

KOHALA ADVENTIST SCHOOL



2023-2024 Handbook

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## **SCHOOL INFORMATION**

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## **MISSION**

The Seventh-day Adventist Church recognizes each student's individual value as a child of God. We believe all students should have the opportunity to receive a Christian education. Kohala Adventist School is committed to excellence in education, while encouraging each student in a growing relationship with Christ. Love for all people is fostered. We pledge to provide exceptional learning experiences for students spiritually, intellectually, physically, emotionally and socially that will enable them to face the challenges of life and hone their gifts and talents to better serve their communities and world at large.

## **PHILOSOPHY**

Kohala Adventist School was established to provide an excellent education in a distinctive Christian environment. Kohala Adventist School is part of the largest Protestant educational system in the world. Our faculty and staff continue the educational tradition of encouraging and nurturing children to develop and perform at their highest potential. The Kohala Adventist School constituency sees its work as an extension of the parental responsibility for child development. Kohala Adventist School is designed to provide learning opportunities where children may acquire the skills and understanding needed to function effectively in current society and to guide them in developing attitudes and character traits compatible with a Christian lifestyle and worldview. It is the school's mission to lead students in a growing relationship with God through the development of their spiritual, intellectual and social well-being. We accept the basic concept of education as expressed by one of the founders of the Adventist school system:

*"True education...is the harmonious development of the physical, the mental, and the spiritual powers. It prepares the student for the joy of service in this world and for the higher joy of wider service in the world to come." E. G. White, Education, p.13.*

## **NON-DISCRIMINATION POLICY**

Kohala Adventist School admits students of any race to all the rights, privileges, programs and activities generally accorded or made available to students at its schools, and makes no discrimination on the basis of race, color, ethnic background, country of origin, or gender in the administration of education policies, applications for admission, scholarship or loan programs, and extracurricular programs.

## **LOGOS**



The Koa tree is the centerpiece of our logo, representing God's Hands holding up the students, the teachers, parents, board, with loving support. Koa, besides being known as a beautiful hardwood of Hawaii, holds deep meaning associated with bravery, boldness, courage and striving to an end, like a warrior on a mission. KOA is pulled from KOhala Adventist School.



The North American Division Office of Education (NADOE) has introduced a new education logo. The purpose for this new logo is to have one image that identifies Adventist Education in the 21st century and unifies the Adventist Education system in North America. NADOE is encouraging education entities within the division to adopt this logo and place it on their identity, communication, promotional, and educational materials.

The tagline, “A Journey to Excellence” ties in with the NADOE document that was produced in 2002 to create a renewed vision for curriculum in Seventh-day Adventist schools in the 21st century. It is about innovative change that builds on the strengths of the past to create a dynamic future.

Inherent in the logo design and tagline is the center of Adventist Christian Education philosophy. The logo uses the initials "A" and "E" in a spiritual arrangement. The upward road within the block "A" illustrates that Adventist education points students heavenward, ever aspiring to more true knowledge and understanding. Adventist Education is a journey to eternity through knowledge and the miracle of grace in the heart. It is an active learning system that emphasizes excellence and a Christ-centered life. As the "three angels' message" is central to Seventh-day Adventist doctrine, it is also at the core of Adventist education. This “message” sounds deliberately, preparing youth to be committed and valuable members of society and heirs of Christ. This logo and tagline is the beginning of innovative change introduced by NADOE to energize educators, and regain the confidence of students, parents, and constituents. It is a new beginning towards creating a positive future for Adventist Education.

### **SCHOOL HOURS**

8:00 a.m. – 3:00 p.m. (Mondays-Thursdays)

8:00 a.m. – 1:00 p.m. (Fridays)

Students should not be left on campus more than thirty minutes before, nor thirty minutes after school.

### **SUPERVISION OF STUDENTS**

Kohala Adventist School currently does not have a before or after school program. To ensure child safety, parents are required to observe the above school hours, as Kohala Adventist School will not be held liable for students left at the school outside of it. *A \$10 late fee will be assessed to parents who fail to pick-up their child within the listed school hours and will be assessed an additional \$10 for each additional thirty-minute interval following.*

## **PHONE CALLS/ VOICEMAIL**

The school telephone is provided to serve the needs of the teachers and administration. With teacher permission, a student may have limited use of the telephone.

Kohala Adventist School has a voice mail system that is checked at the end of the school day. *Unless it is an emergency, please plan to make your phone calls to the school before, during recess, or after school.*

## **REGISTRATION**

Registration is held at the school on the day listed on the school calendar. All students must be accompanied by a parent or legal guardian. You should bring...

