



Adventist Education

A JOURNEY TO EXCELLENCE

Kona Adventist Christian School

***Our Primary Task:
Is to encourage the
physical, emotional, spiritual
and academic development
of those that attend
Kona Adventist Christian School,
in preparation of further studies,
in anticipation of the soon return of Christ.***

(Please read all sections)

Kona Adventist Christian School

Address

**PO BOX 739, Captain Cook, HI, 96704
82-1013 Kinue Road, Captain Cook, HI 96704**

**Located on the mountain side of Highway 11,
between the 109 and 110 mile
markers, south of Kailua-Kona**

Communication

**Telephone.....808-323-2788
Fax.....808-323-2788
Email.....kacs@hawaii.rr.com**

**School Hours: Student session
M-Th. 8:00 a.m. to 3:00 p.m.
F 8:00 a.m. to 12:00 p.m.
Minimum Days – approx. eight per year - 8:00 a.m. to 12:00 p.m.**

Head Teacher:

**Gary Brown.....808-323-2788
E-mail.....brow.ga@gmail.com**

School Board:

**Chairperson: Valerie Oskins 960-2406
E-mail.....valerie@homeconveniencecenter.com**

Constituent Church:

**Kona Adventist Church:.....Phone 808-323-3317
Pastor Luis Camps.....camps_luis30@gmail.com**

ADMISSION

1. PURPOSE

Kona Adventist Christian School is a place where students can progress toward spiritual, academic, social, and physical excellence. Dedicated Christian parents, teachers, staff, and students cooperate in making this possible.

2. STATEMENT OF NON-DISCRIMINATION

Kona Adventist Christian School admits students of any race, gender, religion, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, gender, color, national, or ethnic origin in the administration of admissions or educational policies or programs.

3. ENTRANCE AGE

Kindergarten

A child's first year in school is very important and is believed to provide the basic foundation needed to succeed in his/her educational career. Each child will be assessed to determine his/her kindergarten readiness. Admittance criteria will include, but not be limited to, the child's pre-academic knowledge, independence from caretakers, gross and fine motor skills, and interpersonal communication skills. In addition, it is required that students beginning kindergarten reach the age of five by December 31st of the current school year. While maturity levels may vary, experience has shown that the older the child, the more likely he/she is to succeed in school.

First Grade

Students admitted to the first grade must demonstrate appropriate social, emotional, and academic abilities. Each student will be assessed and the admittance criteria will be applied. Although not a requirement, it is recommended that first grade students reach the age of six years by December 31st of the current school year.

4. BIRTH CERTIFICATE

Children entering KACS for the first time are to present a document that indicates their date of birth. This may be a birth certificate, baptismal certificate, etc. Please note that KACS requires an original certificate to be submitted. No duplicate copies are accepted.

The Seventh-day Adventist Denomination operates the largest protestant school system in the world

5. MEDICAL REQUIREMENTS

Physical examinations are required for all children entering school for the first time in Hawaii. All new students will be required to provide the school with a completed DOE Form 14 Health Record by a family physician which documents:

- a. Tuberculin test (Mantoux type) with negative results or follow-up x-ray. (TB test must be given no more than 12 months before school entrance.)
- b. Complete or current immunizations
- c. Physical examination

Students will present proof of inoculation, unless an exemption is provided by the county health board and kept on file.

New and returning students in grade 7 must provide documentation showing evidence of a recent physical examination, including scoliosis check. The following immunizations also need to be up to date: 2 MMR, 3 HepB, 1 or 2 Varicella. It is recommended that students have a physical examination every two years.

6. APPLICATION PROCEDURES

An admissions committee must approve all students. Returning students are approved on the recommendation of former teachers. New students will be approved for a probationary acceptance period of three months after completion of the following steps:

First Step

- a. Visit of classroom by the applicant and parent (and or guardian)
- b. Meet with teacher and head teacher
- c. Receive handbook and application form

Second Step

- d. Read current handbook and provide signed contracts to head teacher.
- e. Submit completed application and \$50.00 application fee
- f. Submit academic records (i.e. standardized test results or grade reports) for review
- g. Submission of current and completed health records.

Third Step

- i. Wait for notification from application committee

Final Step

- j. If accepted: Complete final school forms.

Order school uniforms.

Meet with school's treasurer to complete financial agreement

FINANCIAL INFORMATION

1. FUNDING

Kona Adventist Christian School is funded through student tuition and through generous financial assistance from the members of the constituent Seventh-day Adventist Church and the Hawaii Conference of Seventh-day Adventists. All KACS students benefit from lower tuition rates due to this financial assistance. Additional funding for special purchases may come from the school's and the Home and School's fund-raising efforts.

