BOG, no officer, agent or employee shall have any power or authority to bind the school by contract or engagement, to pledge its credit, or to render it liable for any purpose or at any monetary value.

V. RESPONSIBILITIES OF THE BOARD MEMBERS

A. *Chairman:*

1. Coordinate the activities of the BOG.
2. Prepare an agenda for each meeting and chair all BOG meetings. Robert's Rules of Order may be used if desired.
3. Draft and sign or approve all official correspondence from the BOG.
4. Ensure the school is provided adequate legal counsel.
5. Specify a member of the BOG to act as Chairman in his absence.
6. Appoint members of Standing Committees as deemed necessary and appropriate for promotion of the school and its traditions including, as examples, Marketing, Development, and Finance & Operations.

B. *Secretary:*

1. Prepare minutes of meetings of the BOG.
2. Notify BOG members of the date, place and time of meetings.
3. Maintain documents and records of Board action. Copies of approved minutes shall be maintained and made available, through the school administration, for review by parents and staff of NHKS, upon request.

C. *Treasurer:*

1. Sign checks prior to disbursing school funds. (The Chairman and Secretary may sign checks in the absence of the Treasurer.)
2. When the Business Manager is not available, the Treasurer may make deposits of school income at the school's bank(s) and/or savings institution(s).
3. Provide recommendations to the BOG, as necessary, concerning salaries for the school employees and personnel.
4. Provide assistance, as requested, to the Business Manager in preparing the annual NHKS operating budget.
5. Review the monthly bank reconciliation, including canceled checks, received from the school's bank(s) and/or savings institution(s).

6. Review Business Manager's monthly financial statements prior to submission to the BOG.
7. Represent the BOG on the Finance & Operations Committee.

*D. Development Advisor:*

1. Oversee and execute the development plan to include annual fund-raising events to build donor, staff, and student base for the school.
2. Coordinate with the Vision Committee to ensure the Development Plan remains current, viable, and on track.
3. Coordinate the solicitation of donations, grants, and other sources of non-tuition income.
4. Assist the Treasurer and Business Manager, as requested, to prepare Development Fund Annual Report
5. Coordinate with the Director to develop State of the School checklist and corresponding Improvement Plan priorities for purposes of securing outside funding.
5. Represent the BOG on the Development Committee.

*E. Marketing Advisor:*

1. Develop and implement marketing plan to maximize student enrollment.
2. Assist the Technology Manager, as needed, to coordinate, update, and monitor the NHKS website on the Internet.
3. Coordinate and implement the school's advertising.
4. Nominate Community Members, as vacancies occur, to become members of the BOG.
5. Oversee production of an annual bulletin sent out to the NHKS community of parents, staff, alumni and friends.
6. Represent the BOG on the Marketing Committee.

*F. Buildings and Grounds Advisor:*

1. Make frequent inspections of grounds and equipment, ensuring that the physical plant of the school is maintained in good repair and, in particular, that safety hazards are eliminated.
2. Authorize and initiate action to accomplish necessary repairs of grounds and equipment, obtaining prior approval from the BOG.
3. Determine the need for additional playground equipment and recommend items for procurement to the BOG.
4. Investigate complaints on grounds and equipment and initiate corrective action.
5. Act as liaison between the BOG, the Naval Station and NAVFAC, Hawai'i.

