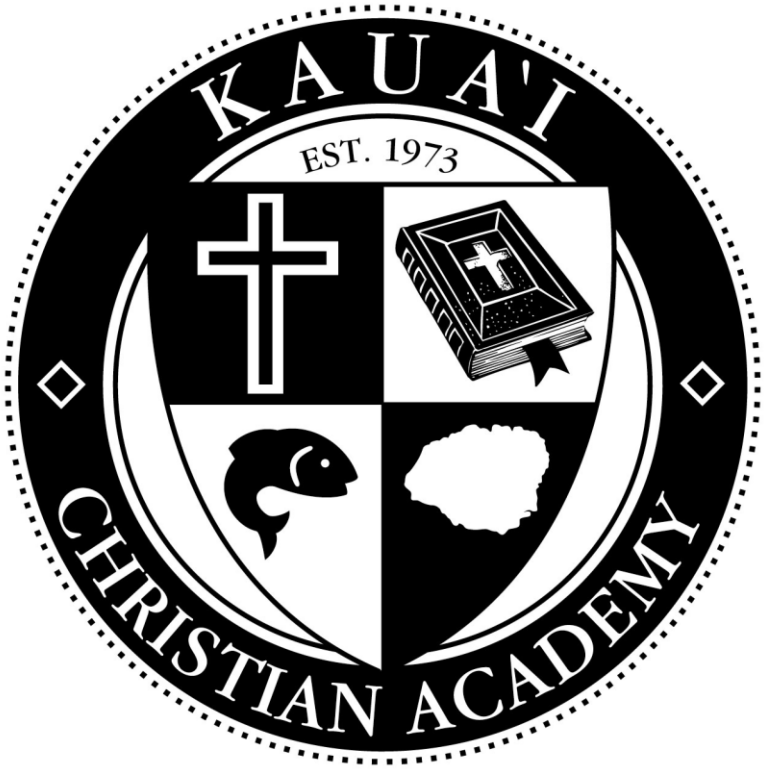
PARENT STUDENT MANUAL



Lawai`a O`Kanaka

July, 2022

Kauai Christian Academy
4000 Kilauea Road
Kilauea, Hawaii 96754
808-828-0047

Dear Parent:

Our Western civilization was formed in a crucible in which Christianity was a prime ingredient. As our civilization has slowly abandoned the Christian faith over the last 100+ years, our society has lost its way. Government has taken over school systems and pushed Christianity out in the name of "tolerance." It's no coincidence that the quality of education has suffered, since "the fear of the Lord is the beginning of knowledge" (Proverbs 1:7). Yet Christianity is not just a means to an academic end; it is life itself! Jesus said, "I am the Way, and the Truth, and the Life. No one comes to the Father except through me." Any education that does not lead children to "the Way" is has failed. That is why we at Kauai Christian Academy work so hard to make Christian education on Kauai a reality. As part of operating a successful Christian school, we make the following commitments:

We commit ourselves to families. We are privileged to serve God's creation, the family. We are committed to assisting parents in training their children in Godly paths, maintaining a safe and secure environment for them, and challenging them in the Word of God and in the knowledge needed to serve God and to be productive in this life.

We commit ourselves to churches. We affirm the mission of Bible-believing churches to disciple people for Christ. We support local churches by encouraging loyalty to their ministries and by emphasizing the value of a life spent in the gospel ministry in all its facets.

We commit ourselves to your children. As fellow members of the body of Christ, we bind ourselves by love to watch for the souls of your children, to train them in truth and righteousness, to protect and to prepare them, to show them the way of salvation through Jesus Christ, to convey a Biblically-based and high quality academic education, to demonstrate correctly and attractively the Christian life in our words and actions, and to imitate the love of God in our relationships with them.

We commit ourselves to each other. As faculty members, we know how important it is for us to work together in promoting excellence within the spiritual and academic programs of Kauai Christian Academy. Therefore, we commit ourselves to each other, to pray for each other, and to uphold and support each other as we work to establish a standard of excellence in this ministry for the Lord Jesus Christ.

We commit ourselves to the alumni. Kauai Christian Academy owes a great debt to its past graduates, and we commit ourselves to making their school one they can claim with pride. To this end, we pledge to hold fast the principles and heritage that have made this school what it is, while at the same time refusing to remain idle in the pursuit of excellence.

We commit ourselves to the community. As long as we are in this world, we pledge to keep the name of Kauai Christian Academy associated with honesty and integrity in our fiscal performance, our concern for and our submission to civil authority, and in educating citizens who will make positive contributions to society in their role as the "salt of the earth." We will strive to present a testimony that will not shame the Christian community or the greater community of Kauai.

Sincerely,

Daniel A. Plunkett

Daniel Plunkett, MA
School Principal

INTRODUCTION

Historical Sketch of Kauai Christian Academy

Kauai Christian Academy was first established in the hearts and minds of several people who were interested in providing a quality education with strong biblical training to their children. The school opened its doors in the fall of 1973 with one teacher and fifteen students. God has sustained the school throughout its history as it has been forced to relocate several times to different locations in Anahola, Hanalei, and Kilauea.

Currently, Kauai Christian Academy is located on its own ten-acre campus about one mile from the Kilauea Lighthouse. At the present time, there are five buildings which consist of eleven classrooms, seven restrooms, a multipurpose space, and administrative offices. KCA has been providing a quality, biblical education to the families of Kauai for nearly fifty years, and our commitment to an excellent education for the cause of Christ has not changed.

Statement of Faith of Kauai Christian Academy

- We believe the Bible, both the Old and New Testaments, is verbally inspired by God and inerrant in the original writing and is God's final word to humanity for faith and practice.
- We believe in one eternal and holy God Who exists as three persons—God the Father, Jesus Christ the Son, and the Holy Spirit.
- We believe in the creation of the world by God in six literal days by the word of His mouth.
- We believe that man was created in the image of God. However, because man disobeyed God, all men are born with a sinful nature which alienates them from God and condemns them to eternal death.
- We believe God sent His Son, Jesus Christ, to be born of a virgin, to live a sinless life, to die a cruel death as a sacrifice for the sins of all mankind, and to have victory over death, and that He now lives in Heaven interceding for believers.
- We believe that all who place their trust in Christ are justified in the eyes of God by the blood of Jesus as the only payment for their sins. Acceptance of His gift of salvation is the only basis for a personal relationship with God and salvation from eternal death.
- We believe God sends His Holy spirit at salvation to live within each who accepts Christ as his Savior, to convict of sin and to guide him in accordance with His Word.
- We believe in the imminent return of our Lord and Savior, Jesus Christ.
- We believe in the bodily resurrection of the just and the unjust—the just to eternal blessing with the Lord and the unjust to everlasting punishment.

Note: The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of the organization's faith, doctrine, practice, policy, and discipline, the school board of directors is Kauai Christian Academy's final interpretive authority on the Bible's meaning and application.

Mission, Philosophy, and Purpose

Mission Statement: Kauai Christian Academy exists to provide an academically excellent, Christ-centered education for the families of Kauai.

Kauai Christian Academy aims to assist parents in the task of training young people in reaching their fullest potential, both academically and spiritually. God is our ultimate authority, and we must view our children as belonging to Him. Therefore, we must ensure that in every part of each day our children learn to love, honor, and obey God and His Word in obedience to the imperative of Deuteronomy 6:5-7: "You shall love the LORD your God with all your heart and with all your soul and with all your might. And these words that I command you today shall be on your heart. You shall teach them diligently to your children, and shall talk of them when you sit in your house, and when you walk by the way, and when you lie down, and when you rise."

Ultimately, parents are responsible for the education of their children (Deuteronomy 6, Ephesians 6:4). *The authority of the school is that which parents delegate to it for the purpose of educating their children*. The Biblical command is for parents to see that their children are, first and foremost, brought up "in the discipline and instruction of the Lord" (Ephesians 6:4). Further, Scripture tells parents to "train up a child in the way he should go" (Proverbs 22:6). This means that a school's primary responsibility is to assist parents in seeing that students are instructed in the ways of the Lord. Training is teaching, and training for life must include training for eternity because we want our students to learn to be productive, successful citizens in this life and the next. Although made in the image of God, all men are born with a corrupt sin nature; thus, obedience to God does not come naturally or easily. Children must be trained over time to know God and His Word and to love Him completely.

Kauai Christian Academy's purpose is to provide its students (and their parents) with an educational program which in its entirety exalts and glorifies the Lord Jesus Christ by making Him the center of all things. At KCA, we want to provide students with an education that does more than teach academic knowledge. We want our students to be transformed from the inside out by encountering Jesus Christ while at KCA. Not only is the Word of God taught daily in each grade level but since the Word is man's only source of absolute truth, all other subjects are approached in the light shed upon them by the Scriptures. A Christian education is based on the absolute, unchanging truth of God's Word, the Bible; therefore, it is spiritually, morally, and academically superior to an education founded on the shifting sands of changing cultural norms, moral relativism, and man-made philosophical systems.

All of KCA's teaching methods, initiatives, policies, and procedures will be carried out with the aim of accomplishing our mission and with the philosophy outlined above as the foundational thinking. The philosophy and mission of Kauai Christian Academy was developed from an understanding of the following scriptural references: John 8:32 and 16:13; Luke 2:52; Deuteronomy 6; Matthew 28:18-20; 2 Timothy 3:15 and 4:7-8; Colossians 2:6-7; Ephesians 6:4; Titus 2:11-15; and Proverbs 22:6.

Schoolwide Goals

KCA wishes to achieve the following goals in the life of each student who attends. These goals support our mission statement, and our success as a school will be determined by how well these goals are realized in the life of each student. KCA seeks to minister to the needs of the whole child and to encourage his spiritual and moral growth, academic and intellectual progress, and social and physical development.

