

Kohala Adventist (KOA) School



Educating Tomorrow's Leaders Today

2017-2018

Handbook

UNITY

Author Unknown

I dreamed I stood in a studio
And watched two sculptors there.
The clay they used was a young child's mind
And they fashioned it with care.

One was a teacher – the tools he used
Were books, music and art.
The other, a parent, worked with a guiding hand,
And a gentle, loving heart.

Day after day, the teacher toiled with touch
That was careful, deft and sure.
While the parent labored by his side
And polished and smoothed it o'er.

And when at last, their task was done
They were proud of what they had wrought.
For the things they had molded into the child
Could neither be sold nor bought.

And each agreed they would have failed
If each had worked alone.
For behind each parent stood the school
And behind the teacher, the home.

True education means more than the pursuit of a certain course of study. It means more than a preparation for the life that now is. It has to do with the whole being, and with the whole period of existence possible to man. It 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.

ALOHA Parents, Guardians, and Students of KOA School:

Whether you are new to Kohala Adventist School (hereafter called KOA) or a returning student we want to extend our warmest welcome to you.

KOA is a mission-driven, community school working to unite the Kohala Community and the Kohala and Honokaa Seventh-day Adventist Church's with a unique focus on the parents and students of the KOA School. The old saying that it "takes a village to raise a child" remains true and we believe that the ultimate learning experience is found through collaboration and cooperation that only a community can achieve.

The school administration and teachers are mindful of their obligation to institute conduct guidelines, which reflect the love of Jesus; balanced with a firmness of purpose. Synthesized in succinct terms, our students are educated to: Respect God; Respect People and Respect Property. "In everything, therefore, treat people the same way you want them to treat you, for this is the law of the Prophets." Matthew 7:12

As we ask the students to achieve high academic standards, we also are continually growing in our mission. We always respect and incorporate your positive feedback that will help us provide you with the best service. We are continuing to sharpen our focus on improved communication and partnership with you, and all of our community. With God's guidance we are planning to build on our service opportunities and expanding our staff as finances permit.

As you review the content of our handbook you will notice that the spirit of each information category is to ensure that our staff and all aspects of our school operation are focused on providing every student the support they need to enjoy a quality, meaningful education where they are challenged to use their minds well, interact positively with other, have an opportunity to contribute to the welfare of their school community and grow closer to our Lord, Jesus Christ.

Mahalo for your smiles, encouragement and energy!!

Contact Information

Phone: (808) 889-5646

E-mail: koaschool75@gmail.com

Website: kohalaadventistschool.org

Mailing Address: P.O. Box 99, Hawi, HI 96719

Principal: Allen Lipps: allen.lipps@yahoo.com

School Hours

School hours are from:

8:15 a.m. – 3:15 p.m. Monday – Thursday

8:15 a.m. – 1:15 p.m. Friday

General

Accreditation

The Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities, Inc. (AAA) is the denominational accrediting authority for all educational institutions and programs operated in the name of the Seventh-day Adventist Church. It fosters close cooperation among the educational institutions of the Adventist system and effective working relationships with other educational organizations or institutions, accrediting agencies, and government departments of education.

The AAA provides a process by which the educational community holds an institution accountable for its own objectives. It assures the church and constituency that an accredited Adventist educational institution offers programs of quality to the youth of the church, provides professional personnel who meet both church and national standards, and is the basis for reciprocity among Adventist schools.

The rationale underlying the accreditation process is the belief that it encourages clarification of the mission and goals of Seventh-day Adventist education. A regular evaluation process contributes substantially to the improvement of the total school program, clarifies the significance of the school as the church in action, and provides opportunity for involvement of the church community.

Asbestos

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 the U.S. Environmental Protection Agency (EPA) to develop regulations that provide a comprehensive framework to address asbestos problems in public and private schools. On October 30, 1987, EPA published the "Asbestos Containing Materials in School" rule.

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

KOA continues to comply with all the requirements of the rule. We have hired an EPA accredited asbestos inspector for the inspection and assessment. This inspection with accompanying laboratory tests showed asbestos in the acoustical sprayed-on material on the ceilings of the older classroom building.

This material has been managed according to the Operation and Maintenance Plan listed in the school Asbestos Report (copy in school office). During August 1991, a licensed contractor sprayed all ceilings in this building effectively encapsulating this asbestos fiber.

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 material in order to protect your health.

If you would like more information about our asbestos management plan, you can review the plan in the school office.

Board Members and Meetings

Patsy Trefz – Chairperson
Joyce Washington – Treasurer
Allen Lipps – Principal/Secretary
Pastor Mike Asuega
Mila Asuega
Rene Allen – Kohala
Leroy Washington – Honokaa
Bonnie Bothelo - Kohala
Dale Trefz – Kohala
Ken Benoit - Kohala
Miki Akeo Nelson – Hawaii Conference Superintendent

The School Board has regularly scheduled meetings, typically on the third Tuesday evening of each month at 6:00 P.M. unless otherwise noted in the school calendar. School board meetings are open meetings, except when sensitive topics are being discussed. In this instance, the board chair may call for an executive session, which is a closed meeting of the board when only the regular and ex officio members are present. The board may, however, invite interested persons to be present to provide needed information. However, such persons should be excused prior to discussion and vote by the school board.

Care of School Property

The school has a large investment in buildings and equipment. It is the responsibility of each student to share in the protection of this investment. Any student involved directly or indirectly in damaging, destroying, or mutilating school property or the property of any individual, makes himself/herself liable for the cost of replacement, repairs, and/or disciplinary action.

The school assumes no responsibility for damage to or the stealing of the following: books, clothing, musical instruments, cars, bicycles, money, or other personal property left by anyone on the school grounds or in the school buildings during or after school hours.

Because gum chewing has unwelcome side-effects (due to irresponsible disposal) such as damage to carpets, seats, clothing, etc. – and it also creates a messy look on floors and walkways – gum chewing is not allowed on the school premises or during school field trips.

Child Abuse Reporting

All certificated employees are to sign a statement on the form provided by the employer acknowledging the duty to report cases of child abuse and will comply with the provisions of state law. This requires that any employee who is a child care custodian who has knowledge of or observes a child known or reasonably suspected of having been the victim of child abuse is to report the known or suspected instance of child abuse to a child protective agency immediately or as soon as practically possible by telephone and to prepare and send a written report within the time required of receiving the information concerning the incident.