- Completed registration forms (all forms given to applicants prior to registration day)
- A birth certificate (required for all new applicants)
  
- Current immunization records (required for all applicants). *All students, by state law, must have proof of proper immunizations on file in the school office. NO STUDENT MAY BE ALLOWED TO ENTER SCHOOL UNTIL PROOF OF IMMUNIZATION IS PRESENTED.*
- Physical exam records (required for students entering school for the first time and all 7<sup>th</sup> graders)
- A record request form (required for all transferring applicants)
- Administration and Teacher Reference forms (required for all transferring applicants)
- Documentation showing a “cleared” account from previous school year at any other Adventist school; for returning students of Kohala Adventist School, documentation showing “cleared” account from previous school year

## **CLOSED CAMPUS**

The school adheres to a closed campus policy. Once a student arrives at school, he/she is to remain until school dismisses and the student’s authorized transportation is available. No students will be allowed to leave the school grounds without appropriate parental, guardian, or staff supervision. Students who are to walk home from school or leave the campus with someone other than a parent or grandparent must

provide written permission and instructions from the parent or guardian. Kohala Adventist School will not be liable for any student once he/she has left the school campus. If a student needs to reenter the school property for any reason they must wait for a parent or guardian to accompany them back onto school property.

### **VISITORS**

Anyone wishing to visit a classroom should arrange with the teacher at least one day in advance. All visitors must check in with the principal and the teacher at the time of the visit. No one will be allowed unsupervised visitation with a student unless said visitor has full legal custody of said student.

### **PICK-UP AND SIGN-OUT AUTHORIZATION**

Only those listed by parents/guardians on the *Pick-up and Sign-out Authorization Form* will be allowed to take students from campus. Any changes to this list must be completed in writing by the parents/guardians prior to any pick-up.

### **ATTENDANCE POLICY**

The successful accomplishment of a student's learning experience, and civil regulations, require regular attendance at the school sessions. Satisfactory written explanations or phone calls from the child's parents or guardians are needed when a student has been absent in order to be considered excused. Valid reasons for excused absences include:

- Verified illness of the student
- Medical or dental services
- Quarantine
- Educational trips
- Bereavement

All other reasons for absence are left up to the staffs' discretion to be deemed excused or unexcused.

Schoolwork missed, **for excused absences only**, must be made up, and it is the responsibility of the student and parent to inquire about and complete all missing work. Doctor or parent notes are the child's ticket to receiving any missing work. Parents who wish to take students out



of school for a week or longer are expected to arrange with the principal and/or teacher of the student at least one week prior to the scheduled absence is to occur.

**Make up schoolwork will not be given to students who have unexcused absences.**

Students who come to school are expected to participate in all academic subjects, including PE and enrichment programs, unless otherwise specified by a written note from the parent, guardian, or doctor. If a student is to miss more than 1 week of PE, a doctor's note is required.

Students are expected to be on time to school as a development of good life-long habits. Parents are to help their child arrive at school in time for the student to be settled at his/her desk by 8:00 a.m. Students who are not at their desks by this time are counted tardy. Chronic tardiness and absence for any reason hurts the child's performance in school. Tardiness and absences create a distraction to the classroom, as well as extra work for your child, your child's teachers, and office personnel. Frequent tardiness or absence will result in a parent teacher conference and if necessary, formal action will be taken by the principal and/or school board.

### **STUDENT ACCIDENTS AND INSURANCE**

A policy covering student accidents is included in the school fees. A summary of this coverage is available to parents from the principal throughout the school year. Students are covered for injury during school and all school sponsored activities. There is no coverage for loss of personal property.

Any student injured during school hours should immediately report the injury to the teacher or playground supervisor. In the case of an injury or illness, the school may administer minimal first aid. If additional medical attention is required, parents, guardians, or doctors listed on the Consent to Treatment form will be contacted. **Teachers are not allowed to give medication for any reason.**

### **PARENTAL COOPERATION**

Not only are students called upon to actively support the objectives of the school, but parents also are urged to contribute to the success of the student and the school by taking an active interest in school activities and supporting all school-sponsored programs. It is important for

parents to participate in daily homework and projects with their children to maximize knowledge and understanding of current subject matter.

### **HOMEWORK**

Daily homework, aside from reading at least 30 minutes, will generally not be assigned. We encourage parents to establish a regular reading time at home. Study time is provided at school, and students should use this time carefully to minimize finishing work at home. Work that is not completed at school needs to be finished at home and be ready to turn in when class begins on the next school day.

### **TRANSFERS**

Students transferring in from other schools will be placed in grade levels at the discretion of the school, as determined by test scores and parent/teacher conferences.

### **PROBATION**

New students may be enrolled on a probationary status. The issues of probation and the length of probation will be determined by the principal and/or school board.