- G. *Director:*
1. Advise BOG on all matters relating to administration and operation of the school.
  2. Ensure that Navy Hale Keiki School complies with applicable State and Federal laws and regulations pertaining to education and related matters as appropriate, ON directives, and with Board policies and directives.
  3. Prepare the NHKS Parent Handbook. Submit all proposed changes to the Parent Handbook to the BOG for review and approval. Ensure a copy of the Parent Handbook is provided to all parents at the time of each student's enrollment at NHKS.
  4. Administer annual performance review of all members of the NHKS faculty and staff. Make recommendations to the BOG during the spring concerning retention of each staff and faculty member.
  5. Form a Selection Committee, as needed, for the hiring of new faculty and staff members. The Selection Committee, whose task is to prepare application portfolios for BOG review, shall interview qualified candidates. Assist the Selection Committee in presenting to the BOG a comprehensive review of all individuals who have applied for teaching or staff positions at the school, including providing recommendations to the BOG of proposed candidates to fill faculty and staff vacancies.
  6. Under special circumstances, temporarily fill a vacant faculty or staff position, subject to subsequent approval by the BOG.
  7. Attend each scheduled meeting of the BOG.
  8. Present a written monthly Director's Report to the BOG, including the following:
    - a. Status of school improvement projects.
    - b. Needs of the school requiring assistance of the BOG.
    - c. Status of issues or concerns involving student safety.
    - d. Relevant information and documentation relating to the administration and operation of the school.
    - e. Scheduled school events, including those which require BOG presence and/or participation.
  9. Facilitate the orientation of perspective and new members of the BOG concerning the BOG roles and responsibilities, structure and practices, as well as on current school-related issues and school improvement projects.
  10. Facilitate the work of Standing Committees (e.g., School Improvement, Finance and Operations, Development, Marketing, and School Life).
  11. Oversee student class placement including class retention.

H. *Business Manager.*

1. Supervise receipts of all money due to the school and make necessary deposits at an authorized bank.
2. Make disbursements to meet operating expenses of the school, as directed by the BOG.
3. Advise the BOG on financial and bookkeeping matters.
4. Present the financial statement at the monthly BOG meeting. A summary of the approved financial statements will be provided to all BOG members.
5. Prepare, subject to approval of the BOG, the annual school operating budget.
6. Make recommendations to the Chairman of the BOG with regard to urgent financial matters which cannot be delayed for presentation at the monthly BOG meetings.
7. Ensure that all accounting books and financial records are audited annually by the designated Certified Public Accountant. All financial statements will be signed by the Certified Public Accountant and copies forwarded to COMNAVREG Hawaii.
8. Be responsible for performing duties as specified by the Director.

I. *Community Members.*

1. Provide support and advice, as requested by the BOG, on matters relating to administration and operation of the school.
2. Provide guidance and assistance, as requested by the BOG.
3. Be a permanent resident of Hawai'i.
4. Shall be invited to all school functions during the school year.
5. Perform other duties and accept other responsibilities, as requested by the BOG.
6. One Community Member shall be an attorney, duly licensed to practice law in the State of Hawaii, and shall serve as the Legal Advisor, assisting the Director, the BOG and the school concerning applicable federal, state, and municipal rules and regulations. The Legal Advisor shall also periodically review and update the By-Laws, including providing recommendations concerning amendments and modifications.

VI. SCHOOL STAFF

- A. *Director.* The Director shall be responsible for all aspects of the school and its operation in accordance with applicable state and federal laws and regulations, DON directives, and BOG policies and directives.
- B. *Curriculum Development/Student Support Specialist.*
1. Curriculum. Identify and implement the best and most current

- practices in all curriculum areas. Assist teachers as necessary with implementation of curriculum and teaching strategies.
2. Progress Reports. Create and edit student progress reports and work with the Administrative Assistant to distribute progress reports to the teachers for completion each trimester.
  3. Staff Development. Implement and develop standards, curriculum, and assessments fitting and aligned with both local and national educational standards.
  4. Student Support. Provide consultation, direct counseling, and functional behavior assessments and plans to address student's needs.
  5. Substitute Teaching. Fill in on an emergency basis for staff who are unexpectedly absent.
  6. Accreditation Coordinator. Organize and lead the Accreditation Process and maintain reports, evidence folders and School Improvement Progress reports following the completion of the Accreditation Process.
- C. *Other Staff and Teachers*. The number and placement of all other staff members and teachers at the school shall be determined by the Director, subject to approval by the BOG, to assure proper school functioning.
- D. *Non-Discrimination*. Employees selected for employment shall be the best qualified for each position and in the best interest of the school without regard to race, color, creed, sex, religion, or national origin.
- E. *No Nepotism*. To avoid any appearance of impropriety, the school shall not select any person for employment who would be supervised, either directly or indirectly, by another family member who is already employed at the school. Additionally, the school shall not accept applications for employment from any person who, during the same academic school year, is or has been a member of the Board of Governors.
- F. *Board Approval*. Employment of any person shall be approved by the BOG, with the Chairman authorized to approve interim emergency appointments on a temporary basis until such appointments can be ratified by the full BOG at a regularly scheduled meeting.
- G. *Discharge*. Employees may be permanently discharged only as recommended by the Director with approval of the BOG.
- H. *Compensation*. For the Director, Business Manager, and Curriculum Development/Student Support Specialist, the salary shall be on a basis and in an amount determined and approved by the BOG. For other staff members, the salary shall be on a basis and in an amount as