All instances of suspected sexual misconduct or child abuse must be reported to the appropriate school administrator and child protection agency as specified by state laws. Persons who are mandated by law to report suspected child abuse are protected from retaliation and civil or criminal liability under applicable state laws.

Custody Disputes

When there is a court document outlining custody arrangements, a copy should be provided to the school. The school will abide by the specifications of such a document. The school will remain as neutral as possible in any custody disputes. In any legal dispute between parents, school personnel will provide information to the courts, parents, or their agents only in response to a lawful summons or subpoena.

Disaster Plans

1. Drills

Safety drills will be effectively conducted within the first two weeks of the school year, then as follows:

1. Fire Drills – at least one each month
2. Earthquake Drills – at least once each quarter
3. Lockdown Drills – at least once each semester

Additional drills will be practiced as mandated by state laws and local ordinances.

2. Disaster/School Crisis Preparedness

Our school has an annually updated Disaster/School Crisis Plan in place and will review it with staff at the start of each school year. The plan addresses traditional crises and emergencies, such as natural disasters, fires, school shootings and accidents, as well as biological, radiological, chemical, and other terrorist activities. It addresses four major areas: prevention/mitigation, preparedness, response, and recovery.

3. First Aid Equipment and Emergency Supplies

Every classroom has a small first aid kit containing supplies regularly used in the classroom throughout the year. Some emergency supplies will also be kept in each classroom. Additionally, there is a cache of supplies (water, first aid, sanitation supplies, tools, food, etc.) for the whole school.

All of the teachers in our school have current First Aid and CPR certification.

Dress and Grooming Standards Policy

Seventh-Day Adventist educational philosophy teaches that we should honor the Creator in all things, including dress and personal grooming. School standards require modesty, neatness, and cleanliness to promote character building.

General Guidelines

1. For safety and modesty's sake, the wearing of any jewelry is not allowed. This includes, but is not limited to ear, tongue, or nose rings, necklaces, pendants, bracelets, anklets, or chains. The only exceptions are wristwatches and medical ID.
2. All apparel is to be worn loosely enough to allow ease in movement, breathing, and blood circulation. No baggy or tight-fitting apparel will be allowed. No torn or ripped pants are allowed.

3. Any apparel or object that is associated with gang membership is not allowed. This includes, but is not limited to, red or blue bandanas.
4. Tattooing of and/or drawing on any part of the body, whether permanent or temporary is not allowed. This includes monikers, initials, letters, words, or pictures.
5. Apparel should be neat, clean, and kept in good repair. No hats are allowed.
6. No apparel is to be worn which drags on the floor.
7. Sandals with a heel strap, dress shoes, or athletic shoes must be worn at all times. Boots, rubber slippers, cleats, Crocs, or taps are not allowed.
8. No make-up or nail polish of color is allowed.

School Uniforms

KOA School has adopted the following school uniform:

PANTS OR SHORTS: Navy, khaki, or black in Docker or uniform style.

SHIRTS: Polo style shirts or shirts with collars in navy blue, grey, or white. Students must own at least one school t-shirt with a school logo embroidered on it for special occasions and field trips. No t-shirts are allowed over shirts.

SKIRTS: Navy, khaki, or black (skorts and jumpers are also acceptable). Must be knee-length for modesty.

COLD WEATHER WEAR: Turtlenecks, sweaters, and sweatshirts in solid colors. No hoods are to be worn on campus.

SHOES: Sandals with heel strap, athletic, or dress shoes are to be worn at all times.

Students' school uniforms are to be worn at all times while in school or on school outings unless specifically instructed by the teacher otherwise. A signed note from home with a reasonable explanation for lack of uniform is necessary in order to be admitted into class without one. Students may wear a t-shirt under their uniform provided that it does not protrude from under the sleeves.

Hairstyles Policy

All students should have their hair styled in such a manner that it does not interfere with their vision. Hair should be kept neat and clean.

The length of a boy's hair should not completely cover the collar of the uniform polo and his ears should be at least partially exposed.

No faddish type hairstyles will be allowed. This includes, but is not limited to spikes, Mohawks, and unnatural hair colors. It also includes letters, numbers, or designs cut into the hair.

Electronics

Nonverbal, oral or written communication, on and off campus, including, pictures, and graphics on classroom computers, personal computers, smart-phones, or other devices, must demonstrate a positive purpose and basic Christian principles of decency. Should the school become aware that a student has been communicating inappropriate content on or off campus or misrepresenting the Christian values of the school in communication, the student will be subject to disciplinary action.

All electronics are subject to search and/or seizure, including personal devices, at any time while on school property or school-sponsored events off campus.

Non-PC/Laptop Devices

Student possession and use of cellular phones and other electronic devices on school campus and on school-sponsored activities while under supervision and control of school employees is permitted only under these circumstances:

- Parents need to register the device with the school if they wish their students to use the device at school.
- These devices are not allowed to be on the school's WiFi network and must be operated on your own data plan provided by your cell phone carrier.
- All students may use these devices on campus before school begins and after school ends.
- All students may also use such devices during the instructional program **only with the expressed permission of their Teacher.**
- Each Teacher will decide how to enforce this policy in their respective homeroom and this will be communicated to the parents before the first day of school.

These devices must be kept out of sight and turned off during the instructional program. Unauthorized use of such devices disrupts the instructional program and distracts from the learning environment. Therefore, unauthorized use is grounds for confiscation of device by school officials, including classroom teachers. Repeated unauthorized use of such devices may lead to disciplinary action.

Field Trips

The school experience will from time to time include trips out into the field of the world for practical experiences. A student attending this off-campus event should be either provided with a note granting permission to travel or provide one of his or her own, signed by a parent. A student is not to leave campus at any time during the regular school day without permission of the school administrator or designee and a request from the parent either by telephone or written note. Parents wishing to provide transportation to such events need to be cleared by the administration and provide proper insurance documentation for their vehicle before they are allowed to go.