Spiritual Goals

- To give Jesus Christ the preeminence in all school matters (Colossians 1:17-18).
- To see each student who attends KCA accept Jesus Christ as personal Savior (2 Peter 3:9; Romans 10:14-15, 17). Evangelization will be carried out by teachers when the subject of the Gospel (the Good News of salvation from sins through the sacrificial death of Jesus) comes up in class, or on a one-to-one basis when appropriate.
- To be an extension of the Christian home and church, and thus provide continuity of training for Christian young people (Deuteronomy 6:5-9; Ephesians 6:4).
- To develop within each student a spiritual knowledge base founded on God's Word, the Bible, for making wise decisions about life, and to teach accurate Bible doctrine (2 Timothy 3:14-17). See KCA's *Statement of Faith*.
- To help students develop a love for God that extends to the entirety of their hearts, souls, and minds (Deuteronomy 6:5).
- To teach students the responsibility that every person has to God as Creator and Redeemer (2 Corinthians 5:10).
- To help students develop a strong sense of "right and wrong," to make each student aware of the spiritual blessing that comes from doing right, and to warn each student of the many wrongs that now characterize our culture and the negative consequences to be borne by those who choose those wrongs (Exodus 20:1-17; Romans 3:23; Romans 6:23).
- To develop a Christian worldview in the minds of all students. With this worldview in place, students should be able to discern between truth and error. Not only is it our goal to present truth but also to instruct our students how to apply the truth correctly in their own lives (Psalm 19:14; 2 Corinthians 10:4-6).
- To help students continue their walk with the Lord outside of school and for life through regular Bible reading and prayer (Proverbs 22:6; 1 Thessalonians 5:17).
- To encourage students to take an active part in the ministry of the local church, including the evangelization of the lost (Hebrews 10:24-25; Acts 1:8).

Academic Goals

- To provide both curricular and instructional systems that will enable any student to achieve at levels that will prepare him to enter the next level of education chosen, whatever the academic rigor demanded.
- To instill in each student a strong sense of personal responsibility in the academic realm. This includes a willingness to accept correction, but also the confidence and self-worth to work hard and to pursue the highest possible levels of achievement (Proverbs 12:1; 2 Timothy 3:16-17; Hebrews 12:1).
- To enable students to become confident, self-directed, lifelong learners (Proverbs 4:13).
- To teach students to enjoy reading and to utilize oral and written English to communicate effectively.
- To help students understand fundamental math concepts and processes, as well as practical applications.
- To give students a broad understanding of history, geography, and the other social studies (Deuteronomy 6:12; Deuteronomy 8:2; Joshua 4).
- To teach students scientific knowledge about the physical universe God has created (Genesis 1-2; Psalm 19:1-4).
- To teach students the value of diligent study of the Bible (2 Timothy 3:14-17).
- To help students develop an appreciation of music and the arts (Psalm 150).
- To teach students basic usages of computer technology.
- To give students basic exposure to at least one foreign language (Acts 2:4, 6-8).
- To teach students about the human body and to teach them to maintain the good health of their bodies (1 Corinthians 6:19-20; 1 Timothy 4:8).

Social Goals

- To teach each student to love his neighbor as himself (Leviticus 19:18; Matthew 19:19).
- To cultivate an environment of positive peer influence (Psalm 1:1; Ecclesiastes 4:9-12; 2 Corinthians 6:14-15).
- To teach students to exhibit a strong work ethic (Proverbs 21:25; 24:30-34; Colossians 3:23; 1 Thessalonians 2:9; 2 Thessalonians 3:10).
- To develop in students decision-making, planning, and management skills needed for sound judgments and personal problem-solving (Proverbs 16:3; Matthew 25:14-30).
- To help students understand and accept their responsibilities as citizens of the United States of America, to encourage patriotism, and to encourage them to participate in responsible government (Romans 13:1-7; 1 Timothy 2:1-4).
- To emphasize Christian colleges and Christian careers to the students (1 Timothy 3:1).
- To encourage students to make choices beyond high school that will lead to the further development of their gifts, abilities, knowledge, and interests to the glory of God (1 Corinthians 10:31).

- To instill in each student a strong sense of personal responsibility for their behavior, including a willingness to admit fault and accept correction when necessary (Proverbs 12:1; Hebrews 12:11).
- To teach students to respond to others and to deal with conflict in a biblical manner (Proverbs 16:28; 21:23; Matthew 18:15-17; Ephesians 4:29).

Physical Goals

- To teach students to develop habits of neatness, modesty of dress, and good hygiene (1 Corinthians 6:19-20; 1 Timothy 2:9-10; 1 Peter 3:3-4).
- To encourage students to engage in outdoor play and athletic activities for the betterment of their physical health, to inspire their imaginations, and for the purpose of furthering their social development (1 Corinthians 6:19-20; 1 Timothy 4:8).
- To teach students the value and nobility of whatever physical work is necessary to be clean, respectful, and industrious members of their community (Proverbs 21:25; 24:30-34; 1 Thessalonians 2:9).

School Motto

Lawai`a O`Kanaka – Fishers of Men (Fishing With A Net) – Matthew 4:19

School Colors

- Green Christian Growth in Christ
- White Purity of Life
- Blue Heaven

Non-discriminatory Statement

Kauai Christian Academy does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, financial policies, and other school administered programs.

Affiliations and Accreditation

Kauai Christian Academy is an accredited member of the American Association of Christian Schools-Hawaii. The AACS is a service organization that exists to provide legislative oversight, to promote high-quality Christian educational programs, to provide accreditation services, to encourage the goal of producing Christ-like young people, and to provide related institutional and personnel services to its constituency. KCA's K-12 is accredited through the AACS.

KCA is also a member of the Association of Christian Schools International (ACSI), another major organization representing Christian schools throughout the United States and internationally.

KCA is also a licensed member of the Hawaii Association of Independent Schools (HAIS), the only organization that licenses private schools in the state of Hawaii. HAIS provides other services for private schools in Hawaii as well.

KCA's preschool is a licensed Group Child Care Center, and is in candidacy status for accreditation with the National Association for the Education of Young Children (NAEYC), a major nationwide accrediting organization for preschools.

Parent Conduct

The parents of Kauai Christian Academy students are reminded that they have signed a *Statement of Parental Support* with the school. [See Appendix A] Therefore, the parents are asked not to do anything by word or deed that could be considered detrimental to Kauai Christian Academy or its ministry. If the administration of the school determines that a parent has broken this agreement and has been a detriment to Kauai Christian Academy, then the child(ren) of that parent could be dismissed from school.

Directory Information Policy

The address and telephone number of any Kauai Christian Academy employee will not be issued without her/his express written or verbal permission.

The addresses and telephone numbers of students/parents will not be issued without written or verbal permission from the parent.

Principal's Message

The rules and policies noted on the following pages should not be considered all-inclusive. There are numerous customs and practices that will probably never be placed in writing. Also, from time to time, the administration may amend these rules and policies. However, this manual will serve as a good guide for students and parents in most instances. It is expected that each parent and student will familiarize himself with the contents of this manual and in doing so contribute to the smooth operation of the school.

ADMISSION

Introduction

Attendance at Kauai Christian Academy is a **privilege** and not a **right** (and certainly not a punishment!). Parents should convey this to students. According to Scripture, parents are to be the authority in the home (Deuteronomy 6:4-7; Ephesians 6:1-3; 1 Timothy 3:5). As such, parents should make the decisions about where their children attend school. Children are not spiritually, emotionally, socially, or intellectually equipped to make these sorts of life-altering decisions and should not be expected to.

The goals of this school are not to reform, but to train youth of every ability in the highest principles of Christian leadership, integrity, and good citizenship. Kauai Christian Academy stands without apology for the Gospel and the highest standards of morality and Christian behavior.

There may be times when your child will experience disagreement with and opposition to Kauai Christian Academy standards as we seek to guide him toward Christian maturity and academic achievement. Such times may cause misunderstandings between the home and the school. Kauai Christian Academy personnel look upon these moments of difficulty as opportunities to work more closely with your family so that we might be able to fulfill your expectations of Kauai Christian Academy for your child. We hope that with you we might have the privilege of drawing out and cultivating your child's God-given strengths while minimizing weaknesses. In the final analysis, we trust that your child will find God's purpose for his life.

Admission Policies

1. Kauai Christian Academy has an open admission policy; no discrimination is permitted against any student on the basis of gender (sex), ethnic origin, or race. Please note the school's stance on gender identity under the "sexuality" heading of the Student Behavior section below.
2. As a private institution, Kauai Christian Academy reserves the right of setting its own standards for student conduct, dress, and scholarship. Kauai Christian Academy maintains the right to admit only those students who are in harmony with the standards of the school.
3. Kauai Christian Academy does not require that parents or students be professing Christians or that they agree to Kauai Christian Academy's statement of faith. Parents should be aware, however, that all Kauai Christian Academy board members and faculty agree to the school's statement of faith, and that the school's Christian principles will inform school policy, curriculum choices, rules, and teaching.
4. At the present time, Kauai Christian Academy is not equipped to accept students with severe learning disabilities.

5. Children must be at least 2 years 8 months old to begin preschool, and be potty trained. However, not all children are ready to attend preschool at 2 years 8 months. Parents should consult with the teacher and principal to determine the child's readiness. In addition, if enrollment is high KCA may restrict enrollment to children who are a minimum of three years old.
6. Generally, children should be at least five years of age to begin kindergarten. However, if a child will turn five in the first six weeks of the first semester of school the child may be allowed to begin kindergarten, **if** they are approved to do so by the teacher and school administration. This approval will involve successfully passing a kindergarten readiness test. ALL STUDENTS ENTERING KINDERGARTEN AT KCA, REGARDLESS OF AGE, MUST TAKE A KINDERGARTEN READINESS TEST, unless otherwise informed by administration.
7. Likewise, children entering first grade are expected to be at least six years of age, unless the child has successfully completed kindergarten at Kauai Christian Academy. See above provision.
8. Acceptance in any grade does not mean automatic acceptance into the next grade level the following year. Each student's record is reviewed annually for re-enrollment.
9. Kauai Christian Academy reserves the right for grade level placement of students.
10. Married students are not allowed to enroll in Kauai Christian Academy. Students who marry while enrolled at Kauai Christian Academy must withdraw from school.
11. *Parents are encouraged to enroll their children for the entire school year. Instability is harmful to students emotionally, socially, and academically, and parents should be aware that entering the school late or leaving early is to be avoided if possible*.

Admission Procedures

Records from previous schools, an interview with a parent of a prospective student, and other pertinent data will be used to determine whether the applicant appears able to successfully complete the programs of the school.