recommended by the Director and approved by the BOG.

- I. *Employment Violations.* The Director will use the following procedures whenever a staff member violates a By-Law and/or staff procedure:
  1. Document occurrence(s).
  2. Counsel staff member. The counseling may be written and/or verbal and shall include the following:
    - a. Identify the problem(s) to be resolved.
    - b. Outline expectations to correct the problem(s).
    - c. Identify the proper procedures to be followed in correcting the problem(s).
    - d. Schedule a time period for improvement.
    - e. Outline the consequences for failure to change, rectify, and/or improve the defined problem(s).
  3. Seek outside assistance and additional training for staff member, when deemed appropriate by the Director.
  4. Continue on-going counseling if deemed necessary and/or appropriate by the Director.
  5. Issue written warning to the staff member outlining the details and circumstances surrounding the violation(s), and list consequences of failure to comply with such procedures in the future.

## VII. FINANCE

- A. *Non-Profit Entity.* The school is organized as a non-profit entity exempt from State and Federal income taxes in accordance with applicable laws.
- B. *Self-Supporting.* While the school is operated on a non-profit basis, it will be operated in a manner which generates sufficient funds and cash flow that, while minimizing tuition and other fees, accomplishes the following:
  1. Provides sufficient compensation necessary to hire and retain quality staff, particularly teachers.
  2. Allows for a systematic program of renovation, upgrading, and/or replacement of classroom equipment and facilities over time.
  3. Allows for adequate operating cash flow to meet emergencies and to sustain itself through periods of operating losses while meeting normal financial obligations in a timely manner.
- C. *Funds.* All idle and surplus funds, other than those funds placed in a checking account for current obligations, shall be invested in high-yield, short-term, federally insured accounts. Funds not placed in fully insured accounts shall be handled in a manner as approved by the BOG.
- D. *Accounting.* Accounting will be done on the “accrual basis” in accordance with generally accepted auditing standards.

- E. *Budget.* An annual budget will be prepared in a manner approved by the BOG and submitted to the BOG for approval not later than 1 February. This budget will be for the upcoming school year.
- F. *Financial Statements.* A summary of the monthly financial statement will be provided to BOG members at each monthly meeting. Copies of the summarized financial statements, after formal BOG approval, will be made available to parents when requested.
- G. *Audits.* Outside audits will occur as directed by the BOG and/or COMNAVREG Hawaii.
- H. *Tuition Amount and Payment Schedule.* Tuition rates and payment schedule, administrative and processing fees, before and after school care fees, penalty and refund policies shall be determined by the BOG and printed in the Parent Handbook.
- I. *Tuition Agreement.* A Tuition Agreement shall be signed by each prospective student's active duty military parent or non-military custodial parent and submitted to the business office at the time of registration as part of the enrollment process.

#### VIII. PROCUREMENT

- A. *Manner.* Procurement of goods and services will be accomplished in a manner approved by the BOG. Except as directed by the BOG, all procurements and service agreements will be accomplished in a competitive bidding manner.
- B. *Emergency Procurements.* Emergency procurements may be approved by the Chairman. Such procurements shall be reported to the full BOG for subsequent ratification.