### **BACK-TO-SCHOOL NIGHT**

A *Back to School Night* is scheduled within the first few weeks of school. All parents are expected to attend this program, which is designed to help parents become acquainted with the teacher and the teacher's expectations, guidelines, and objectives.

### **PARENT-TEACHER-STUDENT CONFERENCES**

A *Parent-Teacher-Student Conference* is scheduled for the end of the first quarter.

Parents are invited to counsel with the teachers. However, the time just prior to the start of the school day and/or just following the close of the school day are very busy times for classroom teachers and should *not*

be used for impromptu conferences. If you would like to meet with a teacher, please call the school and set up an appointment after normal school hours.

## **REPORT CARDS**

Parents will receive a report card at the end of each 9 or 10 week period (quarter).

## **Records**

“Records are available to students, legal guardians and transferring schools, with written consent of guardians. Records can be expected to be delivered within 30 days. Copies can be made at the school by a school representative, the record must not be altered. Supervised review of records is permitted. Records may be turned over to police or court on reasonable request of law enforcement.

## **GRADES**

Kohala Adventist School uses the following grading system to evaluate a student’s academic progress:

### GRADES K - 2

I- INDEPENDENT: achieves objectives and performs skills independently

P- PROGRESSING: is adequately progressing toward achieving objectives and skills

NT-NEEDS TO MORE TIME TO IMPROVE: Area that requires improvement if the objectives and skills are to be adequately met

### GRADES 3-8

A+ = 97-100

A = 93-96

A- = 90-92

B+ = 87-89

B = 83-86

B- = 80-82

C+ = 77-79

C = 73-76

C- = 70-72  
D+ = 67-69  
D = 63-66  
D- = 60-62  
F = 59 and below

An “I” will be placed on a student’s report card to indicate “Incomplete,” 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 “I” will result in the recording of an “F” grade.

### **ACCELERATION OF STUDENTS**

Criteria for acceleration of a student is based on the following minimal requirements:

- On the most recent standardized achievement test battery available a student is expected to have a composite score which places him/her at the 90<sup>th</sup> percentile or above.
- The student must demonstrate satisfactory evidence of academic, emotional, and social readiness for acceleration to the school staff and to the parents.
- Prior written requests for acceleration of the student in elementary education must be submitted to the Hawaii Conference Office of Education and kept on file at the school.
- The student must maintain an average or above average level of achievement on the accelerated program.

A teacher may not initiate a program for acceleration of a student before submitting a request to the Hawaii Conference Office of Education. Ordinarily students at the elementary level should be limited to one acceleration experience. If circumstances should warrant student acceleration, the process detailed in the *Pacific Union Conference Education Code* will be followed.

### **RETENTION OF STUDENTS**

Grade level retention is intended to provide an opportunity for a student to master basic skills required for academic success before proceeding to the next grade level, or to provide an extension of time for a student to complete the work of a single grade over two years. The decision to retain a student is given careful consideration, evaluating a variety of

factors. If circumstances should warrant student retention, the process detailed in the *Pacific Union Conference Education Code* will be followed.

### **EIGHTH GRADE GRADUATION REQUIREMENTS**

Eighth graders who earn two (2) year-average failing scores in any two core classes will not be permitted to participate in the graduation ceremony, and will be required to complete said classes at summer school with a passing grade in order to be placed in the 9<sup>th</sup> grade the following school year.

### **DRESS CODE / SCHOOL UNIFORM**

"While recognizing cultural differences, our dress is to be simple, modest, and neat, befitting those whose true beauty does not consist of outward adornment but in the imperishable ornament of a quiet spirit." *Fundamental Beliefs, page 21.*

Students of Kohala Adventist School are expected to be well groomed and neat throughout the day at school and all school-related functions. During school hours, uniform shirts and proper footwear be must be worn.

***Students are responsible for observing the dress code and parents are responsible for enforcing it.***

If you have any questions regarding the appropriateness of any uniform or dress code item, please contact the principal ***before*** sending your child to school or school function.

*The principal reserves the right to make final interpretations and decisions relating to student dress and appearance.*

DRESS CODE/UNIFORM FOR BOYS	
Daily Shirt	Kohala Adventist School collared shirt in blue (available for purchase at school).
Daily Pants	Long pants or shorts free from wording, in solid colors, preferably dark blue, black, or khaki. Any jeans should be free from major rips and tears.
Shoes	Athletic-type shoes in a mostly solid colors, preferably blue, black, brown, white, and/or gray, with matching shoelaces. No slippers, sandals, boots, or hiking shoes allowed.
Socks	<b>Ankle high</b> athletic-type socks in mostly solid colors, preferably blue, white or black.
Belt	Solid colored belt in blue, black, brown, or white. No logos, advertisements, or decorations.
Hair	Clean and neatly groomed. Hair that is longer than shoulder length should be kept in a bun or braid, with school's discretion. No unconventional haircuts, bleaching, or unnatural hair coloring.
Accessories	One wristwatch may be worn. No other adornments (bracelets, necklaces, earrings, etc.) are allowed.
Make-up	All types, including nail polish, are not allowed.
Field Trip Days/Special Events	Collared Kohala Adventist School shirts in white (available for purchase at school). Long pants or dress shorts in dark blue, black or khaki. A belt is required if there are belt loops. <b>A pair of pants is required for church events.</b>