2. UNPAID ACCOUNTS

Students having unpaid accounts with KACS will not be permitted to complete registration until the account has been paid in full. Students transferring to KACS from other private schools will not be permitted to register until financial clearance has been obtained from the other school.

Eighth grade students with outstanding balances, who are otherwise eligible to graduate, will be permitted to participate in the graduation service if the family account, including charges for siblings, is paid in full 7 business days prior to graduation day.

3. FINANCIAL ASSISTANCE

KACS has limited resources for students and families needing financial assistance to pay tuition. Since eligibility is determined by demonstrated need, an application through School & Student Services (SSS) by National Association of Independent Schools (NAIS) is required annually by (due date determined by school board) for the following school year. Tax documents must be submitted to KACS in addition to SSS by the same due date.

Applicants will be notified by (due date determined by school board) promptly of the Finance Committee's decision.

Students receiving financial assistance are expected to demonstrate reasonable efforts in maintaining good academic and behavioral standing at KACS. Continuation of financial aid is contingent upon a student's satisfactory academic and behavior records throughout the school year.

Additional financial aid may be available from your local Seventh-day Adventist Church and/or the Hawaii Conference of Seventh-day Adventists. Applications must be made through the local school board. Until the school is presented with written confirmation from the church and/or the Conference, you will be expected to pay full tuition.

Currently there are 5600 schools, colleges, universities operated by Seventh-day Adventists

4. APPLICATION FEES

A new student's application must be accompanied by a fee of \$50.00.

Returning students have an application fee of \$25.00.

5. COMPREHENSIVE FEE

The comprehensive fee is \$400.00 and covers the cost of books, insurance, technology, etc. The comprehensive fee is due at registration.

Submission of application form and application fee, before the actual registration date, reserves a place for a returning student.

6. TUITION

Because of the commitment of the Seventh-day Adventist Church to Christian education * , the Church at each of its levels helps with educational costs. Tuition from families represents about 56 percent of the actual cost of educating the student. The Hawaii Conference of Seventh-day Adventists, augmented by the worldwide Church organization, contributes 20 percent. The local constituent churches give over 14 percent, while other sources add the final 10 percent. These sources of income benefit all our families and keep tuition costs down.

NOTE: Further discount is available to members of the Seventh - Day Adventist Church who are attending and are financially supportive of their local Seventhday Adventist Church here in Hawaii.

Please see the school's treasurer for more information.

Tuition is payable annually or monthly. Tuition paid in full at the time of registration is given a 5 percent pre-payment discount. Those receiving tuition aid are not eligible for pre-payment discount.

The following fees are due at the time of registration.

- 1. First installment of tuition.**
- 2. First installment of complete registration fee.**
- 3. Comprehensive Fee**

*** The SDA educational system is the second largest and second oldest parochial school system in the world.**

7 Discounts

Families with two children in the school will receive a 25% discount from the tuition rate; three or more children will receive a 50% discount from the tuition rate.

Discounts cannot be applied to late payments. To receive the family discount, family dependants must be listed on the parent or guardians tax return.

Kipona Scholars are not eligible for discounts or subsidies.

8. Refunds

Tuition refunds will be made on an adjusted and prorated basis if the student paid in advance and withdraws during the school year. However, no refunds will be made for a partial month upon a student's withdrawal. Full tuition is charged to a student who starts school late, if a space has been reserved for that student.

Returned Check

A service charge of \$20.00 will be made for checks that are returned by the bank due to insufficient funds. A second attempt to deposit the check will be made within 2 business days. Should the second attempt fail to clear the bank, another returned check fee will be charged and cash payment will be required from the check issuer. A failed second attempt will incur another \$20.00 service charge and \$10.00 thereafter for each attempt.

Late Fee

A \$25 late fee will be added to the tuition if received after the 15th of the month.

Payments

All payments are to be mailed to PO Box 739, Captain Cook, HI 96704. Payments will be deemed late if it is not postmarked by the due date.

DELINQUENT ACCOUNTS

KACS requires that all account balances be paid in full each month. Should an account be delinquent for up to 60 days, KACS will exercise its right to terminate education services to the child(ren). The child(ren) will be re-admitted only after the delinquent balance is paid in full. Accounts that continue to be unpaid after educational services have ceased will be turned over to a collection agency, unless suitable arrangements are made.

9. GRADUATION

Graduation Fee (Grade 8)\$55.00

10. DAMAGED PROPERTY

In seeking to keep our school operation and textbook cost low, lost or damaged books and other defaced or damaged property will be billed to the related account. Depending on the financial consequence of a student's infraction, a fee may be charged for repair, replenishment, or replacement of items affected.