#### IX. FUND RAISING ACTIVITIES

- A. *Scope.* This policy applies to all fund-raising activities by or on behalf of members of the school, including staff, teachers, students, BOG, and support organizations or any persons or groups engaged in a fund raising activity, the proceeds of which are intended for use, in whole or in part, by the school for the funding of purchases, services, or other activities of the school.
- B. *Board Approval Required.* Fund raising activities are authorized functions of NHKS and, as such, the school will accept full responsibility for such

fund raising only if the following procedures be followed:

1. The BOG is informed of the project in advance.
2. Funds collected or disbursed are accounted for by one of three authorized financial agents of NHKS and its organizations: BOG Treasurer, PTO Treasurer, and/or Business Manager.
3. All state and federal regulations and applicable taxes are satisfied.
4. An after action report is made to the BOG at completion of the activity.
5. Fundraising goals must be established prior to the event. Participants will be notified as to what the goal is and where the money will be used even if in a general sense (i.e. to purchase additional teacher supplies.)

- C. *Non-Compliance.* Any person or group conducting a fund raising activity without prior consent of the BOG, or any person or group failing to comply with this policy once consent is given, assumes all liability for the activity, including excise tax due the State, as well as reimbursement for expended resources or contacts, implied or expressed, incurred as a result of the activity.

#### X. SCHOOL POLICIES

- A. *Intent.* NHKS shall provide a constructive and educational program consistent with the school's stated purpose, philosophy, goals, and objectives.
- B. *Curriculum Review.* Ongoing review of curriculum in all subject areas shall be conducted by instructional staff and administration with the objective of curriculum improvement and further development. The Director will periodically update the BOG concerning the status of the curriculum review.
- C. *Assist Students' Growth and Development.* School staff and administration will closely monitor the academic, physical, cognitive, social, and emotional growth of each student and will advise parents as necessary of any significant changes.
- D. *Assess Students' Performance.* The school will assess the performance of the students, with evaluations conducted, in part, through the use of standardized testing as determined by the Director in collaboration with the instructional staff.
- E. *Assure Students' Health and Sanitation.* The school will maintain the highest standards of health and sanitation at all times by:
1. Facilitating the development of good health practices.

2. Maintaining the facilities in a clean and sanitary manner.
3. Taking all necessary precautions to prevent the spread of disease.
4. Ensuring that all members of the school staff and students comply with State and Federal health and medical requirements.

## XI. REPORTS TO PARENTS

Progress reports will be sent home on a regular basis as approved by the Board. Parents are encouraged to confer with teachers throughout the school year to supplement these written reports. There will be two (2) scheduled Parent-Teacher conferences during the school year. Parents will be notified of the specific dates for these conferences.

## XII. ENROLLMENT

- A. *Policies and Procedures.* Enrollment shall be accomplished by procedures and policies established by the BOG.
- B. *Priority of Enrollment.* Priority of enrollment shall be as follows:
  1. Children of members of active duty military personnel.
  2. Children of members of retired military personnel and of military reservists.
  3. All others.
- C. *Children of Staff Members.* Children of staff members may be enrolled without reference to any other priority of enrollment. A new staff member's children will go directly into a class depending upon class size at the time of the staff member's employment. All fees, with the exception of the before and after school care fees while the staff member/parent is on duty, will be applicable.
- D. *Special Needs.* Students with special needs will be accommodated if the Director determines the school can successfully do so. Parents will be referred to programs or schools more appropriate for the academic progress of their child if the school does not have the resource or related-service personnel to ensure the child receives the accommodations needed. Parents are expected to inform the administration of any cognitive, academic, emotional, physical, or behavioral concerns addressed by previous schools, daycare centers or by formal diagnosis. Failure to disclose this information may be the basis for involuntary withdrawal of the student.
- E. *Non-Discrimination.* Enrollment of children is on "first-come, first served" basis according to the priorities listed above. No child shall be discriminated against due to race, sex, religion, or national origin.