1. Submit application accompanied by enrollment fee. The enrollment fee is **non-refundable, non-transferable**.
2. Interview with the school principal. At this time arrangements must be made regarding payment of tuition, including any discounts available.
3. Submit any other forms and agreements, completed and signed. Forms may be obtained in the School Office. This may include facilitating the transfer of academic, behavioral, and medical records from a previous school.
4. Take any required entrance tests/assessments.
5. Parents notified in person or by phone or letter of acceptance status.
6. Read the student/parent handbook.

Students presently attending Kauai Christian Academy will be given re-enrollment preference. If the number of qualified applicants is greater than the places available, the applicants may be placed in a waiting pool for future consideration.

Immunization and Health Record

All students must meet the State of Hawaii's immunization requirements as described in the *Hawaii Administrative Rules, 11-157-3.1(b)*.

- All **new** students entering school in Hawaii for the first time must complete age-appropriate immunizations, a physical examination (Form 14), and be given tuberculosis (TB) clearance, in order to attend school. In addition, parents of preschool students must submit Form 908 (Early Childhood Pre-K Health Record Supplement).
- [See Appendix B for Immunization Requirements]
- Any student who has not completed the physical examination and/or all required immunizations **by the first day of school** may be allowed *provisional* attendance. All other required documentation should be submitted promptly. Students may be dismissed from school if the required documentation is not supplied.
- Parents who object to immunizations may submit an immunization exemption form. No child may be exempt from the TB examination. Students who are missing immunizations may be required by the state Department of Health to be kept out of school for a specified period of time in the event of a vaccine-preventable disease outbreak. In these situations the school will work with students to stay caught up in their studies. Full tuition will still be due for these students.
- The certificate of TB (tuberculosis) examination is required **before** school attendance. Students without the certificate of TB examination are not to be admitted to school until a certificate of TB examination is obtained. **There is no provisional attendance for students lacking this certificate.**

Re-Enrollment Procedures

In the spring of each year re-enrollment information will be sent home. KCA uses a "continuous enrollment" method, meaning that students are re-enrolled automatically at a certain point in the spring if parents have not requested otherwise. Fees are withdrawn automatically at the designated time (if tuition is paid by credit card or electronic funds transfer), unless parents have requested a delay. In this way, parents do not need to do anything to re-enroll for the following year. Discounts are available to encourage the early payment of the enrollment fee. (It is extremely helpful to the school to have an idea—as early as possible—of how many students to expect for the following year as we plan for hiring, salaries, textbook ordering, etc.)

Transfer Students

Unless space prevents, Kauai Christian Academy is happy to accept transfer students in the course of the year. All above requirements and procedures apply. Note especially point number 11 under “Admission Policies.”

Due to the special challenges of integrating secondary students, high school students may only begin at the start of the semester, and must begin within two weeks of the beginning of the semester. This prevents complications with transcripts/credits at the high school level.

FINANCIAL POLICY

Tuition and Fees

Current tuition and fees schedules are available upon request from the School Office or on the school website. [See Appendix C for the current tuition and fee schedule]

There is a supplemental tuition charge for students who need intervention services. [See Appendix D for explanation of intervention service tuition], and "Intervention Services" under in the "Academics" section below.

The primary annual fee is the *Enrollment Fee*. A student is not considered enrolled at Kauai Christian Academy and a place cannot be reserved for the child until the enrollment fee is paid. The enrollment fee is **non-refundable and non-transferable**. Besides acting as a deposit to secure a spot in the school, the enrollment fee is designed to offset the cost of textbook purchase, standardized testing, assessment tools, computer equipment, and other instructional supplies the school needs to purchase, as well as any other expenses the school might incur with adding a student. However, textbooks and all other items the school purchases using these funds belong to the school.

Kauai Christian Academy offers significant discounts on the enrollment fee if paid early. See Appendix C for discounts and deadlines. The purpose of these discounts is to encourage parents to re-enroll their children as early as possible. **It is critical for a school to know how many students to expect as early as possible for planning purposes.** Discounts will be granted based on the date payment is made, not based on the date the re-enrollment application is turned in.

Miscellaneous fees may include but are not limited to the following:

1. Graduation fees (see Appendix C)
2. Processing fees (see below)
3. Credit card fees (see below)
4. Returned item fees (see below)
5. Late payment fees (see below)
6. Fees for certain elective courses (e.g., a Home Economics course for which ingredients will need to be purchased for students)
7. Athletic fee for student athletes (see "Athletics" in the "Additional Policies and Information" section)
8. Fees for after school care/late pickup
9. Fees for field trips or special school retreats
10. Early withdrawal fees (see below)
11. Replacement cost if a student loses or damages textbooks or destroys other school property

Tuition may be paid in one lump sum for the year, by semester, or in ten monthly payments. There are financial incentives in place to pay for the year or the semester all at once (see Appendix C). If paid monthly, tuition payments are due on the 1st of the month August-May. All parents are asked to pay with an Electronic Funds Transfer (EFT). See Appendix E for EFT form. This method is convenient for all parties and inexpensive. Processing monthly checks and calling families who have not paid on time is an unnecessary administrative burden. Parents may still pay by cash, check, or money order, but parents paying this way must add $10 to the payment for the extra processing. One-time payments for tuition (annual or by semester) or for various fees may be exempt from the $10 processing fee. Payments by credit card will be assessed a 3.5% surcharge to help cover the cost of credit card fees the school must pay. Tuition may be paid in the School Office or mailed to the school. Please do not send tuition payments to the teachers.

Tuition payments made monthly are essentially payments by installment; i.e., tuition is a lump sum amount for the year, but since most families cannot pay this amount all at once it is divided into ten equal parts to obtain a monthly payment amount. This means that the full monthly tuition amount is due even in months with extended vacations. Please also note that no tuition refund will be given due to student absences, whether planned or unplanned.

There is a monthly supplemental tuition charge for students who require academic intervention services. These charges are tiered according to the level of support the student requires. See Appendix D for information on tiers and pricing.

Tuition is due if a "force majeure" event forces the school to close its doors to in-person instruction and to continue with any of various "distance learning" plans. In the unlikely event of such a closure, KCA will provide an opt-in, tiered discount for families. Although the school's basic academic commitment to families is to provide grade-level instruction which prepares the students for the following year and this can be accomplished via distance learning, administration realizes that the value is not the same when the child is at home rather than being cared for at school all day. The discount in the event of a closure will be "opt-in" (available to all but requiring acceptance by parents) because the school's expenses during distance learning are almost identical to normal expenses and if parents do not need a discount it would help the school's ministry if full tuition can be paid. It will be "tiered" in that the discount will be a higher percentage for younger students, with the largest discount being for preschool children. Much of the value of tuition at the youngest ages is for the childcare, although we do emphasize academics at all age levels at KCA. In-person instruction is best for students' spiritual, academic, social, emotional, and physical education, and will always the goal and expectation of Kauai Christian Academy.

Financial Assistance

Private schools must operate without using taxpayer money (with some exceptions on the preschool level) so we rely almost entirely on tuition income to operate. Kauai Christian Academy operates with as few expenses as we can (we operate with about half of the

money per student that public schools have to work with, and we are much more inexpensive than some private schools on the island), and our teachers do their job as a Christian ministry, not primarily for financial gain. Kauai Christian Academy's desire is to make our program as accessible as possible for families that value the Christ-honoring, life-changing education offered here.

Kauai Christian Academy requires that any families with preschool students seeking assistance apply with Preschool Open Doors (the deadline is usually in April) and/or Child Care Connections, and/or the Pauahi Keiki Scholars program through Kamehameha Schools. These programs may offer financial assistance for preschool. See the school administration for more details on these programs. Because subsidies are available, financial aid provided by the school is not available for preschool students.

Kauai Christian Academy uses the FACTS Tuition Management system to determine need-based scholarships. A link to the website may be supplied by administration to any family needing to apply. Families that apply for aid late will have to pay full tuition until the financial aid application is complete.

Discounts are also available for paying tuition as a one-time lump sum or by semester. See Appendix C.

Returned Items

All returned items, such as checks, will be charged a **$25 returned item fee in addition to any bank fees charged to Kauai Christian Academy**. If two of your personal checks are returned for insufficient funds, you may be required (at the sole discretion of the administration) to make all future payments with either a credit card, cashier's check, cash, or money order.

Late Payment and Delinquent Accounts

All tuition payments are due on the 1st of each month and considered late after the 10th of each month. A **$25 late fee** may be applied to your account without warning if payment has not been received at closing time on the 10th.

Any Kauai Christian Academy account that is more than thirty (30) days overdue is considered delinquent until the account is balanced. Students with delinquent accounts will not be given progress reports or report cards, will have school tests and transcripts withheld, and may be restricted from extracurricular activities. Ultimately, a student may be dismissed from school if the account remains delinquent with no effort on the part of the parent to work with the school. Overdue accounts may be assigned to a debt collections agency.

It is Kauai Christian Academy school policy that semester report cards be withheld and that no transcript or records be released unless accounts are current. An account must be current at the end of each semester if the student is to be enrolled for the next semester.

Communication

While the above stated policies will guide the actions of Kauai Christian Academy, the school understands that financial difficulties are sometimes unavoidable. If you know that you will not be able to make a payment, or that a payment will be late, **please communicate this clearly to the administration**.

Withdrawal/Refunds

A withdrawal fee equal to one month's tuition will be assessed for each student who withdraws from KCA prior to the end of the school year, unless parents have discussed this eventuality with the administration before the start of school, or the administration deems the change unavoidable. Withdrawal fees apply to any student withdrawn after July 1 preceding the school year, and they apply to students whose withdrawal is required by the school (expulsion) for any reason. The fee exists to discourage parents from withdrawing children early. This is for the benefit of students, as inconsistency is bad for students academically; further, we don't want to teach our students to simply quit when they are struggling. Unexpected withdrawals are also challenging for the school. Kauai Christian Academy counts upon the tuition of these students for budgetary purposes and a withdrawal puts the school budget under unexpected strain.

Tuition paid is not refundable. This includes tuition paid by the month, semester, or year (although the latter options offer discount incentives to offset any risk involved). If any amount is owed on the account, the balance is due immediately upon withdrawal. Delinquent accounts will be subject to the restrictions outlined above.

Withdrawals from Kauai Christian Academy must be made in person by the parent through the office of the school principal. Records for students withdrawing from Kauai Christian Academy will not be released until all bills are paid and all textbooks and property of Kauai Christian Academy are returned.