Insurance Policy

The school carries limited accident coverage on all students while at school, on any school-sponsored activity, and while in transit to and from school. To receive assistance for medical or dental care in connection with a school related injury:

- 1) Notify the school within 48 hours
- 2) Obtain insurance forms from the school office to be completed with the assistance of the supervising teacher and principal.
- 3) Submit forms to doctor for completion and processing
- 4) Return all forms to the school along with medical bills.

Lunch Policy

All students need to bring their own lunches. Microwaves are available to warm food. Parents should provide their child with a nourishing lunch with a minimum of sugary or fried foods. Caffeinated and energy beverages disrupt a child's learning patterns; therefore, they are not allowed. Studies also show that a good breakfast is necessary for children to do their best in

school. Gum chewing is not allowed at school, on the bus, at any school function, or in the church.

Students celebrating a birthday may bring special treats to school to pass out to their classmates as long as the staff is alerted ahead of time. Staff may reserve the right to ask that the treats be passed out after school.

Home and School Association

KOA and the Home and School Association work together to enhance your child's development and the betterment of the school. Patrons of the school become members of the Home and School Association at the time of registration. Please take an active role in supporting the programs and activities of this organization.

Internet Usage

We are pleased to offer students at KOA School access to the Internet. The Internet is a global computer network that is used by educators, students, government, business, and a host of other organizations and individuals to communicate electronically. As a learning resource, the Internet is similar to books, magazines, video, CD-ROM, and other information sources, except that it quite literally enables students to explore countless numbers of computers, networks, libraries, and databases from throughout the world. Use of the Internet for educational purposes will assist students in identifying resources, gathering information, and developing the technical skills they will need for life and work in the twenty first century.

It must be made clear, however, that although your child's use of the Internet will be supervised, we cannot guarantee that a student will not be able to access information that you might consider to be objectionable. Therefore, it is imperative that both students and their parents be aware of each individual student's responsibility for ethical and appropriate Internet use. Just as students are expected to behave properly in the classroom and school hallways, they will also be required to behave responsibly while using school computers and networks. Technical resources are provided to help students meet their information needs within the context of teacher-planned assignments and school-sponsored activities. Access to these resources, however, is a privilege, not a right. It is permitted only on the condition that a student agrees to act in a responsible manner. School staff reserves the right to suspend or terminate the use of the Internet by any student who violates these policies. Similarly, Internet use is subject to all policies and regulations that govern student behavior in other school activities.

Please review the attached Student Guidelines for Acceptable Internet Use agreement that your child will be required to read and sign before being granted Internet access. We encourage you to take advantage of this opportunity to discuss your family's values with your child and how they, too, should affect Internet use. You are not required to grant permission for your child to access the Internet, but we firmly believe that Internet use in an approved educational setting, with specific educational objectives, and under appropriate supervision will prove to be a positive learning experience for your child.

The technology at KOA School is to be used for the education of the students and is therefore an educational tool, not a toy. The use of the Internet and other school software is to be used for assigned class work only.

The computers and images on the screens are a reflection of the school, so therefore students are not allowed to make any personal changes to the computer settings of any machine unless instructed to do so. This includes using anything other than the default set of pictures included for the desktop and/or screensavers.

1. Students must be kind and polite when using the Internet.
2. Students must use Internet equipment only for school-related activities.
3. Students may use the Internet only when they have permission from a teacher.
4. Students should not damage or mistreat computer equipment under any circumstances. This includes trying to "fix" plugs, cables, or other parts of the equipment. Leave that to your teacher.
5. Students should not access files that do not belong to them.
6. Students should not copy, download, or install any software or programs to or from school computers.
7. Students must not write, send, download, or display obscene, threatening, harassing, or otherwise harmful messages or pictures.
8. Students must not share their personal address, phone number, or any other contact information over the Internet, including personal spaces like Twitter or Facebook. They must not share information about other people either, including friends, fellow students, or teachers.
9. Students should be aware that e-mail and Internet use can and will be monitored and therefore is not private.
10. Students must obey all rules that normally govern their behavior at school when using the Internet.
11. Students will not use IM (Instant Messaging) or chat rooms unless instructed to do so for educational purposes.

Students found to be in default of their signed Computer and Internet Usage agreement will be assessed the following penalties:

- 1) 1st Offense: 30-day ban from the computer and Internet.
- 2) 2nd Offense: 60-day ban from the computer and Internet.
- 3) 3rd Offense: Banned from using computer or Internet for remainder of year.

Law Enforcement Involvement

In the case of suspicion of possession of weapons, controlled substances, and/or refusal to comply by the student, law enforcement may be called to mediate or investigate the incident. The student may be immediately suspended pending further investigation. Parents will be notified when it has been necessary to involve law enforcement.

Media Release

There is a media release form as part of the application that allows the school to photograph and/or videotape your student for use on the school's various publications and printed media. You need to understand that all rights, title, and interest in the photography for said media outlets belong to the school and that you will receive no financial compensation for the use of these pictures/videos. You further understand that the school may edit, copy, alter, or revise this media for use in media outlets and that the school will retain control over the use and distribution of the media. Please see the media release on the application for formally opting out of this release of information/media.

Operating Hours

Monday through Thursday classes begin at 8:15 a.m. and end at 3:15 p.m. Friday classes start at 8:15 a.m. and end at 1:15 p.m. When so declared, there may be a minimum school day. Such days end as announced, usually at 12:00 noon.

Parental Concerns

All parents have the privilege of presenting their concerns or questions as the occasion may arise. The procedure is:

- 1) Discuss the problems, concerns, or questions with your child's teacher.
- 2) If there is no satisfactory resolution; teacher and parent will confer with the principal.
- 3) Concerns/Problems will be presented to the School Board by the principal only after the first two steps have been exhausted.

Privacy

Your privacy is important to the school and is understandably an area of concern for every student and parent/guardian. The school values your right to privacy and seeks to preserve and protect it. However, your right to privacy is not unlimited. This policy seeks to explain how your information is collected and used and also to define your privacy rights as a student or parent/guardian at this school.