11. AGREEMENT

After having read the handbook, parents and child/ren are asked to sign an agreement form, showing their intention and desire to be supportive (financially and philosophically) in attending Kona Adventist Christian School; and are in compliance with its stated desired aims and goals. 1.1 million students are enrolled in Adventist Education

12. TO THE STUDENT

Welcome to KACS

If your goal is to become a Christ-like, capable, caring, and responsible individual, this school is for you! Our school's rules are based on loving God and loving each other. As a result we have only three big rules. We call them principles.

OUR THREE PRINCIPLES

1. Treat all people with love and respect.
2. Keep things clean and orderly.
3. Do everything safely.

These principles make so much sense that all of our rules come from them. All three apply to

- a. You
- b. Others (classmates, visitors, etc.)
- c. Authorities (teachers, your parents, etc.)

These three principles are followed by almost all people, especially by Christians.

Let's take a closer look at each principle.

1. Treat all people with love and respect.

a. This includes you. Exercise responsibility in all matters. Be kind and patient with

yourself. Some things take time to learn. Give yourself a fair chance. Also, treat your body and mind well with good food, enough sleep, and uplifting entertainment. Do your best in all areas of school-life—the academic, physical, social, and spiritual.

b. Be patient and kind toward other people even if they are getting on your nerves. Give them a fair chance, too. When it's possible, respect their ideas of how to do things. You don't always have to give in to them, because love also means being honest. Love means respectfully letting people know how you feel.

c. Your teachers are here to help you. When you don't understand what they want, or when you disagree with them, talk it over. Your questions may help you understand what is needed. Your questions may also help the teachers improve what they do. We too are all still learning.

At times, your teacher may have to say, "I'm sorry, but for now, this is the way it will have to be." Then for the good of the class, you will need to accept that, and obey the rule.

Sometimes, too many things are going on for your question to be handled right then. You will need to cooperate first, and then raise the question again when things are slower and calmer.

2. Keep things clean and orderly.

a. Keeping your body, hair, clothes, breath, and desk clean helps you make and keep friends.

b. Keeping your desk and work areas neat helps you find important papers, and it keeps the room attractive.

c. Keeping the school equipment (books, balls, walls, etc.) clean and usable will help everyone save money.

3. Do everything safely.

a. You can study better and have more fun without injuries. So treat yourself well by working and playing safely.

b. Treat others kindly. No fighting. Don't ever talk mean to others. Hurt feelings slow people down in school.

c. Everyone—teachers and students—work better knowing his/her property is safe. So don't take or use other people's things without permission.

Now you know our three principles. These principles help us make fair rules.

Following you will find some of the basic rules at our school. Each rule comes from one or more of our three principles.

Can you see which principle each rule comes from? If so, write the number of the principle in the blank before the specific thing that is not allowed.

If you can't figure one out, ask your parent or teacher for help.

(Remember: Some rules have more than one principle.)

This school does not allow:

- Swearing, profanity, vulgarity, or obscene gestures**
- Running or scuffling in the buildings**
- Obscene and/or violent literature and/or pictures**
- Discussion of anti-Christian topics**
- Insubordination (defiant behavior, deliberate disobedience)**
- Tobacco, alcohol, drugs, etc.**
- Fireworks, knives, matches, weapons, etc.**
- Immodest, oversized, dirty, and/or torn clothing**
- Clothing, notebooks, book bags or other materials advertising rock groups, alcoholic beverages, tobacco products, illicit drugs, anti-Christian products, etc.**
- Getting in the way of other's study**
- "Faddish" hair or clothes**
- Jewelry and/or excessive makeup**
- "Put-downs" against others and/or yourself**
- Stealing and/or destroying things**
- Playing recklessly**
- Leaving the school without telling your teacher or principal**

**"Whatsoever ye do,
do all to the glory of God."
I Corinthians 10:31**

13. TO THE PARENT

This section contains just about everything you would want to know about the daily operations of KACS. Please review with your child(ren).

SCHOOL OPERATIONS

1. ATTENDANCE

In harmony with conference and state regulations, attendance on each school day is required. Two valid excuses for an absence are: (1) the student's illness; (2) a death in the family. Other absences are permitted, but not considered "excused" and make-up work for those classes must be arranged with the teacher at least five working days prior to the absence. Academic loss from absences is the responsibility of the parent. Extended periods of absence may jeopardize a student's readiness for promotion to the next grade level.

Each Student is expected to be on time to school as a development of good life-long habits.