Volunteer Hours

In addition to outlining many of the above financial policies, the "Kauai Christian Academy Policies" page (see Appendix A), which parents must read and agree to upon enrolling, specifies that parents are expected to contribute volunteer hours during various school work days and fundraisers, in particular Kauai Christian Academy's annual Fall Festival.

Parents are expected to contribute at least 4 hours of work on scheduled school work days. Parents are expected to contribute to the success of the Fun Run fundraiser and any other fundraisers the school engages in. Most importantly, parents are expected to contribute a minimum of 8 hours before, during, and/or after the Fall Festival, and to provide the requested food and beverage items. Although Kauai Christian Academy prefers that parents (and students!) participate in the Fall Festival in order to promote a sense of community, parents may contribute $200 to the event instead of the required

hours. The school will make efforts to track parental volunteer hours, and out of fairness to parents who have contributed their share (or more, as is often the case), those who do not contribute the minimum amount will be asked to pay for missed hours after the event.

Fundraisers

Kauai Christian Academy does sponsor some fundraisers throughout the school year. Chief among these are the Fun Run (August to September) and the Fall Festival (late October). Information concerning each fundraiser is provided as the event is scheduled. Families are required to participate in these fundraising activities (see Appendix A).

ATTENDANCE

Regular school attendance is essential for learning. Sporadic or irregular attendance causes the student to lag in academic and spiritual growth, thus endangering academic and spiritual progress. Parents should insist on faithful and punctual attendance by their children.

Parents are asked not to request permission to remove their children for special trips or vacations during the school year, other than at the regular vacation/break periods listed on the school calendar.

Cutting Class/Truancy

If a student is any place other than that directed by the school during class time, he is considered cutting class and will be subject to disciplinary action. If a student is absent from school without his parents' knowledge and permission, he is considered truant and will be subject to disciplinary action.

Early Dismissals

All visitors must sign in at the school office. Unless parents have communicated with the school about unusual circumstances, only authorized pickups can pick up students from school. The person with whom the student is leaving early must complete the sign-out log in the School Office and wait there while a staff member retrieves the student. Three early dismissals in any grading period is the equivalent of one absence.

Excessive Absences

It should be commonly understood that a student will make every effort to attend classes regularly. Students who make a habit of missing school for little or no reason cannot possibly expect to complete the work required at Kauai Christian Academy. Even absences for excused reasons lead to the student missing teacher-led discussions, group work, presentations, biblical integration, and more that is impossible to replicate at a later date or at home. Missing these experiences means that the students are not learning everything we want them to learn. For this reason, students accumulating more than twenty (20) absences during the school year (pro-rated to 10 per semester for students who begin in January) will be asked to do one of the following:

1. To withdraw from school, or
2. To receive no credit for the courses in which they are enrolled, requiring the student to repeat the grade, or
3. To receive an incomplete in each course requiring summer school attendance, or
4. To attend a Time-for-Time session to make up each absence over twenty. Since four (4) hours count as a day of attendance, the student would be required to

attend school four hours for each day of absence over the twenty allowed days. (For example, if the student has been absent 23 days, then he will have to attend school for twelve hours on Saturdays to meet the attendance requirement. A charge of $15 per hour will be assessed for the Time-for-Time session; therefore, the example of twelve hours would be charged $120.)

KCA administration reserves the right to modify the absence policy as needed in light of unusual circumstances.

Absences

The school will determine whether absences are excused. An excused absence entitles a student within a reasonable length of time, to make up work missed and receive no penalty. An absence that is not excused by the school is an unexcused absence. Work missed for unexcused absences will receive a penalty for being turned in late. Make-up work that is not completed within the time limit set by the teacher will be graded with a zero. Unexcused absences may also result in a disciplinary consequence.

Make-up assignments must be completed during the current grading period to receive credit. This work must be completed in the time specified by the teacher. Secondary students are responsible to meet with teachers to determine what assignments they must make up after an absence.

A note must be brought to the School Office the day a student returns from being absent.

If a student knows that he will be absent on any given day, he must bring a written note from his parents concerning the absence prior to that day, and it must be approved by the principal.

Trips or vacations, other than those during scheduled school holidays, are discouraged as the missed time WILL affect the student's learning.

Parents should not allow students to stay home from school in order to do school work. Since students will only feel the need to do this if they are behind on school work, missing even more school will only exacerbate the problem and put the student even further behind. This may also serve to enable a student who has procrastinated and who needs to learn to plan ahead and do work in a timely manner.

A student who is or will be absent for three or more consecutive days may get his assignments by calling the School Office. Teachers must be given 24 hours to complete the assignment request. Assignments requested on Monday morning, for example, may be picked up no earlier than Tuesday morning.

Illness

During the day, or at any time after the initial arrival of the students to school, when a student becomes ill he must go to the School Office.

If a student is ill and remains at home, the parent or guardian should call the school before 8:30 AM. If a student is ill, he should not come to school later merely to take a test, and then leave as soon as it is over, since he cannot perform well when ill and may expose others to sickness.

Students involved in extracurricular activities must be present in school for the entire school day in order to participate in a school activity in the afternoon or evening. Any exception to this policy must be approved by the principal.

Head lice (uku) policy: if a student is found to have head lice, staff members experienced with the problem will check all children in the class. Siblings and others in close contact with the student will also be checked for head lice. If in doubt, we will check! Students with signs of ukus will be sent home for treatment. Students may return to school once treatment has been initiated (note that even after treatment, parents must continue to comb through the hair to remove nits for at least seven more days). School personnel will also check all students for signs of ukus after long breaks (beginning of each quarter). KCA can provide further information to parents about ukus and how to treat them if needed.

Students with the following conditions should not attend school:

- Oral temperature of 100.4 degrees F or higher (without medication)
- Elevated (or possibly normal) temperature combined with the following: a severe cold with yellow-green nasal discharge plus excessive coughing and swollen glands, or skin rash
- Head lice (if treatment has not occurred)
- Skin lesions (i.e. impetigo, ringworm, and scabies) until under treatment by a doctor
- Vomiting
- Diarrhea (i.e. two or more loose stools per day)
- Fainting or seizure
- Communicable disease

Medical and Dental Appointments

The school realizes that dental and medical appointments cannot always be made after school hours; however, parents and students are urged to make their appointments after school hours whenever possible. If an appointment must be scheduled during the school day, afternoon dismissals would be best. All appointments are subject to verification. Students will not be excused unless this information is provided.

Tardiness

It is expected that students will come to school on time. They should plan to arrive early enough so that they can be in their proper places when required classes begin at 8:00 AM.

Every three tardies (if unexcused) will be counted as a one day absence. If tardiness was the fault of the parent or an unavoidable traffic delay the student should be sent to class with an explanatory note from the parent. Otherwise the tard is unexcused. Secondary students arriving to school late must check in at the school office.

Excessive tardiness will demand penalties appropriate to the age level of the student. Secondary students will be automatically assigned a detention for three or more unexcused tardies in a single class during the course of a quarter.

STUDENT BEHAVIOR

Introduction

Discipline is a necessary and important part of the educational process. Anytime there is a community, there must be rules to govern the behavior of the individuals in the community for the good of the individual and the community as a whole. In a Christian school, these rules are not arbitrary; they are based on a biblical understanding of what is morally right and good, or they exist to promote orderliness which reflects God's creation and nature (Genesis 1; 1 Corinthians 14:33). Due to the fallen, sinful nature of mankind, it is to be expected that students will occasionally misbehave. Children are not born righteous; they must be trained in righteousness through the consistent application of God's Word (Proverbs 22:6; 2 Timothy 3:16). Though not surprising, student misbehavior is nevertheless unacceptable because it is rebellion against the authority God has placed in the student's life for his own good (Hebrews 13:17), if for no other reason.

We do not believe in mere behavioral modification; we believe in addressing the heart of each student, for all sin proceeds from the heart (Jeremiah 17:9; Mark 8:20-23). We want all students to do what is right because they love God and they have a desire in their hearts to obey Him. Right behavior ultimately stems from a right relationship with God. Thus, at Kauai Christian Academy matters of misbehavior, poor attitudes, etc. will be evaluated using Scripture as the diagnostic tool. Addressing the spiritual roots of a child's behavior is something that simply will not be done in a secular school, yet diagnosing the problem is the first step to solving it.

Nothing is more important than helping our students grow in holiness and in their relationships with God. Parents are asked to partner with Kauai Christian Academy as we seek to address the heart of each student with consistency and love. By working together we can effectively train the children of Kauai Christian Academy and correct any problems that exist rather than leaving them unresolved. While parents may not agree with all of Kauai Christian Academy's rules, they are asked to respect them and to support the efforts of the school by communicating regularly with teachers/ administration, encouraging students to obey, reinforcing with discipline at home, *not* gossiping or complaining, *not* telling students that the teacher is disciplining just because he/she does not like the student, and otherwise not undermining the efforts of the school to deal with student behavior. See "Parental Support" section of Appendix A. It is important to note that according to the Bible, discipline comes out of love! See Hebrews 12:5-11.

Dress and Grooming

The purpose of Kauai Christian Academy's dress code is to promote modesty in dress and to promote an orderly learning atmosphere by minimizing distractions. Chaos is the enemy of a good learning environment. Many of the standards of dress have nothing to do with right or wrong. The standards are an attempt to establish uniform expectations

with modesty and orderliness being the guiding principles. While the Bible includes few specific standards of modesty (there are no verses specifying the acceptable length of shorts/skirts, for example), the school must set a standard based on biblical principles. Without a standard set by the school, the school would really only be lowering the bar for what is acceptable dress at the school, and this is unwise. We want to set high standards, remembering that clothing is meant to discreetly cover rather than to accentuate and uncover as our culture increasingly says. Further, leaving our standards unwritten would only lead to confusion and miscommunication.

It is the expectation of the school that well-groomed students will be the rule rather than the exception at Kauai Christian Academy. No student's manner of dress or grooming shall be permitted to disturb or adversely influence the character or order of a class or the school. The appearance of Kauai Christian Academy students should reflect good taste at all times with the students taking pride in their appearance without being preoccupied with it.