Personally Identifiable Information

As part of the admissions process, and throughout a student's enrollment, the school will occasionally request personally identifiable information from students and parent/guardians. This will likely include, though not be limited to, the students' and parent/guardians' names, addresses, email addresses, phone numbers, and the student's date of birth and social security number. The school will also generate personally identifiable information about its student in the form of student records, which may include academic records, health records, and disciplinary records. This information is necessary for the school to provide its services to its students and parent/guardians and will only be utilized by the school or its agents for that purpose. For more information, see the policies on student records.

The school does not sell, trade, or otherwise transfer to outside parties your personally identifiable information. This does not include trusted third parties who assist the school in conducting its business or providing its services to you, so long as those parties agree to keep this information confidential. We may also release your information when we believe release is necessary to comply with the law.

The school may desire to publicize student participation and achievement on its website or in its publications. This may include school utilization of photographs, videos, writings, and voice or performance recordings of a student or parent for educational, promotional, and/or athletic purposes in the school's promotional materials, newsletters, website, videos, media outreach, and other such publications. Unless students/parent/guardians formally opt out, they agree to permit such use by the school. See the media release policy for more information.

Student Records

This school is a private religious school that does not accept federal funds. As such, it is not subject to the provisions of the Federal Educational Rights and Privacy Act (FERPA). However, your records will only be readily available and accessible to authorized personnel, the student, or the parent/guardian.

School Property

School property includes, but is not limited to desks, lockers, school computers or electronic devices, classrooms, common areas, school athletic equipment, school vehicles, and any other property owned or controlled by the school. Students have no privacy rights or expectation of privacy in the utilization of any school property. The school may search school property at any time for any reason pursuant to the school's search and seizure policy. See the search and seizure policy for more information.

Revisions to this Policy

The school may change this policy from time to time. Changes will be made available either online or in writing and continued enrollment in the school constitutes your acceptance of any changes to the policy.

Search

The school search policy is effective for all students in attendance. This policy is designed to balance the privacy of the individual students while allowing school officials to maintain a safe environment for all students. The school administration has the right and responsibility to conduct (in the presence of an adult witness, when possible) a search of student property, including the student, clothes, and/or backpack (or similar personal items) when there is reasonable suspicion that a student may be in possession of drugs, weapons, alcohol, or other contraband in violation of a school rule, school policy, or law. A student's personal computer, tablet, smart-phone, or other technology may also be searched when there is reasonable suspicion that the devices contain information relevant to a serious violation of a school rule, school policy, or law. The school will use reasonable efforts to make the search minimally invasive and targeted.

School property may be searched at any time for any reason. School property includes, but is not limited to desks, lockers, school computers or electronic devices, classrooms, common areas, school athletic equipment, school vehicles, and any other property owned or controlled by the school. Students have no privacy rights or expectation of privacy in the utilization of any school property. Law enforcement may be contacted, where appropriate, before, during, or after a search. When appropriate, the school may report violations of law to appropriate authorities. Parents will be notified after any search.

Student Officers

Student officers for all co-curricular activities and class organizations must meet the following qualifications and standards:

- A. Officers must be selected with the approval of the faculty and must meet specified standards of citizenship, scholarship, reliability, cooperation, and leadership.
- B. Officers must live in harmony with the distinctive standards of Seventh-day Adventist church and schools.
- C. Officers must have leadership preparation under teacher direction for assigned responsibilities.

Student and Class Organizations

- A. The purpose of class and student organizations is to provide for spiritual and social activities, to foster school spirit, and to afford training for leadership.

- B. Student Association officers will be elected in accordance with stated administration guidelines once a semester.
- C. Students wishing to participate in athletic events, student organization sponsored events, or extracurricular clubs must be obtaining "C" or better grades in all subjects. Students with a lower than "C" average in any subject must raise their grade to passing level no later than one week prior to the event. Students may also be prevented from participating in athletic clubs or extracurricular activities by the principal for disciplinary reasons at his discretion.

Student's Withdrawal or Severance from School

Following the withdrawal or severance of a student who is required by state law to be enrolled in school, the school principal is to ascertain that the student has entered another school as stipulated by state law. If the student fails to do this within the required time period, it is the responsibility of the school principal to notify the attendance officer of the local public school district.

Following the withdrawal or severance of any non-resident student enrolled on a student visa, it is the responsibility of school administration to notify the appropriate immigration officials according to current immigration law.

Telephone Policy

The school telephone is for business only. Students and teachers should not be called during school hours except in case of emergency. Students will not be called to the phone from classes except in the case of emergency. However, the staff will deliver any message phoned to the school. Students wishing to use the phone for personal use will simply need to ask for permission by a staff member to make a call.

Toy Policy

Personal toys are not allowed to be brought to school at any time unless it is for an organized function or activity.

Transportation – Off-Campus Tours and Activities

Employee-owned Vehicles - Employee-owned vehicles used for off-campus activities and tours are required to carry automobile insurance coverage as established by the Hawaii Conference.

Private-owned Vehicles – Non-employee Private-owned vehicles of non-employees used for off-campus activities and tours are required to carry required coverage established by the Hawaii Conference.

Visiting – Open Door Policy

KOA School invites parents and guardians to come visit the classrooms whenever you wish. We only ask that you be unobtrusive and that you take care not to disrupt the classroom. You are encouraged to take notes and ask questions when the staff are available to you. You do not have to make appointments to come and observe. However, if you do inform the teacher in advance that you are coming, this will give the teacher an opportunity to schedule time for you if necessary. The staff reserves the right to ask you to leave if they believe your presence is disruptive to the learning environment in any way.

Admission

Academic Placement and Acceptance Policies

Admission Entry Age

In order to be enrolled in Kindergarten, a child must reach the age of five by December 1. For entrance into grade 1, a child must be age 6 by November 1.

Appropriate academic placement of a student is a fundamental principle of education. The following factors are to be considered in the grade placement of a student who has not been enrolled in a regular school program.

1. Chronological age.
2. Emotional, physical, and social readiness.
3. Scholastic achievement as determined by;
 1. Standardized achievement test scores.
 2. Teacher evaluation of academic readiness, which should include an interview to assess the student's ability to reason and express ideas logically.
 3. Documentation of academic progress.
4. Home School students and transfer students will be required to provide transcripts or similar documents to show academic progress before they are placed in our school.