Parents are to help their children arrive by 7:55 a.m. Students who are not at their desks by 8:00 a.m. are counted tardy. Chronic tardiness for any reason hurts your child's performance in school. Tardiness and absences create a distraction to the classroom, and extra work for your child, your child's teacher, and office personnel. If there is a persistent problem with attendance, the student suffers by missing the material in the classes presented, which in turn can jeopardize class requirements for passing.

2. CURRICULUM

KACS' program of study includes Bible, reading, phonics, spelling, handwriting (K-8), language (oral and written), math, social studies, science (which includes health education, drug education, and sex education for grades 5-8), art, music, computer, and physical education. The school uses material that is approved by the North American Division and Pacific Union Conference of Seventh-day Adventists as well as the state of Hawaii, and meets the Seventh-day Adventist denomination accreditation requirements.

3. GRADES

Reports are issued at the end of each of the four grading periods. First period grades are issued to parents during Parent-Teacher-Student Conferences. Subsequent quarter grades will be mailed.

Grading System

Kindergarten-2 nd : All work must be completed

- 1- Works mainly independently**
- 2- Works with usual amount of help**
- 3- Needs extra help often**
- 4- Not ready for grade level concepts**
- 5- Does not complete enough assignments to evaluate**

Grades 3-8

A = Highly commendable

B = Commendable work

- C = Average**
- D = Below Average**
- F = Below minimum level**
- I = Incomplete**

Incomplete (marked “I”) will be placed on grade reports if there is substantial evidence that the student was unable to complete class work. Deficiencies must be made up within a time period set by the teacher. The time period will not exceed the following 9-week grading period. Failure to remove the incomplete will result in the recording of an “F” grade.

Progress reports are issued throughout each quarter to students in all grades. Parents of all students are encouraged to remain in close contact with the classroom teacher regarding their child(ren)’s progress

Grade Point Average ——— Grades 3–8

Percentage	Letter Grade	GPA
95-100	A	4.00
90-92	A-	3.66
87-89	B+	3.33
83-86	B	3.00
80-82	B-	2.66
77-79	C+	2.33
73-76	C	2.00
70-72	C-	1.66
67-69	D+	1.33
63-66	D	1.00
60-62	D-	0.66
0-59	F	0.00

SCHOOL EXPECTATIONS

1. PARENT-TEACHER-STUDENT CONFERENCES

Parents will conference with their child’s teacher at the end of the first and third quarters. Grade reports will be issued at the end of each quarter. Additional conferences will be arranged as requested by parent or teacher.

2. PARENTAL SUPPORT AND INVOLVEMENT

Studies have shown that children do better in school when their parents are involved to some degree with the school program. We recognize that time constraints make it difficult or impossible for some parents to be on campus during regular school hours, so we have identified a variety of ways for you to participate.

Volunteer Opportunities

- **Teacher Aide - classroom/play area**
- **Field Trip - driver/supervision**
- **Fundraising Programs - record keeping/involvement**
- **Annual Work Bee**
- **Room Parent - assist with classroom parties/activities**
- **Home and School Activities - assist/attend**
- **Other Special Projects**

Parents can demonstrate support and teach respect for KACS, the teacher(s), and staff by the way they speak about the school and its personnel to their child(ren) and/or to others in the presence of their child(ren). Students who have supportive and involved parents tend to value their own education more and invest more of themselves into it. Your support for and involvement in the activities of KACS will not only benefit the school, but will have a positive impact on your child(ren) as well.

3. HOME AND SCHOOL ASSOCIATION

Parents are encouraged to take an active part in the Home and School Association. This is an organization of parents, students, and teachers for the purpose of promoting cooperation, communication, and unity between the home and school. Watch for announcements of meetings throughout the year.

4. GRADUATION

Graduation exercises are the collaborative efforts of the graduating class, their teachers and parents, and the principal. They will be kept simple, inexpensive, and representative of Seventh-day Adventist standards.

SCHOOL PHILOSOPHY

1. TEMPERANCE

Regularity and temperance in all things helps a child succeed in school. A consistent daily routine will include: adequate sleep and morning preparation time, proper diet, worship, exercise, and study time. A predictable schedule helps a child get the maximum benefit from each activity.

Other recommendations, while some TV programs may have merit, excessive TV viewing can be a major obstacle to regular family routines, and can interfere with sensible, compassionate, Christian thought. Limiting, and/or monitoring TV viewing, may greatly enhance your child's chance of success this year, and later in life.

The student's use of his/her computer can be a decided plus in completing assignments, but can also affect the student in the same way as TV programming. Much on the Internet can be detrimental and should be monitored by the parent.