The administration and faculty have the responsibility of counseling and advising students on matters of appearance and every effort will be made to do this tactfully so that the student may not be embarrassed. However, any student who is uncooperative in complying with school standards may be sent home to make necessary and proper adjustments. All articles of clothing must be worn in an appropriate manner. Styles of dress, hair, makeup, or accessories not consistent with a well-groomed student are not acceptable. The administration and faculty will be the final determiner of what is acceptable. If a parent/student has some doubt about the acceptance of some article of clothing, then submit it to the administration for approval before wearing it to school.

See Appendix F for the current KCA dress code. The dress code applies regardless of weather and is to be observed at school. All students are to leave school dressed according to all school standards unless otherwise given permission. In other words, students may not change out of dress code clothing after school in the bathroom. Underlying principles of modesty should apply at off-campus school functions as well. Neatness, modesty, and good taste will continue to be the guiding standard beyond these guidelines.

The school may periodically have school spirit days or other special occasions when non-uniform clothing is allowed. Such days will be announced in advance.

Special uniform shorts and shirts may be provided for physical education classes as well as KIF athletics.

While the administration will have final authority on all matters of dress and hair, we ask for parental support in this matter.

Repeated infractions of this policy by any student will result in disciplinary action.

PE Dress Code

Students are expected to dress appropriately for PE. Close-toed athletic shoes are required for PE at all grade levels. Depending upon the activity, students who forget athletic shoes may be allowed to participate but the student's grade will be affected. For secondary students, athletic shorts provided by the school must be worn along with the school t-shirt. This attire may be allowed for community service and other classes where a change of clothes is appropriate or for special activities designated by the school.

Parents' Dress

In a day of slovenly and immodest dress, it is difficult to teach our young people to dress in a neat and modest fashion. For this reason, we request that parents who come on campus dress in accordance with the guidelines of neatness and modesty. Your help in this area will be greatly appreciated. It is difficult for us to enforce these standards of neatness and modesty with our students when parents are not in support.

The administration of Kauai Christian Academy reserves the sole right to interpret dress code rules and to make decisions regarding the acceptability of dress and haircuts at school and at any school-sponsored function, program, activity, or sporting event.

Student Conduct

Kauai Christian Academy is a uniquely religious educational institution that seeks to provide an academically excellent education in a distinctly Christian environment. Kauai Christian Academy believes that the Bible is the inspired Word of God and that it is absolutely true and that Christians should shape their beliefs and practices according to what it teaches. Although KCA welcomes families who may not profess to be Christians, Kauai Christian Academy expects and requires that both students and parents understand and support the policies of the school (keeping in mind its distinct mission and biblical beliefs).

The leadership and faculty of Kauai Christian Academy strongly believe that each student is created in the image of God; is possessed of worth, dignity and reason; and is capable of making wise choices. Wise choices are those in agreement with the counsel of God. It is Jeremiah who says, "O Lord, I know that the way of man is not in himself: it is not in man to direct his steps" (Jeremiah 10:23). Therefore, the purpose of the discipline system is to teach each child to live a structured life under the counsel of God. We hope that our students develop self-control and self-discipline in order that they may effectively serve God now and as adults. To that end we desire to train our students to cheerfully subject themselves, for the Lord's sake, to the rules and guidelines of the school and its leaders.

Please note that the faculty and staff of Kauai Christian Academy love our students. Concern for our students is why we exist! And it is because of this love that we desire that our students behave appropriately, for sin of any sort is destructive.

Students are expected to maintain good behavior at all times, and all faculty and staff have the responsibility for correcting students who are not behaving properly. Counseling is a frequent method of correction at Kauai Christian Academy. However, we do reserve the right to use other forms of discipline, which may include but are not limited to: physical exercise, manual labor, and additional assignments. Such discipline will be given in a context of loving reproof and is intended to be unpleasant, corrective, and restorative. Kauai Christian Academy does not practice corporal punishment.

The reputation of Kauai Christian Academy is directly related to the behavior of students both on and off campus. Actions on or off campus that adversely reflect on the good name of Kauai Christian Academy and the cause of Christ may lead to disciplinary action.

Students are expected to respect the authority of the principal, faculty, and board of the school. This is consistent with Scripture, as the Bible commands obedience to authority throughout (Romans 13:1, 1 Peter 2:13, 1 Peter 5:5, Ephesians 6:1-3, Hebrews 13:17). In addition to showing respect to the individuals in authority at the school, students are expected to respect the rules which the school has established. Many of these rules are intended to create an orderly learning atmosphere. Others are intended to ensure that students respect the personhood of their peers. Others are intended to reflect the moral

expectations of the Bible, for right and wrong are determined by God and His moral expectations are revealed in His Word.

Kauai Christian Academy is not a corrective institution. Consequently, we ask that you do not enroll your child with the idea that we will reform him. We are here to work with the home but not to take the place of parents who have experienced difficulty in fulfilling their role.

Students must at all times conduct themselves in a manner becoming a Christian. Griping is not tolerated. If your child comes home complaining about a policy or discipline, please follow this procedure:

1. Give the faculty the benefit of the doubt; do not assume that the teacher is somehow at fault. Your student can and will do wrong things. That's part of being human, and correcting those wrongs is part of our teaching at Kauai Christian Academy.
2. Realize that your child's reporting is emotionally based without all the information.
3. Realize we have reasons for all rules and that they are enforced without favor.
4. Offer the child the opportunity to explain the incident in front of both parent and teacher.
5. Support the administration and call us for all the facts.
6. Remember that what matters is YOUR child's behavior and how the school dealt with that; don't worry about how we dealt with another child or another set of parents. There are likely factors in play that you don't know about.

Kauai Christian Academy is dedicated to the training of children in a program of study, activity, and living that is Christ-centered. We believe that all things should be done decently and in order and that our God-given responsibility is to walk honorably before all men. Thus, at Kauai Christian Academy a discipline is maintained that is consistent, fair, and tempered with love and a genuine regard for its students. However, when disciplinary action becomes necessary, it is firmly carried out, tempered by good judgment and understanding.

The following are general guidelines the school will follow in the area of discipline, but the administration reserves the right to make modifications as necessary since every student and situation is unique.

Classroom Discipline

The Kauai Christian Academy classroom discipline plan consists of three parts.

1. Rules that each student must follow at all times.
2. Consequences that result when students choose not to follow the rules.

3. Positive recognition that students will receive for following the rules, especially on the kindergarten/elementary level where self-discipline needs more positive reinforcement.

This discipline plan affords every student the opportunity to manage his own behavior. Each child deserves the most positive educational climate for academic growth. Therefore, this plan will be in effect at all times.

Our disciplinary goals are outlined below.

- To set standards which, although they may not please everyone, will unquestionably uphold the principles of the Word of God.
- To provide an atmosphere of decency and order in which the students can effectively learn academic and spiritual truths.
- To furnish institutional standards which will provide a model for students as they determine personal standards which are in accordance with Scripture and its principles.
- To incorporate a system which will provide a fair and consistent evaluation of a student's behavior.

1. Classroom Rules for All Students (teachers may add rules of their own as they wish)

a. Follow directions the first time they are given.
b. Keep hands, feet, and objects to yourself.
c. Raise hand and wait to be called upon before talking.
d. Stay in seat unless you have permission to be up.
e. Call each other by given names.
f. Do not throw objects.

2. Possible Consequences for Infractions of the Rules

a. First infraction: Student receives brief counseling about the behavior from the teacher.
b. Second infraction: Student may miss recess or other fun activity due to their choices. Parents contacted.
c. Third infraction: Student receives counseling from school counselor or principal. Meeting with parents scheduled and behavior plan developed.
d. For severe infractions such as willful disobedience, fighting, lying, cheating, destruction of school property, etc., the student may be sent to the counselor or principal immediately.

3. Rewards for Obeying the Rules for Kindergarten or Elementary Students

a. Verbal praise
b. Stickers

c. Happy Notes
d. Prize box treats
e. Other rewards determined by the teacher with administration approval

Detention

After school detentions may be issued for misbehavior in the hope that the student will learn to deal seriously with his/her lack of submission and obedience. Generally detentions are reserved for secondary students, since as students get older the expectation is that they will reach higher levels of maturity and self-control. Standards of discipline for the older students reflect this expectation. We hope that detentions will assist parents in the training of their children by making them aware of any issues of disobedience and by providing a concrete consequence for that disobedience.

Detentions may be issued by the principal or Dean of Students but may be recommended by any faculty or staff member. Detentions may be issued for a "minor" offense if the student shows disregard for warnings or other means of correction. Detentions may be issued without previous warning if the principal believes the student's actions or attitude merit this correction.

Detentions are served after class hours from 2:45-3:15 PM. The student must have his/her signed detention notice (sent home a day or more before) in order to serve detention. Students must bring $5.00 (preferably their own to help reinforce the cost of disobedience) for each detention assigned. Parents must contact the administration to reschedule the detention if the student will not be able to serve on the date assigned. If a student fails to serve a detention on the day it is scheduled, or fails to bring payment or the signed detention notice, the detention may be doubled.

Because the purpose of detentions is corrective, they are designed to be difficult and will usually involve manual labor of a productive nature. Sweeping floors, vacuuming classrooms, wiping tables, and pulling weeds are examples of what can be expected during a detention. If parents do not want their child to participate in any of these activities, they may contact the administration to suggest alternative activities for their child.

Further Disciplinary Measures

The following formal disciplinary measures may be used for any student. They typically are used for serious offenses or when a student displays a pattern of classroom misconduct. They are defined in order of severity.

Suspension:

If other penalties have failed to correct unsatisfactory behavior or if an offense is extremely serious, the student may be given an in-school suspension (student will spend the day doing school work in isolation from others) or an out of school

suspension for a period of one day or longer. The student must make up tests and other missed work.

Expulsion:

The administration may expel a student for consistent violation of school rules. However, one single offense, if serious enough, can result in expulsion.

Examples of single offenses serious enough for expulsion include, but are not limited to, the following list: use or possession of illegal drugs, use or possession of alcohol, intentionally harming another person, possession of a weapon or substance that can harm or injure, any violation of county, state, or federal law, sexual promiscuity of any kind.

General Behavioral and Conduct Rules Applicable to All Students

Attendance

Students must abide by the attendance guidelines outlined above. Students must be in class at the appropriate time. For secondary students, three or more tardies for the same class in the same quarter will result in an automatic detention. Students may never leave campus during school hours without special permission from the school principal.