Access to and Transfer of Student Records

1. A cumulative record is maintained for each student. A student's cumulative record is readily available and accessible only to authorized personnel, the student, and the student's parents. The cumulative records are kept in a fire-resistant safe or vault located in the school office
2. When a student transfers to another school, Seventh-day Adventist or public, the cumulative record, or a copy thereof, shall be transferred to the school where the student intends to enroll upon written request of the student or parents if the student is under 18 years of age.

Admission Policy

An application may be obtained at KOA School, 55-3396 Akoni Pule Highway or by calling (808) 889-5646.

KOA School Christian School is open to all families who come with the sincere purpose of developing mentally, physically, and spiritually, and who willingly support the principles of conduct upon which Seventh-day Adventist education is based.

It should be understood that every student who presents him/herself for admission to the school thereby pledges to observe willingly all of its regulations, to uphold the Seventh-day Adventist Christian principles upon which the school is operated, and to the best of his/her ability, to perform all school duties assigned to him/her. It is also understood that to break this pledge jeopardizes the student's continued enrollment, and if he or she is retained in the school, it is only at the discretion of the faculty and the School Board.

KOA School does not employ special services personnel and cannot guarantee an appropriate instructional environment for learning and/or behaviorally disordered students. Therefore, any student with identified learning disabilities, EMR, or behavioral problems, or who exhibits indicators suggesting these conditions will be reviewed individually by the School Board to determine whether or not the student will be permitted to attend KOA School.

Admission Requirements

- 1) The Admissions Committee requires that the applicant's transcript of records indicating satisfactory completion of requirements from the last school attended be received by KOA School before the applicant is accepted. This record must be received and filed with the administration before evaluation can be made for permanent class standing.
- 2) Students must make formal application by submitting an "Application for Admission". The School Board will review applications and parents will be notified of the Board's admittance decision.
- 3) All new students will automatically be placed on a two-month probation after which their names will be reviewed by the Admissions Committee to determine their permanent status at KOA School. Students with failing grades after the probationary period is over will be dismissed.
- 4) All students entering KOA School for the first time may be required to take an entrance exam prior to registration. KOA School reserves the right, after testing and counseling with the parents, to place the student in the grade appropriate to entrance exam levels.
- 5) Registration fees must be paid as specified by school policy in order for a student to enter the classroom.
- 6) Records for immunization, as required by the State of Hawaii, must be submitted prior to admission.

The final prerequisite to admission is completion of necessary forms, including: Consent for Medical Treatment, Release of School Records, Physical Examination Results for grade seven and for all new students, STAR Reading/Math, and Financial Agreement forms. Students enrolling in Kindergarten must also provide a copy of their birth certificate.

Biblical-Morality Policy

KOA School's Biblical role is to work in conjunction with the home to mold students to be Christ-like. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christ-like life. The school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student if the atmosphere or conduct within a particular home or the activities of the student are counter to or in opposition of the Biblical lifestyle the school teaches.

Non-Discrimination Policy

It is the policy of the Seventh-Day Adventist Church in all of its church-operated schools at all levels of education in the United States to admit students of any race, color or ethnic origin to all rights, privileges, programs and activities generally accorded and available to students in its schools. No discrimination is made on the basis of race, color, or national and ethnic origin in the administration of school policies, admission requirements, or other school-administered programs.

Financial

General

Signing the application form indicates that you understand the tuition payment schedule and that an invoice/statement is sent as a matter of courtesy. Tuition is divided into 10 equal monthly payments for all grades with the payment due the first of every month. The first payment is due July 30th. A full month's tuition is assessed for any part of a month that a student is in attendance. Tuition is assessed until the school receives official written notice of student's withdrawal.

Anyone who is unable to meet their payment by the first of the month must make necessary arrangements with the principal or treasurer to address the inability to pay. If there is no communication the parent will be given a verbal notice by the principal on the 15th of the month and the student will not be allowed to return until the account is addressed.

Registration Fee:

Returning	\$200/student
New	\$225/student

Tuition for Non-Constituents:

1 student	\$465 x 10 payments (Aug-May)	\$4,650
2 students/family	\$630 x 10	\$6,300
3 students/family	\$815 x 10	\$8,150

Tuition for Constituents:

1 student	\$365 x 10 payments (Aug-May)	\$3,650
2 students/family	\$495 x 10	\$4,950
3 students/family	\$625 x 10	\$6,250
4 students/family	\$700 x 10	\$7,000

Discounts

- Referral discount—Registration fee waived to the student's family that recruits a new KOA student
- Prepayment of Year's Tuition: 5% discount on tuition if paid in full for the entire school year by August 1, 2016. (Qualifies only if not receiving financial aid.)

The registration fees are due before the student may begin classes unless payment arrangements have been made with the principal or treasurer. The registration fees pay for items such as testing materials (ITBS), library fees (for new books), software fees (for software and licenses), equipment fee, student insurance, etc.

Students who lose textbooks or destroy them during the course of a year will be responsible for the cost of a brand-new replacement, to be added to their bill.

Due to the uncertainties of business conditions and monetary values, the right is reserved to revise the published rates as may be necessary, without notice. It is recommended that tuition payments be sent directly to the school and that all checks or money orders be made payable to KOA School.

**It is our goal to have every child here who wants to be here!
Please feel free to approach us for scholarship and tuition assistance needs you may have.**

Delinquent Accounts

An account not paid in full after 30 days from the billing is considered to be delinquent. After 30 days, payment arrangement must be made with either the principal or treasurer to clear the delinquent account. If payment is not made within sixty days, the account is considered to be in default. As a consequence of defaults, parents will be asked to withdraw their child/children from school until the financial problem is settled. In the event of an unpaid bill from a previous year, children will not be allowed to enroll in the new school year unless satisfactory arrangements are made for the account to be paid.

Student Health

Health and Immunizations

Physical examinations are required of all students as follows:

1. Upon entering school for the first time.
2. At grade 7 (this shall include the scoliosis examination).

A physical examination shall be considered current, except scoliosis examination, if taken not more than twelve months prior to any of the above dates and the report is submitted to the school.

When a student transfers, the receiving school should request the health record from the former school of attendance. Verification should be made that a physical examination was done within twelve months of the above required times.

Immunizations

1. Immunization - Requirements

Immunization requirements of the state of Hawaii apply to our school. Proof is required for entry and must be presented to the school office when the student initially registers.