There is a definite cause-effect relationship between what a child does at home and how he/she behaves and succeeds in school.

In keeping with Hawaii Public School recommendation, food products, which may encourage disruption and/or distraction in the classrooms, are not permitted; these include caffeine and carbonated drinks.

2. STUDENT CONDUCT

Students are expected to conduct themselves in a way that is consistent with Christian beliefs and Seventh-day Adventist practices. (Read “To the Student”). Respectful, orderly, and safe conduct is to be practiced in classrooms, hallways, on outings, and at all school functions. Teachers may use differing methods for correcting student behaviors, but each form of discipline is a meaningful part of maintaining a positive Christian environment, school order, safe conditions, and academic progress. Parents will be informed of any serious misconduct.

Students should not bring any of the following to the school: combustibles, fireworks, knives, weapons or potential weapons, tobacco, drugs, alcohol, or anything that could harm or cause injury to self and/or others. Students without the prior consent of the teacher should not bring Audio/video equipment and cell phones to school.

Responsible conduct is expected from the student, and the following behaviors may warrant suspension or dismissal:

- a. Vandalism or theft**
- b. Insubordination**
- c. Frequent or habitual disruption of instruction**
- d. Continued use of profane or disrespectful language, or gestures**
- e. Possession of obscene (sexual or violent) or anti-Christian literature or objects**
- f. Reckless or willful behavior that may endanger oneself or others**
- g. Use or possession of tobacco, alcoholic beverages, or drugs**
- h. Leaving school grounds for any reason without the permission of the teacher or principal**

3. HARASSMENT

Policy

Federal and State law prohibit harassment in any form. Harassment also goes against our Christian beliefs and against basic human dignity. This policy governs behavior of individuals toward members of the opposite sex as well as members of the same sex.

Any individual—staff or student—who willfully causes discomfort to another person through use of intimidation or force, will be dealt with in a manner appropriate to the age or development of the offender. All charges of harassment will be investigated. Harassment, whether spoken, pictorial, or gestured—whether involving

students or staff—will be handled by the appropriate authorities. Consequences will range from verbal warning to immediate dismissal.

Definition of Harassment

The following is from the Hawaii State Board of Education Code. It is the definition for the state and agreed to by KACS.

"Harassment" means a person acts with intent to harass, bully, annoy or alarm if he or she:

- 1. Strikes, shoves, kicks, or otherwise touches a person in an offensive manner or subjects such person to offensive physical contact;**
- 2. Insults, taunts, or challenges another person in a manner likely to provoke a violent response;**
- 3. Makes verbal or non-verbal expressions for reasons of, including but not limited to, race, color, national origin, ancestry, sex, religion, disability, or sexual orientation which create an intimidating, hostile, or offensive school environment, or interfere with the education of a student, or otherwise adversely affect the educational opportunity of a student;**
- 4. Name calls, makes rude gestures, insults, or constantly teases another person who feels humiliated, intimidated, threatened, and/or embarrassed;**
- 5. Makes a telephone call without purpose of legitimate communication;**
- 6. Makes repeated communications anonymously, or at extremely inconvenient hours, or in offensively coarse language;**
- 7. Causes fear as to prevent others from gaining legitimate access to or use of school buildings, facilities or grounds such as, but not limited to, restroom facilities;**
- 8. Causes others to feel uncomfortable, pressured, threatened, or in danger as a result of sexually-related verbal or physical activity (sexual harassment); or**
- 9. Displays or possesses a "look-alike" gun or weapon.**

4. DRESS GUIDELINES

Students at Kona Adventist Christian School wear school uniforms. The uniforms have been selected with comfort, ease of care, practicality, and professionalism in mind. The uniforms distinguish KACS students, foster a sense of school pride and unity, and decrease concerns around the issue of dress. At all times when the student is in uniform, it must be remembered that he/she is a representative of KACS and his/her conduct should always be in harmony with school rules. The uniform should be worn by the student from the time the student arrives at school until the student

leaves campus. If the student is using provided transportation, the student should wear the uniform before boarding the van and throughout the school day until the student arrives at their designated drop off area.

Shirts — “Polo style” shirt, burgundy or navy blue with a collar.

Shorts (at least knee length), pants, skirts, shorts, and jumpers — from Sue Mills, New Creations or any local source such as Sears, Potpourri, Education Works, etc. Baggy pants are not allowed. They are to be well fitting, dress style, but not form fitting

Boys (K-8)

ShirtsUnisex Polo Shirts
PantsKhaki or Navy
ShortsKhaki or Navy

Girls (K-8)

ShirtsUnisex Polo Shirts
PantsKhaki or Navy
Skirts (knee length)Khaki or Navy
Shorts /Skorts (knee length)Khaki or Navy

Your choices of the items below may be purchased from any sources. The following guidelines apply to boys and girls.