Attitude

Students may not criticize or mock teachers, fellow students, school policies, or their parents. Students must show respect for teachers and staff and promptly obey all instructions. They must always use proper titles of address and must never talk back or otherwise show disrespect.

Biting

Students who bite (these would normally only be of preschool age) will be disciplined. Parents will be informed and asked to help reform the behavior. If the student continues to bite after being disciplined or if the incident is serious enough parents may be called and asked to pick the child up from school. If the behavior continues as a pattern over time parents may be asked to keep the child home from school for an extended period of time to reform the behavior.

Bullying

Bullying is defined as “unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has

the potential to be repeated, over time" (U.S. Department of Health and Human Services, 2016). Bullying involves a power imbalance (usually physical), it is repeated, and it is intentional. All acts of misbehavior will be treated with seriousness, but not all acts of unkindness or aggression are properly defined as bullying. Overly competitive behavior amongst peers without a power imbalance, thoughtless acts of unkindness, or occasional hurtful acts are not bullying (which is not to say that those things should not be corrected). Labeling every interpersonal problem "bullying" obscures the seriousness of actual bullying and encourages an unhealthy victimhood mentality; it also creates a fearful environment where everyone is "walking on eggshells."

Besides the smaller class sizes and overall family atmosphere at a school like KCA that help prevent much of the bullying that might otherwise occur, a Christian school also has the advantage of using biblical terminology to accurately label sinful behavior. Since any wrong behavior is ultimately a spiritual matter, this gives a student the chance to understand how God feels about the behavior and to repent.

Bullying—whether physical or verbal, and whether in person or via phone/social media—will be dealt with swiftly and severely. No student has the right or privilege of making another student's life miserable regardless of whether it is done verbally or physically.

Cell Phone Policy

Elementary age students should not bring a cell phone to school at all. Secondary students may bring a cell phone but it must be turned in to their homeroom teacher at the start of the day for safekeeping. If the student withholds his phone and is seen using the phone it will be confiscated until the end of the day when a parent may pick it up. If the student violates policy again the student will not be allowed to bring the cell phone to school at all. Further violations will result in disciplinary action.

Cheating

Cheating on any exam, project, or homework assignment will result in a zero for the assignment and disciplinary action. Any student who provides answers to another student in order that they may cheat will also be disciplined.

Classroom Behavior

Students are expected to act according to the guidelines for classroom behavior outlined above and any rules a teacher may give the class. Students must be quiet and attentive in the classroom. No running is permitted in the classrooms.

Computer Use

Students may access computer equipment when given permission to do so. In the school context computers are viewed as tools for doing work, not play. The following rules apply:

- Students may only use computers for schoolwork unless given specific permission to do otherwise.
- Students must NEVER download anything onto a computer without permission.
- Students must never visit any websites other than those specifically required for coursework without permission.
- Students may not modify the desktop (screen) in any way without permission.
- No food or drink is allowed near a computer.
- Students should not mix and match equipment or otherwise try to fix a computer without permission/supervision.
- Chromebooks should always be returned to their place of origin and plugged into the charging cart.

Dangerous Items

Students should not bring firearms, knives, other weapons of any sort, fireworks, or other dangerous items onto the campus at any time. If a student brings any item of this sort the item will be confiscated and the student sent to the counselor or principal for disciplinary action.

Defacing/Destroying/Damaging School Property

Students must not in any way deface/destroy/damage school property. Such action is a serious offense and includes any act which will mar the appearance or function of school property (writing on, marking on, cutting, scratching, breaking, etc.).

Any student who defaces/destroys/damages school property will be disciplined accordingly, and the family will be responsible to make monetary restitution to repair or replace the property that was defaced/destroyed/damaged.

School property that is defaced/destroyed/damaged unintentionally is still the responsibility of the student's family to make monetary restitution for repair or replacement.

Distribution

Students may not distribute any material to other students without permission from the teacher and/or school principal.

Electronic Devices

Students should not bring radios, video games, or other electronic devices to school unless they've been given permission. If these items are found they will be confiscated and released to a parent.

Field Trips

Student behavior on field trips should honor the Lord Jesus Christ and reflect well on Kauai Christian Academy. Students should show respect to tour guides, should listen attentively, should never litter, and should obey the rules given to them.

Food Consumption

As a general rule, no food is to be consumed in the classrooms. Lunches are to be eaten in the designated pavilion area or the designated area in the community center and only during the designated snack time or lunch time, not in-between classes. Snacks may be eaten only during the designated snack or lunch times.

Students are not allowed to chew gum on campus because it tends to end up on the underside of desks or stuck to the ground. The rule applies at all times, not just during school hours.

Gambling

Students may not gamble in any way.

Language

The use of profane or obscene speech, either written or spoken, will not be tolerated at Kauai Christian Academy.

Profanity is language which speaks of God or other spiritual realities (such as Hell or damnation) in a flippant or demeaning way. Obscenity is language which is vulgar, crude, and inappropriate (often having to do with bodily functions or sexuality). This type of language is common in our society, but it is not acceptable for the Christian, as it dishonors God and degrades people. That is why the Word of God spells out in clear terms the kind of language that must not come from the lips of followers of Jesus (Exodus 20:7 – not taking the Lord's name in vain; Ephesians 5:4 – no coarse jesting; Colossians 3:8 – no obscene language), as well as the kind that should characterize our speech (Colossians 4:6 – with grace). Centuries ago the psalmist offered a prayer that we would be wise to echo: "Set a guard, O LORD, over my mouth; keep watch over the door of my lips" (Psalm 141:3).

Off Limit Areas

Students are not to have access to the following areas without adult supervision or special permission:

- Teacher's desk, filing cabinets, or storage cabinets
- Storage rooms
- Custodial/maintenance closets
- Offices
- Any hidden or remote part of the school campus
- Parking areas

Out of Class Behavior

Students should not engage in running, shoving, kicking, tripping, or other acts of horseplay between classes on the lanai or in the rooms.

Plagiarism

Plagiarism is a serious academic offense, and it is quite simply a sin. In our age of instant availability of a wealth of information, anytime and anywhere, plagiarism is more of a danger than ever. In a nutshell, plagiarism involves using unique (not general knowledge) ideas without citation (as if they were one's own), or quoting/paraphrasing a source without citation. When in doubt, cite (give credit to the one who wrote it)!

This is a sin because it involves stealing (intellectual theft) and lying (claiming the material as one's own when it isn't). Even the secular society we live in views plagiarism with great disapproval.

Students who plagiarize will be dealt with according to their understanding of their offense. At the least, they will be required to redo the assignment and parents will be notified. If they were aware of their fault, they will get a zero on their assignment and a detention. Further instances will result in a suspension or expulsion from school.

KCA acknowledges that AI technologies have the potential to enhance student learning and engagement, but we also recognize the importance of ensuring that the use of these technologies is consistent with ethical considerations. AI is an emerging and rapidly changing technology and the guidelines on its use at KCA will certainly need to be revised over time.

The use of AI technologies at KCA aligns with our purpose of providing an academically excellent education. AI technologies have the potential to support personalized learning and help teachers identify areas where students need extra support. They can contribute to brainstorming ideas, exploring possible responses to questions or problems, support research and writing activities, and provide opportunities for students to develop skills related to critical thinking and problem solving.

However, it is the expectation that all assignments will be fully prepared by the student. Developing strong competencies in the skills associated with each course will

prepare students for success at KCA and beyond. It is the responsibility of each student to clearly cite the use of any AI tools anytime they are used. The use of AI without permission and/or the uncited use of AI will be treated as plagiarism.

Playground Rules

- No climbing or standing on the fence
- No double swinging (two swings together or two people in a swing)
- No jumping out of swings or standing on swings
- No swinging on stomach—must sit properly in the swing
- No throwing any inappropriate objects
- No fighting, pushing, kicking, or rough playing
- Keep hands and feet to yourself
- Follow all teacher directions

Privacy Rights

Students may not record teachers, classes, or other students without permission.

Restrooms

Students should never waste time in the restrooms or create messes. If a mess is created inadvertently, school personnel should be alerted. If students are found to be intentionally making messes or engaging in inappropriate behavior in the restroom they will be disciplined appropriately.

Students must use the restroom appropriate to the biological gender assigned to them by God and present at birth (see section on sexuality below for the school's stance on gender identity).

Sexuality

All students are to conduct themselves in a manner that honors the Lord Jesus Christ and is above reproach. Specifically, students may not be alone with members of the opposite sex, nor is there to be any physical contact between members of the opposite sex while at school or school related events.

Romantic relationships between students are discouraged. Although Kauai Christian Academy cannot prevent the pursuit of such relationships outside of school, we can regulate the students' activity in school. If a boy/girl relationship exceeds that of being very good friends and degenerates into a possessive and/or physical relationship that excludes others and hinders the learning environment at school, then the school will take corrective action. Failure to abide by the school policy could lead to expulsion.

Kauai Christian Academy believes that the Bible prohibits sexual immorality of any kind, including but not limited to pornography, homosexuality, or any other sexual activity outside the marriage of one man and one woman (Leviticus 18:22; 1 Corinthians 6:9-11, 18; Romans 1:26-28; 1 Thessalonians 4:3-5). Further, Kauai Christian Academy believes that God made all humans male and female (Genesis 1:27) and that these gender identities are God-given, not the product of cultural conditioning, and that they cannot be truly changed. These two distinct, complementary genders together reflect the image and nature of God. We further believe that the rejection of one's biological sex is a rejection of the image of God within that person. Because of this belief, we will refer to all students with the pronouns associated with their biological gender. We will also require that all students abide by the dress code established for their biological gender.

The school reserves the right to refuse admission to an applicant or to discipline (and perhaps expel) a current student who engages in sexual behavior that is contrary to Scripture. This behavior includes but is not limited to the sexual immorality listed above and experimental gender identification.

Social Media

There are many advantages to social networking sites such as Facebook and Instagram; however, all postings to such sites should honor the Lord. Any postings that speak disparagingly of other individuals including students, teachers, staff members, and the school in general may lead to disciplinary action or even dismissal. This also includes the texting or emailing of inappropriate pictures or comments.