It is the responsibility of the principal to enforce the immunization regulations and to ensure that an up-to-date record is maintained for each student.

2. Exemption From Required Immunization

A student may be exempt from receiving the required immunizations by submitting:

1. A written statement from a physician which states that the student is medically exempt as a result of having had the disease; or
2. A signed statement from the parent stating that the student is exempt because of personal beliefs. This personal exemption shall be recorded on the immunization record.

Medication and Illness at School

Teachers are not to give any internal medications, including aspirin or painkillers, except as indicated below:

Designated school personnel may assist any student who is required to take medication during the regular school day, if the school has on file the following:

1. A written statement from such physician detailing the time schedules, amount, and method by which such medication is to be taken and,
2. A written statement from the parent or guardian of the student indicating the desire that the school assist the student in matters set forth in the physician's statement.

Such medication must be delivered to the school in the original container bearing the pharmacy label. This label is to contain the name and place of business of the seller, the serial number and the date of such prescription, the name of the person for whom such a drug is prescribed, the name of the member of the medical professional who prescribed the drug, and must bear directions for use as prescribed by the member of the medical profession.

If a student becomes ill during school hours, the student should report the illness to his/her teacher. If the illness appears to require such, efforts will be made to contact the student's parent/guardian and, if necessary, to contact medical professionals.

Head Lice Policy

At the end of the first Friday of each quarter, all students will be checked for head lice. School staff will conduct this check. If necessary, at the discretion of the school, other persons who have experience in checking for head lice will be asked to assist school staff. Parents are welcome to be present when their child is being examined. All examinations shall be done in a confidential manner. An active, positive identification of head lice by at least two individuals will result in the student entering the following protocol:

1. The student's parent/guardian will be asked to take the student home and treat the student at his or her own expense.
2. The parent/guardian is to keep the student at home until the head lice is deemed inactive.
3. Upon returning to school the student will be checked again by school staff to ensure that no active head lice are present. Two persons with experience will also perform this second check.
4. When a positive identified student has been cleared by school staff to return to school, a final examination for head lice is needed for the student to be removed from this head lice protocol. School staff and the parent/guardian of the student at their convenience can schedule this examination. This final examination shall take place no earlier than seven days from when the child returned to school and no later than fourteen days from when the child returned to school.

Attendance

Excused Absences

Hawaii State Law requires that all children attend school every school day until the age of 18 or until they graduate from high school. The only allowable reasons for absences from school are:

- 1) Personal illness or injury (student only)
- 2) Jury duty (student only)

- 3). Funeral of an immediate family member. (One-day absence if funeral is in State of Hawaii, three days for out-of-state funeral.)
- 4) When severe weather conditions make travel impossible or impractical

If a parent wishes a student to be absent from school for personal reasons, such planned absences should be arranged prior to the anticipated date either in person, by phone, or via written note. Completed assignments for the time missed are to be turned in no more than one day after returning to school and students will not receive credit for class activities such as quizzes or videos that may have been missed.

Unexcused Absences

If a student misses school for any other reason, the absence is unexcused. Assignments from the time missed may be turned in if the teacher allows it. Penalties listed below are for the cumulative year, not per quarter.

- 2nd absence = Written notice to parents from administration
- 4th absence = Parent/Teacher/Principal conference
- 6th absence = Parent/Teacher/Principal conference and a loss of one letter grade in all missed classes.
- 8th absence = School Board review and possible suspension
- 10th absence = Dismissal from school

Unexcused Tardy

Unexcused tardiness is marked as a tardy in the permanent record book. Three unexcused tardy marks equal one absence. On time means being in your assigned seat when school begins at 8:15. Penalties listed below are per quarter, not school year.

- 1st-4th tardy = No consequence
- 5th tardy= 1/2 hour detention to be held at the teacher's discretion
- 6th tardy=1-hour detention to be held at the teacher's discretion
- 7th tardy= 1-day suspension. Day and credit for schoolwork at teacher's discretion. All tardies past the 7th are subject to Board Review.

Academics

Academic Integrity

Cheating is taking dishonest advantage of teachers and/or other students. Cheating includes, but is not limited to the following behaviors:

- glancing during a test or quiz
- non-sanctioned "team" work on an assignment
- habitual absenteeism on test/assignment days
- failure to cite sources adequately on assignments
- copying a research paper or assignment, changing answers
- possession or use of cheat notes
- stealing a paper, test, or answer key
- carrying a test out of a room
- copying from someone else's paper or test
- excessive "outside assistance" on an assignment
- allowing another student to copy from one's examination
- communicating in any way with another student during the examination, including the use of digital message devices

- taking photographs of a test or quiz
- inventing or altering data for a lab experiment or field project
- submitting another person's work as your own
- changing academic records outside of normal procedures
- resubmitting returned and corrected academic work under the pretense of grader evaluation error

The general policy for a student who cheats will be to receive a grade of 0 (zero) on the work and a prompt phone call to the parent or guardian. A student who continually cheats may lose credit for the class and may also be suspended or expelled from school.

Academic Recognition

Students who show academic excellence will be awarded the school's Honor Roll or Principal's List each quarter. Honor Roll requirements are that a student must receive all "A" or "B" marks on their report cards for the quarter, of which half of those must be "A". Students receiving straight "A" marks will be awarded the highest honor of Principal's List.

Acceleration and Retention Policies

Acceleration of a Student

Criteria for acceleration of a student are to be based on the following minimal requirements:

1. On the most recent standardized achievement test battery a student is expected to have a composite score at the 90th percentile or above.
2. The student must demonstrate satisfactory evidence of academic, emotional, and social readiness for acceleration to the school staff and to the parents.
3. Prior written requests for acceleration of the student in elementary education (i.e. two years in one, or three years in two) must be submitted to the Hawaii Conference Office of Education. Written approval from the Hawaii Conference Office of Education must be on file at the school.
4. The student must maintain an average or above average level of achievement on the accelerated program.