### XIII. AGE GROUPING OF CHILDREN

- A. *Admission of Students.* Children from ages three (3) through eight (8) years only will be admitted. Prior to enrollment, each student must be able to take care of toilet functions without the assistance of any other person. Children who reach the age of eight (8) while enrolled may remain at school for the remainder of the school year. An exception shall be granted where a child is required to repeat a grade and, therefore, the child may continue beyond the age of eight years.
- B. *Eligibility for Classes.* Children will be placed into classes as follows:
1. Third grade. Any child who is eight (8) by 30 September may be admitted to third grade.
  2. Second grade. Any child who is seven (7) by 30 September may be admitted to second grade.
  3. First grade. Any child who is six (6) by 30 September may be admitted to first grade.
  4. Kindergarten. Any child who is five (5) by 30 September may be accepted into Kindergarten.
  5. Pre-Kindergarten. Any child who is four (4) by 30 September may be accepted into Pre-Kindergarten.
  6. Preschool. Any child who is three (3) by 30 September may be accepted into the Preschool. Children with third birthdays between September 1 and December 31 may be accepted on a case by case basis after consideration and evaluation by the Director.
- C. *Record of Transfer.* A record of transfer will be issued to students transferring to another area during the school year. This applies only to the kindergarten, first grade, second grade and third grade children. Students completing a grade period will receive a progress report card.

### XIV. MEDICAL REQUIREMENTS AND PROCEDURES

- A. *Health Requirements.* In accord with State and Federal regulations, each child must submit proof of health at the time of enrollment, including presentation of a medical certification that the child has no communicable or contagious disease and that all applicable immunizations are current.
- B. *Communicable Diseases.* No child with a communicable disease, such as head colds, will be allowed to attend school. If, in the opinion of the teacher, the child should not be in school, the parent will be contacted and required to promptly come and pick-up the child. Parents' cooperation is essential for the general safety and welfare of the school. Parents' repeated violation of reasonable health measures may result in the child's

disenrollment, as determined by the BOG.

- C. *Serious Injury.* If a child sustains a serious injury, the Director or designated individual shall administer first aid and/or summon emergency assistance. Parents of the injured child shall be immediately contacted. If the parents cannot be located, the persons listed as “emergency contacts” on the child’s enrollment form will be notified.

XV. DISENROLLMENT

- A. *Voluntary Disenrollment.* Parents wishing to remove a child from school must inform the school office in writing. Parents shall be responsible for paying a disenrollment fee of \$1,000.00 per child, or the remaining unpaid amount of the annual tuition, whichever is less, if the child is disenrolled for any reason other than a parent’s military transfer. Requests for exceptions to this provision may be considered by the BOG on a case-by-case basis. A child’s temporary absence is not cause for refund of tuition.
- B. *Involuntary Disenrollment.* A child may be removed permanently from the school upon recommendation of the Director followed by approval of the BOG after it considers circumstances of the matter. The Director may suspend a child from school on an interim basis until the BOG is able to act on the recommendation for involuntary disenrollment. Parents of students involuntarily disenrolled for disciplinary reasons shall be responsible for paying the remaining tuition for the full semester. A child disenrolled for disciplinary reasons may be enrolled the next school year only upon the recommendation of the Director and approval of the BOG.

XVI. SCHOOL DISCIPLINE

- A. *Goal.* Children at Navy Hale Keiki School are expected to learn to interact appropriately with others. NHKS teachers and staff are provided with guidelines for facilitating development of appropriate behavior.
- B. *Dealing With Improper Behavior.* When a student’s improper behavior persists and/or results in injury to others or in damage to school property or is disruptive to instruction, the following referral procedures shall be followed:
  - 1. The student’s parents will be informed and counseled.
  - 2. The teacher or staff member will provide to the Director a written report which includes a description of the behavior, steps taken, and documentation of contacts made with parents.

3. The BOG will be informed of all significant behavior incidents.
4. An Individualized Discipline Plan (IDP) shall be developed and implemented.