Threats of Violence

Any threat of violence must be taken very seriously. KCA's primary responsibility in such a situation is the safety of all faculty and students. Teachers must immediately report any threat of violence, no matter the situation, to the school principal and Dean of Students who will investigate the matter immediately and make a determination on the credibility of the threat. In most cases, a student making a violent threat will be immediately suspended for at least one day. The suspension may be an in school or an out of school suspension, as circumstances dictate. Parents, of course, will be kept informed and involved. The student will also be required to receive counseling from the school counselor, a local pastor, or other professional counselor. This counselor should provide a letter stating that he does not believe the student to be a threat before the student can return to school. If the student is deemed a continued threat by counselors/administration, he will be expelled from school.

Use of Illegal Substances

Regardless of one's views on the use of alcohol and tobacco, no minor should possess or use these substances, and they should never be found on school property. In

addition, no illegal drugs should ever be used by a student or brought on campus. Violation of these rules will result in severe disciplinary action.

Vape pens, dab pens, pods, and other vaping paraphernalia are strictly forbidden. These things are dangerous and illegal. Police may be called in addition to parents if such items are found with a student.

- If a student is found in possession of illegal substances and/ or devices (including but not limited to vape pens, dab pens, pods, cigarettes, cigars, chewing tobacco, marijuana . . .) the student will immediately be suspended.
- The student may be formally charged for possession and processed by the police department.
- The parents and student will then need to meet with the principal and/or the school counselor in order to make a student safety plan before the student can return to school.

Students with medications must submit their medications to the school office.

Use of School Phone

Students may use the school phone only if given permission to do so.

ACADEMICS

Bible Versions

KCA does not insist on the use of one particular translation of the Bible for doctrinal reasons. We do expect students in one particular classroom to all use the same translation to simplify Bible study. The translation used at each level will be decided by the administration with input from the teachers. Currently, students use the New King James Version (with a copy provided by the school) for Bible class, chapel, and other classes when they require use of a Bible.

The guiding principles in selection of a translation include the need to remain faithful to the original text (thus we will not use paraphrase translations) together with the goal of helping our students clearly understand and love God's Word.

Chromebooks

KCA uses a large number of Chromebooks to aid in the learning process, beginning in grade 1 and with increasing usage in higher grades. Chromebooks are school property and should be used with care and only as directed by the teacher.

Chromebooks must not be taken off campus unless with special permission from administration. They should be returned to the appropriate charging cart and neatly stored and plugged in after use.

Curriculum

Preschool

We try to emphasize the "school" part of "preschool." In other words, Kauai Christian Academy strives to offer more for three and four year old children than a day care. We want students in preschool to have fun, but we want them to learn through play. All crafts, songs, memorization, and books used will play a role in meeting learning objectives. Students will learn basic concepts from God's Word about right and wrong, God's nature, and salvation in Christ. Students are taught the ABCs and basic number skills. In our junior kindergarten program graduating four year olds will learn beginning reading and writing skills and how to listen and take direction in a classroom setting. We utilize the Get Set for School curriculum from Handwriting Without Tears with some input from the A Beka curriculum. We also incorporate Bible lessons, songs, and prayer into the daily activities. We assess students in a wide range of social and academic areas. Hands on activities, special speakers (firemen, doctors, etc.), and field trips help enrich our preschool program. At the end of the school year there is a graduation program for students ready to move on to kindergarten.

Kindergarten

The kindergarten program is often the first experience a child has had with school. Reading readiness, Bible memorization, and math readiness are some of the skills learned in kindergarten. The reading program is based upon a balanced phonics/sight word approach. The whole kindergarten program helps prepare students for the first grade. KCA uses a combination of A Beka and Bob Jones University materials in our kindergarten curriculum.

Elementary (Grades 1-6)

The elementary program is designed to develop the foundational learning skills that each child will need in his education. The elementary grades include instruction in Bible, reading, handwriting, math, science, social studies, English grammar skills, and spelling/vocabulary. KCA uses A Beka curriculum for first grade phonics, and Bob Jones University materials for most other elementary curricula. Grades 4-6 use Sadlier vocabulary materials.

Secondary (Grades 7-12)

[Refer to the following Course of Study Chart]

Course of Study Chart

7th	**8th**	**9th**	**10th**	**11th**	**12th**

Bible Survey	Proverbs Study	Life of Christ	Old Testament Survey	New Testament Survey	Bible Doctrines
English I -Grammar -Spelling -Vocabulary -Poetry -Literature -Composition	English II -Grammar -Spelling -Vocabulary -Poetry -Literature -Composition	English III -Grammar -Spelling -Vocabulary -Poetry -Literature -Composition	English IV -Grammar -Spelling -Vocabulary -Poetry -Literature -Composition	English V -Grammar -Spelling -Vocabulary -Poetry -Literature -Composition	English VI -Grammar -Spelling -Vocabulary -Poetry -Literature -Composition
Math 7	Pre-Algebra	Algebra I	Algebra II	Adv. Math	Calculus Consumer Math
Life Science	Space/Earth Science	Physical Science	Biology	Chemistry	Physics
World Studies	American Republic	World Geography	World History	U.S. History	Government Economics
Study Skills/Keyboarding	Health/ Biblical Worldview	Modern Language I	Modern Language II	Latin	Computers/ Speech
Electives	Electives	Electives	Electives	Electives	Electives

**Special Note*: Because grade levels are often combined with each other, not every course is taught every year. A rotation schedule of courses is used in the secondary grades to insure that all required courses are studied by all students before they graduate from high school.

Electives

On the secondary level, core classes are typically taught during the five morning class periods. The two afternoon class periods are reserved for courses in foreign language, technology, music, performing arts, physical education, study hall periods, community service, and other enrichment courses. Please note that not all of these classes are true electives (chosen by the student). All high school students will be required to earn at least 1 credit of foreign language, for example. Other courses may be assigned to students at the discretion of the school principal. However, there will be some opportunity for students to choose to take various offerings that appeal to them.

Community Service

Students at Kauai Christian Academy are taught the importance of community service. In particular, secondary students are required to be in a community service class on Friday afternoons most years (typically both years of Jr. High and at least 2 of their years in high school).

There are several reasons for this. First, the students in community service learn practical life skills as they help in a classroom, clean, or do yard work that will be of value for life. Second, students learn to take ownership of the campus; they use and benefit from the facilities and they should take some of the responsibility for keeping them presentable. The same applies if/when students have the opportunity to do projects outside of the campus: students should be taught to take responsibility for the upkeep of the community in which they live. Finally, community service is valuable in teaching students the importance of a strong biblical character. Due to our sinful nature, having a strong work ethic and sense of personal responsibility does not always come naturally to us. Add in a culture that increasingly promotes an entitlement mentality, and it becomes increasingly important to teach students at our school the value of hard work and the importance of personal responsibility. Most importantly, community service helps teach humility. Again, this is not something that comes naturally to us! Although we hope Kauai Christian Academy students achieve great things in their lives professionally and otherwise, they should never think that they are above good honest work. Whether it is at home, at school, or at work, students should not believe that they are too good to clean a bathroom, for example. There are few things more important than developing a Christ-like humility and willingness to serve others. This is the value of community service.

Students are encouraged to change into their PE clothes for community service.

Dual Enrollment

Kauai Christian Academy offers qualifying 11th and 12th grade students the opportunity to earn college credit and high school credit at the same time. Parents/students may choose up to two college courses per semester from Maranatha Baptist University or another Christian institution of higher learning (to be determined by the administrator); these courses will take the place of a normally scheduled high school course and, if completed successfully, will allow the student to satisfy high school course requirements <u>and</u> earn college credit. The courses will generally be of a "general education" variety which are required to earn any college degree. This is an excellent opportunity for students to get a head start on earning college credit, especially since taking courses online is generally far cheaper than traditional on-campus tuition costs.

Because these courses are above and beyond what Kauai Christian Academy must offer high school students to graduate, parents must pay all tuition, fees, and textbook costs for these courses. Again, if your child plans to attend college, having him take online classes early while still in high school will almost certainly save a large amount of money in the long run, however.

Colleges with dual enrollment programs may require students to have a certain GPA to enroll, and students may be required to take the ACT or SAT before enrolling. Kauai Christian Academy reserves the right to restrict or prohibit students from taking dual enrollment courses if the administration does not believe that taking college-level courses is in the student's best interest.

The grade that KCA assigns for a dual enrollment course will be the same as the grade given by the college. If a point system is used for grading (e.g., a student may score 900 points out of 1010 possible), this will be converted to a percentage grade for KCA's purposes (89% in the case of the above example). To protect academic integrity, these grades will not be changed or modified by KCA, and KCA will not give extra credit opportunities. Parents and students should keep in mind that these are college level courses and therefore more difficult than most high school courses. KCA's grade scale and attendant GPA values will apply to the percentage grade earned in the class.

Philosophy of Grading

Grades are merely a tool to measure student learning, they are not an end in themselves. In other words, our ultimate goal as a school is not to ensure that all students get "A's" on report cards. Our goal is to help them learn. Grades are a measuring stick: they are a set standard designed to help us measure how much the student has actually learned in the class. If we weaken that standard in order to give good grades to more students, we miss the point of giving grades in the first place. With its unhealthy entitlement mentality and emphasis on human goodness and self-esteem, our culture increasingly puts pressure on the teacher to give all students good grades so that they don't feel bad. However, "watering down" our grading system will fail to reward genuine achievement, it will remove much of the incentive to work hard, and it will ultimately render the grades meaningless.

Having high expectations of student achievement and helping students strive towards meeting those expectations is loving, and it is biblical (Colossians 3:23-24). Expecting little of students and giving them all an "easy A" is not loving because it does not help the students reach their maximum potential. In academics as in other areas we want students to do everything with excellence for the name of Jesus.

Strong, set standards must be maintained to give students incentive to work hard at their studies. At Kauai Christian Academy, we have a positive view of what our students are capable of achieving. If we expect them to rise to the standard, they will. If we lower the standard they will not be encouraged to work hard. We strive to cultivate an environment in which students are motivated—pushed, even—to excel and achieve.

While we expect students to work hard and rise to meet challenges, we also realize that not all students have the same gifts, and not all are naturally capable of the same levels of academic achievement. **Parents and students should not connect intrinsic self-worth to academic ability**. While hard work is a character trait important to God, natural academic aptitude does not determine a person's value in the sight of God. We want to

help students do their best—and unless a student has serious learning disabilities, their best should always be at least passing—but not all students will necessarily get an "A."