Approval Procedure for Acceleration of a Student

Procedures for the acceleration of a student are as follows:

1. To initiate this program the faculty and principal must submit a form/letter of application to the Hawaii Conference Office of Education. This application must include the written consent of the parent/s.
2. An implementation plan showing how the student will demonstrate mastery of the subject areas in the grade levels being accelerated shall accompany the application.
3. The application must be approved by the Hawaii Conference Office of Education and made a matter of record before a student is permitted to accelerate.

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 in two years. The decision to retain a student should be given careful consideration, evaluating a variety of factors. If circumstances should warrant retention, the following process should be followed:

1. Provide the identified factors in written form to the parent/guardian that indicate the need for retention.
2. Seek parental/guardian involvement and approval early in the school year.
3. Implement the procedure for grade level retention using the approved Hawaii Conference form.
4. Obtain approval for the retention from Hawaii Conference

Contact the Hawaii Conference Office of Education for additional student retention guidelines.

Eighth Grade Completion Requirements

The required subject areas for the completion of the eighth grade are:

1. Bible/Religion
2. Fine Arts
3. Mathematics
4. Physical Education
5. Reading/Language Arts (English, handwriting, spelling, composition)
6. Science and Health
7. Social Studies.

Standardized Testing

KOA School administers the Iowa Test of Basic Skills in the fall of each year for grades 3-8.

Parent-Teacher Conferences

KOA School holds Parent-Teacher Conferences the first week of November (during Election Day). Please refer to the school calendar for the exact dates.

Christian Conduct

Bullying

All members of the school community are committed to ensuring a physically and emotionally safe environment. We strive to value the rights of all people to learn without fear.

A student shall not intimidate or harass another student through words or actions. Such behavior includes, but is not limited to direct physical contact, such as hitting or shoving; verbal (or non-verbal digital) assaults, such as threatening, teasing, or name calling; and social isolation or manipulation. When such conduct is repetitive or appears likely to be repeated, it is considered bullying.

Our school expects students and/or staff to immediately report incidents of bullying to the principal. Staff members are expected to immediately intervene when they see or hear a bullying incident.

Parents will be notified when their student has been involved in acts of bullying. Students who bully may be subject to discipline. Law enforcement will be notified if appropriate.

Discipline

Citizenship

It is expected that students will respect the religious principles of the school and will cooperate with the school and teachers in maintaining the rules and regulations as printed in this handbook or as announced by the administration.

Each student should consider all of his/her conduct as a reflection of the home, the parents, and the God who created him/her. Any practice that tends to nullify a Christian atmosphere or defeat the purpose of the school is discouraged.

All students receive a grade in citizenship based on a point system of 10 points per day. These points are based on the following criteria:

- 3 points for complete uniform
- 2 points for being on time (be in their seat and ready to begin the school day at or before 8:15 A.M.)
- 5 points for behavior and attitude

A student's citizenship grade may be used to determine scholarships available for the following year.

Conduct

To choose to attend KOA School is to choose to comply with its guidelines and policies. The following policies serve as a code of behavior that reflects the quality of character development to which KOA School is dedicated.

Students are to conduct themselves at all times as Christian young people. Proper conduct is expected at all functions or services held on campus. Boisterousness, running on the walkways, horseplay, rough-housing, or scuffling anywhere in the buildings on campus, or any conduct of discourteous nature are examples of improper conduct and will not be permitted.

Conduct and behavior, whether on or off campus, that is inconsistent with the standards of KOA School, may affect a student's continued enrollment at KOA School.

Discipline, when needed, will be designed to direct the student toward a more meaningful acceptance of Christian rules of conduct.

An offense in any of the following will constitute grounds for serious discipline, suspension, or dismissal:

- 1) Use and/or possession at any time, or furnishing to others narcotics, tobacco, or alcoholic beverages in any form, including paraphernalia;
- 2) Use of profanity, obscene language, or gestures, either verbal or written;
- 3) Improper conduct or suggestions, passing or displaying obscene literature or pictures;
- 4) All forms of sexual harassment, including sexual advances, requests for sexual favors, or other verbal, nonverbal, or physical conduct of a sexual nature;
- 5) Any act of dishonesty, deception or willful disregard of school regulations, including cheating on any phase of school business;
- 6) Willful destruction or defacing of school property, including desks, books, or buildings (i.e. gum under furniture, graffiti, and carving on furniture). Parents will be charged for any school property willfully damaged by students;
- 7) Willful disrespect or disobedience to any member of the faculty or disrespect toward another student. This includes any form of teasing or put-down;
- 8) Gambling, betting, possession of playing cards, dice, or other gambling devices, fireworks, knives, firearms or any other potential weapon at school;

- 9) Radios, cd-players, video game players, cell phones, mp3 players, iPods and other electronic equipment are not to be brought to school or to any school function unless specifically approved for special events;
- 10) Experimenting or sympathizing with teachings and practices of occultism, mysticism, spiritualism, etc.;
- 11) Undermining of school ideals, philosophy or school policies;
- 12) Making or possessing a pass key, breaking locks, doors, entering windows, tampering with the locks, lights, wiring, telephone or fire alarm system;
- 13) Hazing, initiations, threatening, extortion, injurious acts, degrading or disgracing acts;
- 14) Leaving the campus without proper permission or transportation arrangements;
- 15) Unpatriotic or unlawful acts;
- 16) Negative attitudes that may be detrimental even though there has been no specific violation of school regulations;
- 17) Wear, display, or have in one's possession anything which could be construed to show affiliation with a "gang";
- 18) Use of explosives of any kind or keep the same in their possession while they are present at any type of school-directed or associated activity (This rule includes matches, cigarette lighters, and firecrackers or fireworks of any kind);
- 19) Bring or use roller-blades, skates, or skateboards on campus or during off-campus, school sponsored events (Due to insurance requirements);

Discipline Policy

KOA School has a board-adopted plan of discipline for the students of the school. The plan for each classroom maintains standards of behavior that are expected of all students. This plan provides positive reinforcement for appropriate and on-task behavior, along with disciplinary consequences for disruptive or off-task behavior. A positive educational environment requires that students must behave responsibly in the following areas:

- 1) Students will arrive for class on time and be prepared to work and study.
- 2) Students must not disrupt class.
- 3) Students must respect other people and their property.
- 4) Students must reflect principles and ideals of the school.
- 5) Students must obey **ANY/ALL** staff member's directions or instructions.