Shoes - To protect student health and safety, closed toed shoes are to be worn at all times and to all school athletic functions.

Socks - All students are to wear socks.

Jackets, sweaters, or sweat jacket - Students may bring jackets to school as needed. Jackets, sweaters, or sweat jacket must have acceptable logos, printing, artwork, etc. to be determined by the teachers.

Belts - Belts are to be worn as needed. Belts should be dressy in black, brown, khaki or navy.

Shirts - Shirts should be neat, clean, and sized appropriately to the student. Shirts should fit comfortably, neither too large nor too tight. For the uniform to be worn properly it should not be altered or modified in any way and T-shirts, or undergarments should not be visible.

Complete KACS uniforms are mandatory for each school day. Students who come to school without proper attire will be considered unprepared for school. Students will be sent to the office until the problem is addressed and a solution is reached.

Jewelry/Makeup

In the interest of modesty and simplicity, students should not wear jewelry (bracelets, chains, rings, earrings, etc.) while on campus or during any school-related functions. Students should also refrain from excessive uses of makeup.

If a student chooses to bring jewelry to school, teacher will request removal and ask student to leave jewelry at home. The student will not be allowed to wear the jewelry and the problem will be addressed until a solution is reached.

Hair

Hair should be kept clean and neatly groomed at all times. Hairstyles/colors (such as stripes, chunks, etc.) that attract undue attention or that create a distraction for the student or the class should is not encouraged.

The faculty reserves the right to make interpretations and decisions relating to student dress and appearance.

5. PERSONAL BELONGINGS

Students should not bring valuables to school such as electronic games, personal stereos, or other miscellaneous electronic devices, i.e. mp3 players, laptops; gameboys, The school does not assume responsibility for damage to or loss of any personal belongings that are brought on campus. All student clothing and possessions should be well marked.

All items left at the end of the school year will be disposed of.

IV. GRIEVANCES

1. PARENTAL CONCERNS (Grievance Policy)

Kona Adventist Christian School encourages parent participation and is receptive to suggestions, opinions, and constructive criticism.

The proper channel for concerns is

- a. Speak directly to the person in question. This will solve most problems, but if it doesn't,**
- b. Ask the head teacher to go with you as you try again. If you are in conflict with the head teacher, ask the school board chairman to accompany you.**
- c. If no resolution is reached, the matter will be presented to a grievance committee comprised of the board chairman, pastor, and head teacher.**
- d. A final presentation will be made, if needed, to the full school board. Their decision will be final.**

Major problems can be avoided if you are

- a. open and direct, handling questions before they become problems,**
- b. careful in your choice of words and timing so that you remain calm and constructive,**
- c. convinced that each person wants what is best for your child,**

d. willing to give the other person time and space to understand and consider your opinion or request.

Trusting in each other's honesty and goodwill is the biggest aid in solving problems so that both people win.

2. SUSPENSION POLICY

Procedures for suspension are to be developed by the staff and approved by the school board. A teacher may temporarily suspend a student from class but suspension from school is to be done only by the principal, the head teacher or, in a one-teacher school, by the teacher in consultation with the conference office of education.

A student may be suspended for repeated offenses when other procedures have not been effective. Written evidence of prior corrective measures and parental notification should be maintained.

In the case of a serious overt act, or violation of school regulations, the principal may suspend a student from school even though there has been no prior serious misbehavior. The suspension period is not to exceed two weeks. Written notification of the length of the suspension should be provided to parents.

3. EXPULSION POLICY

The school board is the ultimate authority in the dismissal or expulsion of a student upon the recommendation of the administration. As a general rule, dismissal or expulsion is used only when other means of correction fail to effect a change in conduct or the parent does not, or will not voluntarily withdraw the student.

Attendance at a Seventh-day Adventist school is a privilege as opposed to a right. It is conditioned on acceptance and conformance to the rules of the school.

A. Expulsion is the discontinuance of a student from enrollment in a school by action of the school board for one or more behavioral reasons including but not limited to those listed in sections B and C.