XVII. SCHEDULE OF SCHOOL HOURS

A. *Normal Hours.* The school year will normally be in accordance with criteria set by the Hawaii Council of Private Schools. School will be in session during the following hours, Monday through Friday:

Preschool	School period	8:00 am - 11:30 am
Prekindergarten	School period	8:00 am - 11:45 am
Kindergarten	School period	8:00 am - 12:00 pm
First, Second and Third Grade	School period	8:00 am - 2:45 pm
After School Care	From the end of the student's regular class period until 5:30 pm	
Early Bird Care	From 6:00 am to 7:00 am	
Before School Care	From 7:00 am to 7:30 am	

For the convenience of parents, students will be accepted each day beginning at 7:30 am.

B. *After School Pick Up.* All students should be picked up not later than fifteen minutes after the end of their respective school days. Full time after school care children and casual care children should be picked up not later than 5:30 p.m. to avoid being subjected to a late pick up fee.

XVIII. FIELD TRIPS

- A. *Director's Approval.* Educational field trips are valuable learning experiences and will be periodically scheduled through the school year. All field trips will be approved by the Director.
- B. *Parental Notification.* Parents shall be provided with advance written notification of field trips and extra-curricular activities.
- C. *Student Participation.* Field trips are an extension of classroom instruction and, therefore, participation by all students is expected.
- D. *Availability to Students.* Extra-curricular activities shall be open to all NHKS students.

XIX. HOLIDAYS

NHKS shall normally observe holidays as scheduled by the Department of Education, State of Hawaii.

XX. SCHOOL CAPACITY

The staff to children ratio shall not exceed current State and Federal regulations.

XXI. VISITORS

- A. *Visitors Are Welcome.* Parents and other visitors are welcome to visit the school to observe classes. Intended visitors should call the administration office ahead of time to avoid having too many visitors on the same day and to ensure that visits do not conflict with a class/school activity.
- B. *Visitors Must Register At the Office.* Visitors must sign in at the school office before going to the classroom and sign out before leaving the school. Visitor's badges are issued and must be worn during the duration of the visit.
- C. *Visitors Non-Interference.* Visitors are asked not to interfere with lessons or school activities in progress.
- D. *Visitors for Staff Members.* Individuals visiting with a staff member must also sign in at the school office. Children of staff members will generally not be permitted in the classroom during instructional time. Exceptions may be made at the discretion of the Director and will be made only in instances when the visit does not interfere with instruction or when it involves after-school hours.

XXII. SUMMER PROGRAMS

- A. *Course Description.* An annual summer program will be offered with course descriptions to be determined by the Director based upon the current needs of the children and availability of staff. Courses may be academic, with the objective of providing both remedial and enrichment activities. Recreational classes, such as summer fun sessions, may also be offered.
- B. *Student Eligibility.* The age range of children to be admitted shall be limited to children entering preschool (age three) through grade three in the fall.
- C. *Operational Hours.* The program hours shall not exceed the operational hours followed during the regular school term.

- D. *Admission Policy.* Admission to the summer program shall be on a “first-come, first-served” basis. No child shall be discriminated against because of race, sex, religion or national origin.

### XXIII. CONSULTATION, COMPLAINTS AND SUGGESTIONS

- A. *Parental and Staff Member Input Encouraged.* NHKS is an association of all parents of the children enrolled and, as such, constructive criticism and suggestions are invited from all parents relative to any facet of the organization or operation of the school. The school can always be improved. Accordingly, suggestions for improvement are encouraged from the staff or parents. All feedback will be considered and appropriately acted upon as the Director and /or the BOG shall direct.
- B. *Procedure for Input.* Whenever parents or staff members have feedback, suggestions or concerns they wish to share, they should follow the following procedures:
1. Parents should follow the “chain of command” when providing constructive criticism or suggestions. For example, if there is a concern about education, the parent should speak to the child’s teacher. If the concern is not resolved to the parent’s satisfaction, then the parent should next speak to the Director.
  2. Parents who feel that their concerns were not sufficiently resolved with the Director should then present the concerns to the BOG. Other than for emergency situations, all concerns should be presented in writing to allow for proper investigation prior to scheduled meetings of the BOG.
  3. Staff members with concerns are required to follow the same procedures.