Discipline is done in a redemptive form if possible. Students are encouraged to talk to the individual they have a problem with first to see if they can solve the problem themselves. If discipline is necessary, this may be in the form of a detention, a letter and/or phone call to parent/guardian, a suspension, or other related actions. At any time, the teacher may start a series of disciplinary steps. These steps will be recorded and followed through to gain appropriate on-task behavior from the student. Such steps will be as follows:

- 1) A verbal warning given to the student
- 2) Student/teacher conference with detention (parent-notified)
- 3) Teacher/parent conference
- 4) Principal/parent/teacher conference with one-day suspension
- 5) Principal/parent/teacher conference with one-week suspension and referral to the School Board for dismissal.

For larger problems that include defiance, insubordination, leaving the school campus without permission, profanity, fighting, weapons, substance abuse, etc. the principal will deal directly with the issue. For these infractions, the student will be immediately placed on the following series of step:

- 1) Principal/parent/teacher conference and one-day suspension

- 2) Principal/parent/teacher conference with up to one-week suspension and referral to School Board
- 3) Initiation of dismissal procedures

Dismissal Policies

When in the judgment of the faculty, a student's connection with the school is no longer profitable to himself/herself, or his/her influence is detrimental to others, they may, after counsel with the parents/guardians/sponsors and a review by the school board, be dismissed from school. Dismissal may result in the following instances:

- 1) When no improvement occurs after these avenues have been exhausted:
 - a. counseling with the student
 - b. parent-teacher-student conferences
 - c. suspension from school
- 2) When the student is not willing to be helped.
- 3) When continual disregard of school standards is demonstrated in areas included under the previous heading of CONDUCT.

Students and parents may appeal disciplinary actions in the following manner:

1. A request, in writing, is to be made to the principal and/or school board chairperson at least two weeks before a regularly scheduled board meeting from the parent(s) or student who wishes to appeal a decision of the school board.
2. The board chairperson and principal will decide if the appeal should be presented to a particular committee for discussion and review first or directly to the school board. The school will notify the parties involved as to the date and time of any meetings.
3. At the meeting, only the parties involved may make the presentation as to their appeal and their request to change the decision of the board, as well as the right to present relevant evidence. They may have another person present with them, but this person must be someone other than an attorney. An attorney(s) cannot be present who is representing those who are appealing, nor as legal representation for the school board or its members.
4. Confidentiality will be required from those present at the meeting and the school board members.
5. The procedures are as follows:
 - a. A brief review will be made by the school administration as to the actions taken and the facts supporting them.
 - b. Those who are directly involved and appealing the decisions of the School Board may present information to support the claim that the process was not fair, and/or there was a lack of evidence to support a reasonable basis for the decision. Clarifying questions may be asked.
 - c. The school board reserves the right to set reasonable limits on the length of the presentation and other procedures of the meeting.
 - d. The school board will go into Executive Session to make a decision. Those appealing will not be present for this discussion or vote. The vote will be by secret ballot.
 - e. The school board chairperson and principal will notify, in writing, the parties involved as to the action taken.

Sexual Harassment Policy

KOA School is committed to providing a school environment free from sexual harassment. Incidents of harassment should be reported in accordance with the following procedures, allowing school authorities to take appropriate action. Students who sexually harass others are subject to discipline up to and including dismissal. Employees who engage in sexual harassment are subject to discipline and termination

Definition – Sexual harassment is unwelcome sexual advances or requests and any other conduct of a sexual nature that is offensive. It can be spoken, written, or physical behavior. It includes offensive pictures, graffiti, jokes, and gestures.

Reporting Procedures – Persons who have experienced sexual harassment during school activities must report the incident to school authorities as soon as possible. If the harassment is between students, the student must report the incident to his/her classroom teacher. The student may also report to the principal. If the harassment comes from an adult, the student must report the incident directly to the principal or other responsible adult.

Resolving Sexual Harassment Complaints – when any school employee receives a sexual harassment complaint, the employee must notify the principal or, if the principal is allegedly involved in the harassment, the Hawaii Conference Superintendent of Schools. The school will investigate the matter promptly, thoroughly, and confidentially. If harassment is found to have taken place, appropriate corrective action will be taken to ensure the harassment is ended. Then the alleged victim will be informed that appropriate action has been taken. The school will also make necessary and reasonable follow-up inquiries to ensure that harassment has stopped and that the alleged victim has not suffered retaliation.

Dissemination – The school administration must distribute a copy of this policy to all present and future employees of the school. A copy of this policy must also be given to all present and future students enrolled in the school and/or to their parents/guardians.

Suspension and/or Expulsion

Expulsion of Students

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.

1. 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 the next sections.
2. Expulsion Presumed
The following actions presume the student shall be expelled:
 1. Intentionally causing serious injury to another not in self-defense.
 2. Possession of a firearm at school or school activities.
 3. Possession of a bomb.
 4. Sale or distribution of a controlled substance.
 5. Robbery (taking property from the person of another by force or fear).
 6. Assault or battery upon any school employee.
 7. Sexual assault or battery.
 8. 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 it.

3. 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 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. Possession and/or 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 and/or 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.

Grades K-4 Supply List

- 1) Set of colored pencils and markers
- 2) Scissors
- 3) 2 Glue Sticks
- 4) Pencil Sharpener (optional)
- 5) Box of pencil top erasers and rectangular eraser
- 6) Supply box
- 7) Water bottle
- 8) 1 Ream of copy paper
- 9) Two reams of 200 count lined filler paper (will need replenishing)
- 10) 2 boxes of Kleenex (tissue)
- 11) Ruler with inches and centimeters
- 12) Plastic homework folder

Grades 5-8 Supply List

- 1) Personal Bible
- 2) Four reams of 200 count lined filler paper (will need replenishing)
- 3) Two reams of copy paper
- 4) Scissors
- 5) Colored markers or pencils
- 6) Ruler (standard and metric)
- 7) Protractor and compass set
- 8) Two red pens for correcting papers
- 9) Scientific calculator (Grades 7/8 only) (Texas Instruments TI30XA)
- 10) Water bottle or container for in-class use (must have a closed lid)
- 11) 1 set of clothes and shoes suitable for gardening, one pair of gloves