DRESS CODE/UNIFORM FOR GIRLS	
Daily Shirt	Kohala Adventist School collared shirt in blue (available for purchase at school).
Daily Shorts	Long pants, dress shorts, or skirt that is knee length or longer in solid colors, preferably dark blue, black, or khaki. Any jeans should be free from major rips and tears.
Shoes	Athletic-type shoes in a mostly solid colors, preferably blue, black, brown, white, and/or gray, with matching shoelaces. No slippers, sandals, boots, or hiking shoes allowed.
Socks	<b>Ankle high</b> athletic-type socks in mostly solid colors, preferably blue, white or black.
Belt	Solid colored belt in blue, black, brown, or white. No logos, advertisements, or decorations.
Hair	Clean and neatly groomed. Bangs kept from eyes/face. No unconventional haircuts, bleaching, or unnatural hair coloring.
Accessories	One wristwatch may be worn. No other adornments (bracelets, necklaces, earrings, etc.) are allowed.
Make-up	Natural or clear colored nail polish is allowed. All other types of make-up are not allowed.
Field Trip Days/Special Events	Collared Kohala Adventist School shirt in white (available for purchase at school). Long pants or dress shorts in dark blue, black or khaki. A belt is required if there are belt loops. <b>A pair of pants or a knee-length skirt is required for church events.</b>

## **CHARACTER EDUCATION**

In partnership with the family, the church and the community, Kohala Adventist School believes all students have a responsibility for their own learning, for supporting the learning of others, and for contributing to a positive school environment. One way Kohala Adventist School fosters students taking responsibility for a positive and safe school environment is through teaching Christian character traits such as honesty, responsibility, respect, integrity, courage, compassion and civic participation.



Conscientious efforts must be made to instruct young people in the virtues necessary for good habits and conduct. One of the important ways the school strives to do this is through its rules and expectations for student behavior. The school's philosophy of discipline supports and amplifies ethical behavior and helps develop positive character traits.

### **PHILOSOPHY OF DISCIPLINE**

Rules and guidelines, in connection with the behavior of students, are essential to maintaining a proper learning atmosphere in school. In any community certain standards of behavior are mandatory upon its members. Conformity to commonly accepted norms of behavior, particularly with respect to the rights of others, is basic to the preservation of a positive school environment.

The most effective discipline is self-discipline. One of the primary aims of Kohala Adventist School is to develop in each student a level of self-discipline in preparation for a successful, self-directed life.

Kohala Adventist School believes that, when disciplining students, it is important for them to learn:

- To take control of their lives.
- To think for themselves.
- To make decisions and live with consequences.
- To experience logical cause/effect connections.
- To develop strong self-concept.
- To own and solve their own problems.
- That problems are opportunities for growth.
- That adults are concerned, caring, warm and helpful.

In dealing with minor infractions of school discipline, the teachers will counsel with students and assist them in assessing problem situations. The teacher will guide the student to help work out a satisfactory resolution to the situation at hand. Parents will be notified as deemed necessary.

In more serious disciplinary situations, the teacher may seek assistance from the principal, and the resolution to the problem may include such actions as parental notification, recommendations for counseling, a written behavioral contract and/or written reports.

In most serious offenses (such as theft, vandalism, possession or use of controlled substances, fighting, insubordination, use of outlawed materials that are dangerous to the health and safety of those in school, or other unsafe behaviors that endanger the health, safety or welfare of others) strong disciplinary action may be taken, including probation, suspension or expulsion, recommendation to counseling, and/or the reporting of said student to the proper authorities.

### **STUDENT RESPONSIBILITIES**

- To attend school and all classes regularly and punctually.
- To come to each class with proper books, materials and assignments completed.
- To be considerate of the rights/property of other students, staff and community.
- To make a sincere effort in their classes and to involve themselves in the school program.
- To follow the regulations of the school and respect the authority of the teacher and other staff members.
- To develop standards of acceptable personal conduct.
- To be willing to exercise conduct that is befitting to the Christian character reflected by Jesus Christ.
- To report weapons, harassment, or other threatening conducts.