B. Expulsion Presumed

The following actions presume the student shall be expelled:

- 1. Intentionally causing serious injury to another not in self-defense.**
- 2. Possession at school of a firearm or bomb.**
- 3. Sale or distribution of a controlled substance.**
- 4. Robbery (taking property from the person of another by force or fear).**
- 5. Assault or battery upon any school employee**
- 6. Sexual assault or battery**
- 7. Brandishing a knife at another person.**

Continuing a student who has violated the provisions of this section shall only be done when considering the totality of circumstances including the student's history and amenability to change, the principal or school committee determines that expulsion is inappropriate and does not recommend expulsion.

C. Permissive Causes

The following actions may form the basis for expulsion when the principal or school committee, considering the totality of circumstances including the history of the student, determines the student is not amenable to improving his/her behavior and the student's continued presence constitutes a threat to the safety and/or welfare of the other students or a substantial disruption of the school environment.

1. Major or repeated theft at school.
2. Use of controlled substances including alcohol and tobacco, especially continued use after attempt to assist the student has failed.
3. Severe or repeated sexual harassment of other students at school.
4. Persistently advocating atheism, ideas that are destructive of Christian principles or the moral teachings of the Seventh-day Adventist Church.
5. Academic non-performance.
6. Intentionally causing serious damage to school property or other personal property.
7. Committing an obscene act or engaging in habitual profanity or vulgarity.
8. Disrupting school activities or willfully defying the valid authority of school personnel.
9. Intentionally threatening or intimidating school personnel or students. The threats or intimidation cause reasonable fear of life or well-being or materially disrupts the school environment.

D. Procedure

The principal or school committee makes a recommendation of expulsion to the school board. The student and parents/legal guardian shall be notified of the recommendation and of the right to a hearing. The school board/hearing body makes the final determination after completion of a hearing, if requested. The student is suspended from school during this process.

E. Hearing

If requested in writing by the student or the parents or legal guardian of the student a hearing shall be conducted. The hearing shall be conducted by the school board or a committee authorized by the school board. The body conducting the hearing shall make the final decision. The following procedures shall be used.

1. The student and parents/legal guardian shall be given notice. The notice shall include:
 - a. The fact that expulsion is being recommended.
 - b. The factual basis for the expulsion.
 - c. Any written documents that shall be used by the school board in deciding the issue.
 - d. A copy of this policy.

- e. The time and place of the hearing and the body conducting the hearing.
 - f. Deadline for receipt of written request for a hearing.
2. The hearing is closed. Only members of the board/committee may attend. The parents/legal guardian and student may be present until the conclusion of the evidence. The student may have persons who have relevant evidence speak to the committee. They shall be excluded except during their testimony.
 3. At the hearing the principal or a school representative shall present the recommendation for expulsion and the evidence supporting the recommendation.
 4. The student and parents/legal guardian may:
 - a. Hear the evidence.
 - b. Ask questions of any witnesses or the school representative.
 - c. Present relevant evidence including witnesses.
 - d. Make a summary statement.
 5. The body conducting the hearing shall, at the conclusion of the presentation of evidence and statement on behalf of the student, dismiss the student and parents/legal guardian. No further evidence shall be presented. The body shall deliberate and reach a conclusion. This decision is final.

V. MISCELLANEOUS INFORMATION

1. TELEPHONE

The school telephone is provided to serve the needs of the teachers and administration. Students may have limited use of the telephone in the office.

2. TRANSPORTATION

It is the responsibility of the parents to arrange transportation for their child(ren).

3. TRANSFERS/RELEASE

The office must complete a DOE Form 211 for students transferring to another school. Students transferring from another school must submit a Form 211 completed by their previous school. And provide a recent record of class achievement, in the form of a report card, or a letter of recommendation from the sending school.

Students transferring to another school must complete a Request for Transfer/Withdrawal Form at the office as early as possible before the transfer.

Tuition charges continue for KACS students until proper student/parent forms are completed and clearance is obtained from the school's office. A Form 211 will be issued after all is cleared.

4. DISCLOSURE OF STUDENT INFORMATION

KACS will not disclose any information about any student to any person or business without the written permission of that student's parents.

5. VISITORS

Parents and others are welcome to visit. Please check with your child's teacher to schedule a mutually convenient time. Other students may visit the school only after arrangements have been made, in advance with the teacher and the head teacher. Students will not be released to unknown individuals without express written permission from the parents.

6. FUND-RAISING

KACS will not consider involvement with fund-raising activities and/or other programs that may purport to benefit KACS (i.e., Networking and/or Referral Based Marketing programs), if any of the following conditions exist:

- 1. The business venture is not in line with KACS' mission and purpose.**
- 2. The business venture stands to potentially provide financial benefit to individual parents of KACS students or a small group of KACS parents.**
- 3. The business venture could possibly give the appearance of endorsing certain brands and/or products by KACS.**
- 4. The business venture could potentially include KACS in a chain of liability.**

7. DISASTERS

In the event of a disaster KACS WILL REMAIN OPEN with all teachers, supervisors, and support personnel remaining with the students to provide responsible, safe care and to ensure the welfare of all students until such time as parents or approved adults can safely come and claim their children.