### XXIV. SCHOOL CLOSURE

- A. *Procedures for School Closing.* In the unforeseen event that NHKS is compelled to permanently close, the following actions will be taken:
1. Assistance and advice from the Commander, Navy Region Hawaii, will be solicited.
  2. A letter will be prepared and sent to the parents of all students currently enrolled in NHKS as well as those on the waiting list, explaining the closure of NHKS and the date of the last day of school. If closure occurs during the summer, the letter will be sent to the parents of students enrolled for the coming year.

3. The Chairman of the BOG and the Director shall ensure that a complete audit of all funds and an inventory of all school-owned equipment and supplies are undertaken and completed in an expeditious manner.
  4. The Director and such other regular school employees as the Director deems necessary will be retained on a full-time, paid basis during the period required to close the school. The remaining employees will have their employment terminated as of the first Monday following either the decision to close NHKS or after the last day of classes, whichever occurs later.
  5. All rented or leased equipment will be returned to the supplier, the contract terminated, and all excess funds deposited in the school's account.
  6. All school owned equipment and supplies will be disposed of via public sale or auction with the proceeds deposited in the school's account.
  7. All liabilities and outstanding obligations will be paid in full, provided that sufficient funds exist. These include, but are not limited to:
    - a. building rental, telephone and utility fees.
    - b. return of prepaid tuition and day care fees to the parents concerned.
    - c. disbursement of the reserve retirement fund and accrued annual leave fund to those employees having a vested income.
    - d. such other debts as may be incurred.
  8. All remaining funds, after the payment of all debts, are to be disbursed to the regular employees of NHKS who were employed during the last year of the school's operation. Disbursement will be made on a pro rata basis with each school year, or major fraction thereof, of employment counting as one share. The total number of shares will be divided into the remaining assets to determine the value per share. Each employee will then receive that value times the number of shares assigned.
  9. No member of the BOG, any parent, or other interested individual who was not a paid employee of NHKS shall be eligible to receive any financial remuneration, except as specified in this paragraph.
- B. *School Records Following Closure.* Once NHKS is closed and all records completed, the records shall be forwarded to the Commander, Navy Region Hawaii, for such other activity as the Commander may designate, for permanent retention and possible use in the event NHKS or a successor school reopens in the future.
- C. *Continued Relations With Other Agencies.* Throughout the procedures of closing NHKS, the Director shall maintain close liaison with the Hawaii

Council of Private Schools and all other pertinent agencies.

XXV. NAVY HALE KEIKI SCHOOL PARENT TEACHER ORGANIZATION  
(NHKSPTO)

- A. *Purpose.* The purpose of the Navy Hale Keiki School Parent Teacher Organization (NHKSPTO) is to support and enhance the school's existing curriculum and programs through the involvement of its membership.
- B. *Financially Independent.* NHKSPTO shall operate financially independently of the school. The BOG Treasurer shall, in December and May of each school year, audit and/or review the PTO's financial records.
- C. *Organizationally Independent.* All matters involving the NHKSPTO which affect the conduct of business at the school, including its administration and policies, shall be presented to the Board of Governors for approval and/or acceptance. No one person shall serve simultaneously as a voting member on the Board of Governors and as an officer of the NHKSPTO.
- D. *Voluntary Membership.* Membership in the NHKSPTO is voluntary.
- E. *NHKSPTO By-Laws.* A copy of the NHKSPTO By-Laws will be maintained in the school office.

XXVI. AMENDMENTS

- A. *Compliance With Applicable Laws and Regulations.* The Board of Governors may change or amend these By-Laws, as necessary, to bring them into compliance with changes in laws, regulations, DON directives, or the Use Agreement.
- B. *Other Amendments.* Amendments, other than those required as indicated above, will be transmitted or made available to parents who will be allowed to make comments about the proposed changes. Action on the proposed changes will then be taken by the BOG after consideration of the comments provided by the parents.
- C. *Parental Suggestions.* Parents may submit proposed amendments to the By-Laws for consideration by the Board of Governors.