### **PARENT RESPONSIBILITIES**

- To read and understand this code of conduct and other parent publications provided by the school.
- To insist upon the regular and punctual attendance of their children as required by the laws of the State of Hawaii.
- To understand, and to insist, that the children comply with the rules of the school concerning conduct and attendance and to cooperate with the school in the enforcement of these rules.
- To insist that their children behave in an appropriate Christian manner during school hours and at school-sponsored activities.
- To provide the means for their children to be prepared for school each day with lunch or lunch money, books and necessary materials.
- To play an active part in seeing that the necessary time and effort are spent on homework.

- To be aware of dress and grooming requirements, and to see that their child's appearance is appropriate for school.
- To understand the importance of safety for students and staff at school, to know what students bring with them to school, and to insist that students comply with the school's expectation for safety.

### **SCHOOL RESPONSIBILITIES**

- To respect the personal worth, dignity and needs of each student.
- To provide qualified and competent teachers.
- To provide a school environment conducive to learning.
- To keep parents adequately informed on the performance of each child.
- To develop and distribute to parents and students reasonable rules and regulations governing student behavior and attendance.
- To provide fair and reasonable standards of conduct and to enforce those standards through appropriate disciplinary action.
- To provide every reasonable safeguard for the protection of health, safety, and welfare of all students.
- To work in harmony with the Seventh-day Adventist Church in the implementation of educational policies and procedures.
- To cooperate with public agencies in matters involving students.
- To comply with the laws of the State of Hawaii.
- To encourage high standards of personal integrity on the part of both students and staff.

### **BEHAVIOR STANDARDS AND DISCIPLINE**

Kohala Adventist School was established to achieve a particular learning experience for all students. Students are expected to behave in a positive, Christ-like manner, both in school and in the community.

The following items will not be allowed:

- Advocating atheistic ideas or undermining the religious ideals and doctrines of school and/or Seventh-day Adventist Church.
- Using profane language, or indulging in suggestive or lewd conduct, or possessing and/or displaying suggestive literature or pictures.
  - Language: All swearing is prohibited on campus. Swearing constitutes all traditional curse and cuss words, as well as language that demeans and/or devalues another and other

words and phrases that the board, teacher(s) and/or principal may determine and make known to the students as inappropriate. Words and phrases may come up in the course of the year in the student's vernacular that may seem innocuous but have inappropriate connotations. Therefore, it is at the teacher and/or principal's discretion to limit speech they find offensive and injurious to the well-being of the learning environment.

- Any unwanted activity by one student to another shall constitute harassment. The following are examples of harassment.
  - Teasing: Any behavior that makes fun of or seeks to shame another in any way.
  - Bullying: Any behavior that demeans or belittles another or in which one student seeks to countermand the will of another through any type of force (physical, social, verbal, etc.).
  - Unwanted attention: Any behavior which one student knowingly and persistently directs towards another after being made aware of said student's desire to have the behavior stop.
- Sexual harassment is defined as any type of offensive behavior with a sexual overtone that is unwelcome and makes a student feel uncomfortable. That behavior may be verbal, written or physical, including such things as sexually suggestive remarks, jokes of sexual nature, offensive picture, gestures, offensive notes or inappropriate touching.
- Using, possessing, furnishing, or knowledge of alcoholic beverages, tobacco, narcotics, or harmful substances in any form on campus.
- Gambling, betting, or possessing gambling paraphernalia.
- Acts of dishonesty, deception, stealing, or protecting violators of school rules.
- Inappropriate behavior involving others.
- Public displays of affection that engage students in acts of physical affection with one another, that includes but is not limited to hand holding, hugging, kissing, leaning, sitting, hickies and/or lying on another.
- Any activity that can be injurious to life or property.

- Being insubordinate by continual, willful disrespect or disobedience to any member of the school staff, or by persistent violation of any school regulation.
- Contraband is not permitted. Students are not to bring or be in possession of any of the following items. The discovery of any of the following items or knowledge by a student that another student possesses any of the following items is a grounds for immediate suspension and possible expulsion.
  - Drugs: Using, possessing or furnishing to others alcoholic beverages, tobacco, narcotics or harmful substances in any form. This includes legal and over-the-counter drugs. *If a student has a medical reason to take drugs, the parents of that student shall inform the teacher and principal in writing of the needs of the student's need for drugs BEFORE the drugs are brought to school, and the drugs are to be kept in the possession of the teacher at all times- no exceptions!*
  - Weapons: Any item that is designed to inflict harm on another constitutes a weapon.
    - ✓ All guns, including but not limited to firearms, air/bb/pellet guns, paintball guns, replica guns, toy guns, water guns, etc. shall constitute a weapon.
    - ✓ All knives and/or bladed instruments, regardless of size, shall constitute a weapon. Knives should not be sent to school for any reason. Meals that would require cutting by a knife should be done at home.
    - ✓ Any other object that is used in such a careless manner that harm to another might reasonably occur, constitutes a weapon.
  - Pornography: Any medium that portrays nude and/or an act or representation of an act of a sexual nature shall constitute pornography. Pornographic material includes but is not limited to possession and/or dissemination of material containing sexual material of any nature, such as e-mail, Internet, drawing, pictures, books, videos, and/or audio representations.
  - Gum chewing is not allowed on school grounds.
  - Personal items (e.g. cellular telephones, video and/or audio equipment) are to be handed over to teachers each morning and will be returned as students are picked up.