While the head teacher is present in the school, he/she will direct all emergency actions that need to be taken. In his/her absence, another member of the staff will be in charge.

8. UNPRINTED REGULATIONS

Regulations adopted during the year by the staff and/or the KACS School Board, but not printed in this Handbook, will be publicly announced (generally in the newsletter) and subsequently printed for patrons. These will have the same force as if printed in this bulletin.

Futher Information

HOW TO STAY INFORMED

LETTERS – KACS teachers sends out school letters. Watch for it from your child, in your email, or on the school website. It contains the most current and accurate

information. For parents and students these letters give important announcements for the coming week and glimpses of things farther ahead. Providing the school with a contact e-mail will assure a reliable avenue of communication.

SCHOOL CALENDARS are distributed at the time of registration with an update at second semester.

NOTES/MESSAGES/CHILDREN'S WORK – Please impress upon your child that you are depending upon him/her to be responsible about delivering the newsletter and notes to parents that come from the school. The school will see that the notes are put in the child's hand, but the actual delivery of that paper cannot be guaranteed without parent's kokua. Please check your child's backpack regularly as that will be the means for generally sending messages and children's work home.

HOME AND SCHOOL MEETINGS of the "school family" provide discussions, programs, and social gatherings. By attending regularly you will get to know other parents, the teachers, and your child's classmates.

The KACS HANDBOOK gives much information on the policies and practices of our school.

CHURCH BULLETINS also contain some school news—usually brief reminders of coming events.

PHONE CALLS/TEXT MESSAGES – Teachers like their private time away from the concerns of the classroom, but even more, they like to clear up misunderstandings. If you have a question that cannot be answered by any of the sources listed above, then it must be unique and important. Call or text a teacher or the head teacher.

HOW TO HELP

The many extra programs of Kona Adventist Christian School are possible due to the donated time and energy of willing volunteers. Some of the coordinators of events or services are listed below. If you have an idea or service to offer, contact the appropriate coordinator.

Home and School Leader

- * Parent Teacher Organization
- * Meetings/Socials
- * Fund-raising

Upper Grade Classroom

- * Field Trips
- Graduation
- Classroom Aide

Lower Grade Room

- Classroom Aide
- Field Trips

General Events

- Thanksgiving Program
- Christmas Program
- He's Alive
- Music Programs
- Work Bees
- End of Year Activities
- Transportation

ASBESTOS—2002—2003 Disclosure

NOTIFICATION TO STUDENTS, PARENTS, GUARDIANS, AND FACULTY IN COMPLIANCE WITH ASBESTOS-CONTAINING MATERIALS IN SCHOOLS RULE

On October 22, 1986, President Reagan signed into law the Asbestos Hazard Emergency Response Act (AHERA, Public Law 99 519). The law required U.S. Environmental Protection Agency (EPA) to develop regulations which provide a comprehensive framework to address asbestos problems in public and private schools. On October 30, 1987, the EPA published the “Asbestos Containing Materials in Schools” Rule.

The new rule requires all schools to inspect for asbestos and assess its condition, develop management plans that address asbestos hazards, and implement response actions in a timely fashion.

Kona Adventist Christian School continues to comply with the requirements of the rule. We have hired an EPA accredited asbestos inspector for the inspection and assessment. The inspection has been completed and results of laboratory analysis show that there are no friable asbestos containing materials in the school.

Some non-friable materials, such as wall boards and vinyl floor tiles, are suspected to contain ACM, but do not pose any problem at all. The staff and short-term outside workers will not be allowed to drill into or sand these materials.

Each school is required to develop and submit to the State an asbestos management plan. Our school management plan was prepared by an EPA accredited Management planner and submitted to the Department of Health by the October 12, 1988 deadline.

Asbestos is a mineral fiber found in a rock and is a health hazard risk only if the fibers are released and present in the air people breathe. Asbestos was used extensively in a variety of building material from 1945 to 1978. Caution must be exercised in dealing with asbestos containing materials in order to protect your health.

If you would like to learn more about our asbestos management plan, please feel free to contact our Asbestos Program manager. Our designated local Education Agency manager is the Superintendent of Education for the Hawaii Conference of Seventh-day Adventists. He/She can be reached at (808)595-7591.



Adventist Education
A JOURNEY TO EXCELLENCE