A student who is identified as not being willing to put forth an effort in a positive, Christian-like manner at school and/or in the community may forfeit the right to attend Kohala Adventist School as decided by the school board.

Parents are also expected to be supportive of the school's mission and conduct themselves in a positive, Christ-like manner when interacting with anyone representing the school. Mistreatment of a school representative may result in the forfeiting of your child's enrollment at Kohala Adventist School.

Kohala Adventist School reserves the right to discipline any action taken by students that effects interactions at school at any point in the year and outside of school grounds.

### **SUSPENSION**

The principal is authorized to suspend a student because of a disciplinary problem, if other attempts to solve it have not worked, or the seriousness of the infraction warrants suspension.

### **EXPULSION**

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 these listed in sections B and

B. Expulsion Presumed

The following actions presume the student shall be expelled:

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

- 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.

- Major or repeated theft at school.
- Use of controlled substances including alcohol and tobacco, especially continued use after attempt to assist the student has failed.
- Severe or repeated sexual harassment of other students at school.
- Persistently advocating atheism, ideas that are destructive of Christian principles or the moral teachings of the Seventh-day Adventist Church.
- Academic non-performance.
- Intentionally causing serious damage to school property or other personal property.
- Committing an obscene act or engaging in habitual profanity or vulgarity.
- Disrupting school activities or willfully defying the valid authority of school personnel.
- 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.
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 any evidence of support.
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.

### **GRIEVANCE PROCEDURES**

As Christians, we are enjoined to initiate communication in a Christian spirit. Open communication in a manner that solves problems at the level closest to their origin, promotes unity and harmony, and strengthens relationships. In this spirit it is recommended that the following procedures, based on the counsel given in Matthew 18, be carefully followed:

- The person who has a grievance should follow the counsel of Matthew 18:15 by going to the person alone to discuss the problem.
- If this does not resolve the issue the person registering the complaint should renew his request by asking someone such as a pastor, school board chairperson, or principal to join in a conference on the matter. This could be followed by a note reviewing the matter and the corrective steps agreed upon.
- If this fails to resolve the issue, the person should take his complaint to the local school board, asking that the school board assist in resolving the matter.
- If the issue is still unresolved, the complaint should be submitted to the Superintendent of Schools of the Hawaii Conference.
  
- Having done this without success, the person or the school board chairperson should take the matter to the Hawaiian Conference Education Office, and if necessary, to the Board of Education.

### **SCHOOL BOARD MEETINGS**

All parents and constituents are welcome to attend the open session portion of school board meetings. Non-board members are allowed to voice comments or opinions only if a formal request is made to the board chair in advance or an invitation made by the board chair for an important statement to be shared. Communications to the school board may be sent in care of the school board chair or school principal.

Individuals wishing to place items on the school board agenda or address the school board must contact the school board chair at least one week prior to the scheduled board meeting. Unless otherwise notified, school board meetings are held each month on the third Tuesday, beginning promptly at 6:30 p.m.

### **SCHOOL BOARD**

Hawaii Conference-Superintendent of Schools, ex-officio

Kohala Adventist School -Principal, ex-officio

Home and School Association Leader, ex-officio

Kohala Adventist School Treasurer

Kohala Church Pastor

Kohala Church Representatives

### **FINANCIAL INFORMATION**

Kohala Adventist School is a non-profit institution. It does not accept tax generated or public funds. It is supported in its operation by subsidies from the Hawaii Conference of Seventh-day Adventists and its constituent churches, gifts from individuals, special projects, and tuition and fees assessed to students. The following financial policies have been adopted by the School Board:

- The account for the previous year's expenses at the school must be settled before the student is permitted to enter the current school year. If a family is facing extenuating circumstances, they are welcome to negotiate with the Board for an acceptable financing plan.
- It is expected that all student accounts will be kept current. Accounts more than 30 days overdue are subject to school board review. The parents will be notified in a letter. If arrangements are not made with the principal in accordance with the letter, an interruption in the student's attendance will be necessary.
- Payments are due on the 1st of the month by Adventist School Pay Tuition Management Company.

## **REFUNDS**

Tuition and fee income are significant factors in the school's budget. The school relies upon the commitment of parents enrolling their child(ren) and bases its budget on that commitment in preparing for the school year.

Enrollment fees are non-refundable. Tuition is refundable within the first six weeks of a student enrolling at Kohala Adventist School. After that period, tuition is non-refundable. Exceptions may be considered for a medical crisis.

## **TUITION AND FEE SCHEDULE**

<b>TUITION/FEE</b>	<b>RATE</b>	<b>EXPLANATION</b>
Standard Tuition	\$4900	<i>Due in full or within the 10-month period that begins in August and ends in May.</i>
Comprehensive Fee	\$400	<i>The non-refundable Comprehensive Fee fee covers the costs for registration, textbooks, consumable workbooks, yearbook, subsidizing field trips, computer lab use, and miscellaneous expenses, it includes the \$50 intent to enroll fee.</i>  <i>Full amount due at registration.</i>

## **FULL TUITION PAYMENT DISCOUNT**

A 5% discount will be applied to tuition paid in full at the beginning of the school year.

## **Adventist School Pay**

The school's tuition collection is managed through the Adventist School Pay tuition management plan. Its purpose is to set up a payment plan for all families paying the year's tuition in

full or in monthly installments.

### **PAYMENT PLANS**

All families must sign up with the Adventist School Pay Tuition Management Company.

- Full tuition may be paid online through Adventist School Pay using an automatic bank payment from a savings, checking account, or credit card. There will be a 5% discount applied.
- Monthly tuition may be paid in two different ways using Adventist School Pay: 10 monthly installments beginning in August and ending in May or semiannually. The first payment is due by August 1. Sign-up for Adventist School Pay can either be done prior to registration day via the school website ([mauiadventistschool.com](http://mauiadventistschool.com)) or during registration day.

### **MULTI-CHILD DISCOUNT**

A 5% discount will be applied for multiple children attending from the same family.

### **FINANCIAL ASSISTANCE**

Financial assistance is often times available and is awarded based on an “as needed” basis. Applications for financial assistance are available from the school. Please contact the principal for details.

Renewal of scholarships may be possible for the subsequent years. The student's progress at Kohala Adventist School will be reviewed. Areas of interest will include academic record, contributions to school, cooperation, participation at school events, and attitude toward Christian education and Kohala Adventist School.

### **HOME AND SCHOOL ASSOCIATION**

The Home and School Association is maintained by the parents and teachers with the following objectives:

- To bring the home and school into a closer relationship so that parents and teachers may cooperate in the spiritual guidance of their youth.
- To secure, as far as possible, the attendance of every church member's children in our local Seventh-day Adventist school system.

- To assist the school board and faculty by supplying equipment for the school, this will aid the instruction in reaching the highest standards possible.
- To assist the school in providing social activities and recreation that facilitates character development.

To accomplish these goals, we need the total involvement of the parents, teachers, and church members in the following areas:

- Fund-raising activities.
- Volunteering in the classroom as a room parent or aide.
- Assisting with fieldtrips and school activities.
- Supporting and attending the various school programs.
- Planning and presenting in-service education to parents on topics such as child development and positive parenting.

### **COMPUTER ACCESSIBILITY**

Kohala Adventist School is pleased to offer its students access to a computer network for electronic mail and the Internet. To gain access to E-mail and the Internet, the legal parent and student must sign and return *Acceptable Computer Use Policy* form.

The Internet is a powerful resource for expanding the educational experience of each student. Access to E-mail and the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Unfortunately, it is true that some materials accessible via the Internet may contain items that are illegal, defamatory, inaccurate or offensive. We believe, however, that the benefits to students in the form of information resources and opportunities for collaboration exceed any disadvantages and, therefore, support the school's choosing to make the Internet available to our students. But because ultimately, parents and guardians are responsible for setting and conveying the standards that their children should follow when using media and information sources, we respect each family's right to decide whether or not to apply for access. School computers are for educational purposes only. Since the network is provided for students to conduct research and communicate with others, access is given to students who agree to act in a considerate and responsible manner. Parental permission is required. Access is a privilege—not a right. Access entails responsibility. School staff may

review files and communications to maintain system integrity and ensure that users are using the system responsibly.

Students will adhere to Christian principles and will:

- be responsible and courteous in all communications
- be responsible with all computer hardware and software
- keep their passwords to themselves
- respect the confidentiality of folders, work and files of others
- learn about and observe copyright laws
- comply with Kohala Adventist School's Acceptable Use Policy
- students will not attempt to access or alter unauthorized areas of a computer system

Any activity not in compliance with these rules may result in a loss of access as well as other disciplinary or legal action.

## **PERSONAL TECHNOLOGY POLICY**

Kohala Adventist School maintains a no personal technology policy during school hours from 7:30am to 3:30pm. This includes smart phones, smart watches, iPads, laptops and any other personal technology device. If seen out during school hours, it will be confiscated by the teacher and held for parent pick up.

## **ASBESTOS**

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA). Under this Act, the U.S. Environmental Protection Agency mandated the Asbestos-Containing Materials in Schools rule, 40 CFR Part 763, which requires all schools with any grade level between kindergarten and 12th grade to be inspected by AHERA accredited inspectors and to identify all asbestos-containing building materials. This rule further requires the development of a management plan by an AHERA accredited management planner that is based on the findings of the inspection. The management plan outlines our intent in controlling the potential for exposure to asbestos fibers in our school.

The initial inspection of our school was conducted and identified some asbestos-containing materials. Since then, we continue to conduct periodic surveillance and accredited re-inspections to ensure that the

asbestos-containing materials remain in good conditions and do not pose a hazard to our students and staff.

A management plan was drafted based on our initial inspection and submitted to the State Department of Health. It outlines in detail the methods we will use to maintain the materials in a safe manner. The management plan is updated regularly as asbestos is removed or conditions change.

A complete copy of the management plan is on file in the Kohala Adventist School office and is available for your review without cost or restriction.

### **EMERGENCY SITUATIONS**

- Occasionally we find ourselves facing an emergency situation that questions whether or not school will be in session. A good rule-of-thumb for determining if the school is opened or closed is if it is announced over the radio or television that the public schools in the Kohala area are closing for some disaster-related event. We, in all likelihood, will be closed too.
- Should a disaster-related event occur while your child is already at school, make arrangements to pick your child up immediately. Under no circumstance will the principal and/or teachers leave school until all students have been picked-up.

### **STUDENT AND PARENT SUPPORT AND INVOLVEMENT**

- Student participation at out-of-school activities is an opportunity for students to demonstrate what they have learned at school with the larger church and societal communities. While student participation at most of these activities is not required, it is strongly encouraged.
- **Student participation at designated school fundraisers and the Winter program are required out-of-school activities.** Lack of participation in these two school events may impact a student's citizenship and/or enrichment grade, as well as financial aid availability during the next school year.
- 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, sometimes impossible, for some parents to be on campus during regular school hours. Therefore, we have identified below a variety of ways for you, as parents, to participate in your child's education. **At least 10 hours per family per year is appreciated.**

- Teacher Aide-classroom, playground, before and after school supervisor
- Field Trip-driver, chaperone
- Home and School Association Involvement-fundraisers
- Work Bees-fall, spring, fundraiser set-ups
- Room Parent-assist with classroom parties and activities

Parents can demonstrate support and teach respect for the school and its administration and teachers 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 school activities will not only benefit the school but will have a positive impact on your child(ren) as well.

### **SCHOOL PICTURES**

School pictures are taken in the early fall. Each child is expected to purchase at least a student identification card. Additional copies of pictures are made available through the photo company. Information regarding school pictures will be sent home as picture-taking day arrives.

### **ADVERTISEMENT PICTURE USE**

Kohala Adventist School values its students and respects a parent's right not to have his/her child's picture used in any advertising. Please



inform the school if you wish to not have your child's picture used in any advertising (Internet, yearbook, Social Media outlets etc.). Signed permission granting or denying picture use is in the registration packet.

### **YEARBOOKS**

Kohala Adventist School produces its own school yearbook. If you, or anyone you know, are interested in purchasing advertisement or message space in the yearbook, please contact the school.

### **WHEELED ACTIVITIES PROHIBITED**

No wheeled activities (e.g. skateboarding, roller skating, rollerblading, bike riding, etc.) are permitted on the school campus. The school is not liable for accidents that happen due to the disregard of this rule.

### **CAMPUS SPEED LIMIT**

Always drive cautiously when on campus. Please stay under 5 MPH when entering and leaving campus, as students are walking throughout the campus and parking lot.

### **Force Majeure Clause**

By Karnik Doukmetzian, General Counsel for the General Conference

The school shall not be liable to the Parents or students for delays or failures in performance of any teaching or educational obligations resulting from unforeseen causes beyond the reasonable control of the school, including without limitation, acts of God; inclement weather; acts of war or public enemy; riot; fire; explosion; accident; sabotage or terrorist act; governmental or court-ordered laws, regulations, requirements, orders or actions; national defense requirements; injunctions or restraining orders; failures beyond the reasonable control of either party (hereinafter "Force Majeure Event"). Termination or expiration of the Parent's obligations or the payment of tuition for any reason, including by reason of a Force Majeure Event, will not affect or negate any obligations of the Parents which arose prior to the effective

date of such termination or inability of the school to provide or complete any educational obligations, including without limitation, Parent's obligation to pay tuition payments.