Grading Scale

E	Excellent	C+	78-79
S	Satisfactory	C	72-77
N	Needs Improvement	C-	70-71
A+	99 – 100	D+	68-69
A	92-98	D	62-67
A-	90-91	D-	60-61
B+	88-89	F	0-59
B	82-87	P	Pass
B-	80-81	I	Incomplete

Online Grade Management System

As of the 2021/2022 school year, KCA uses an online grade management system called FACTS. Parents of K-12 students will be issued a password at the beginning of the school year to login to the website to view attendance and grades for their children. This is a valuable teacher/parent communication tool and KCA urges all parents to take advantage of the opportunity to be aware of the academic progress of students. Because these up-to-date grades are available at all times, KCA will not send home mid-term progress reports. Teachers may use FACTS to communicate about behavior, attendance concerns, homework, etc. as well.

Please allow teachers one week to input grades. Students may login to view grades at the parents' discretion. Contact the school office if login information is lost.

Grades K-2 use "standards-based" report cards. These are compiled at the end of a grading period based on the students' work and the teachers' observation and thus are not reported on FACTS in the same way as letter/number grades for students in grades 3-12.

Reporting and Report Cards

A weekly packet of student papers is sent home each week for students in kindergarten and elementary grades.

A hardcopy report card is issued and sent home for all students in K-12 at the end of each nine-week grading period. Teachers (or whole segments of the school) may request that parents sign and return the bottom portion of the report card. Parents should read the school *Newsletter* to learn the deadline for this to be returned. Final report cards are mailed home in early June.

Academic Standards

Kindergarten-2nd grade students will be evaluated in the areas of academics, social skills, motor skills, and life skills. A "standard-based" report card will be issued.

It is the desire of Kauai Christian Academy to help every student to do his best work and to assist any student having difficulty.

Elementary students who receive a yearly grade of "F" in either phonics, reading, and/or math skills may be required to make up the respective subject(s) in summer school in order to be promoted to the next grade level. Any elementary student receiving a yearly grade of "F" in three academic subjects will automatically be retained.

Junior High students (grades 7-8) who receive a yearly grade of "F" in either English or math (or both) will have to make up the respective subjects(s) in summer school in order to be promoted to the next grade level unless other arrangements are made with school administration. Students who do not attend summer school will be retained and not promoted. Any junior high student receiving a yearly grade of "F" in three academic subjects may be retained. If the poor grades result from a lack of interest and effort in the school's academic program the student may not be allowed to re-enroll.

Senior High students (grades 9-12) must pass each semester of every course in order to receive credit toward high school graduation. Courses in which the semester grade is an "F" will either have to be repeated the following school year or made up in summer school.

The faculty and administration of Kauai Christian Academy reserves the right to consider each student's situation individually and to make a decision about whether to promote or retain the student, with the above as guiding principles.

Academic Probation

Any student in grades 7-12 who earns less than a 2.00 GPA for any quarter will be placed on academic probation. The teachers and principal, along with the parents and student, will devise and implement an appropriate plan to raise the student's grade. Part of their strategy may include remedial classes, tutoring, extra study halls, and limiting extra-curricular events. Students who repeatedly find themselves on academic probation may be asked to withdraw from school.

Extra Help/Intervention Services

It is our desire for every student to have a successful learning experience while at Kauai Christian Academy. Teachers are always willing to give eager students extra help. If students need extended help on a regular basis, it is recommended that arrangements be made for formal tutoring. Students needing occasional extra help understanding a concept or who consistently neglect to finish assignments may be required to attend an "academic support lab" after school to finish work. See "Homework" section below for more information.

Students with known or suspected learning disabilities or delays may receive support from KCA's intervention teacher who will work with classroom teachers to devise a Student Accommodation Plan and help implement the plan. At this time KCA is not equipped to assist students who have severe learning disabilities/special needs. Further, the school does not create

or maintain IEPs (Individualized Education Plans), though KCA should have access to any existing IEPs prior to enrollment. We have a desire to help every student learn, but some students need special services that we are not able to provide. The principal, classroom teachers, intervention teacher, and parents of a student with learning delays or special needs should evaluate each situation individually to determine if KCA is a good fit for the child. KCA has a history of helping students with mild – moderate learning delays, with faculty and staff giving extra time and attention to these students to help them succeed. The primary consideration in whether KCA enrolls a student with special needs is whether KCA can adequately support the student (while still giving needed support to all other students).

If a student with a learning delay or learning disability of some sort is admitted to the school, parents must avoid putting the teacher and principal in the impossible situation of expecting the child to be treated "just like everyone else," while also expecting the child to receive special accommodations. Of course the school will be sensitive to make sure that any special accommodations don't cause embarrassment to the child.

Parents of students needing the extra support will be charged supplemental tuition due to the extra resources devoted to the learning of children receiving intervention services. See Appendix D for intervention service tuition.

Late/Incomplete Work

An incomplete on a report card indicates that a student did not finish the requirements of a course, but that he has the opportunity to finish the requirements. Generally the student must finish the requirements of the course within a given time period to receive credit. If the assignments are not finished within this time period they will be assigned a zero and averaged into the grades. If a student transfers from Kauai Christian Academy, incomplete assignments will automatically become zeros and grades will be averaged to reflect this assignment.

On the secondary level, late work will have a 10% reduction in points per school day it is late. While giving zeroes for missing assignments and deducting points for late work mixes an evaluation of behavior with an evaluation of academic achievement, this is a necessary mixture and prepares students for college and career expectations.

See information in the "Homework" section below on the required "academic support lab" for students who consistently neglect to complete assignments.

Parent –Teacher Conferences

Whether formally scheduled or informal, maintaining good communication between parent and teacher is essential. Parents need to be accessible to the teacher so that the teacher can discuss the students' academic and behavioral progress.

Conferences with a teacher and or the school counselor and/or the principal may be requested at any time during the school year by contacting the teacher directly or by calling the school office.

Parents are requested to be considerate of a teacher's time, especially at the beginning of the school day as students are arriving because class needs to get started on time.

Adding or Dropping a Class

A student may not drop a core class unless the student does not need the credit for graduation. In such cases the student with parent should discuss dropping the class with the principal, but classes may not be dropped more than two weeks into the semester.

Likewise, once chosen, electives may be dropped or added within the first two weeks of the semester only, and only with the approval of both parents and the school administration. Students are encouraged to follow through on their choice of electives, even if the class is not what they expected. No refund will be given for special elective fees.

The administration reserves the right to make the final decision on a student adding or dropping a course.

Testing

Achievement/Ability Testing

Historically Kauai Christian Academy has used the Stanford Achievement Test (SAT) and the Otis-Lennon School Ability Test (OLSAT) to measure student achievement and ability. These have usually been given every year in April, with the results of the tests being shared with parents. In 2016, AACS schools began using the Iowa Tests and CogAt (Cognitive Abilities Test) for standardized testing purposes, and KCA uses the tests for grades K-10. These tests provide an outside measure for our students' learning. They provide valuable insights on individual students, classes, and the school as a whole and show us what can improve and what we are doing well.

Learning Disabilities

If the parent or teachers suspect that a child might have a learning disability, then the administration will recommend that the parents request the Hawaii State Department of Education to evaluate the student or the parents may choose to have a private source conduct the testing. The testing provided by the state of Hawaii is free and a right of every citizen.

College Preparation

Students should take the American College Test (ACT) in the spring of their junior year of high school so that they will have their scores for college applications. The students may retake the ACT during their senior year if they wish to improve their scores. They may take the ACT as a sophomore as well (primarily for practice). Some colleges, however, may require the College Board SAT for admission instead of the ACT. KCA students tend to score well above the national averages on these tests.

<u>All students must take both the ACT and SAT in order to graduate from Kauai Christian Academy.</u>

Final Examinations

Most secondary courses will conclude each semester with a final exam. Some elective courses may not include an exam. The exam is an opportunity to assess what students have *already* learned over the course of the whole semester/year and will not include new material. In courses with exams, the exam will count as 20% of the semester grade (with each quarter of the semester counting 40% each).

Some high school students may be exempt from final exams. Rules governing final exam exemptions are as follows:

- Exam exemptions will only be available second semester
- To be exempt the student must receive a 92% or higher on the first semester grade and on both 3rd and 4th quarter grades
- Students may not be exempt from project-based exams
- Student may not be exempt if they have accrued excessive absences. See Excessive Absence policy
- Parents may be asked to provide written permission for the student to be exempt.
- Sophomores may be exempt from a maximum of one exam, Juniors for two, and seniors from any for which they qualify. Younger students may not be exempt from exams.
- Being exempt from any exams is a privilege, not a right. This privilege is reserved for students who have demonstrated responsibility and Christ-like character through the school year and it may be revoked by school administration for some or all students at any time. Although qualifying for exemptions is primarily an academic consideration, poor behavior and attitudes in the course of the year may result in this privilege being revoked.

Homework

Each teacher is permitted to give homework to help students in learning. As a general rule, homework is for completing work started in class, drill, practice, or special projects.

Each teacher establishes his own homework guidelines. If a student does not turn in homework on time, the teacher will deal with this according to his policy. If homework problems persist, a referral to the school Dean of Students will be given and the problem will be dealt with on a disciplinary basis.

Homework is to be the product of the individual student's own work. Homework is never to be copied from that of another student or done by the parent (although parents can of course assist).

Students who consistently neglect to finish homework at home may be required to stay after school in an "academic support lab" to receive help in finishing assignments. This is meant to help students develop work ethic and to receive extra help and is not meant to be a permanent substitute for doing work at home with parental support. Parents may be required to pay a small fee for the service.

Textbooks

Kauai Christian Academy generally uses textbooks from Christian publishers. In cases where secular books are used, the books are examined carefully for non-biblical content.

Textbooks are the property of Kauai Christian Academy and must be returned at the end of the school year, although consumable books are generally sent home at the conclusion of the year. With the enrollment fee, parents essentially rent these textbooks (which are very expensive).

Students who lose their textbooks will have to pay the full replacement cost for the textbook if it is not located within five days.

Writing or marking (including "doodling") in textbooks is not permitted.

Students will be charged for textbooks damaged excessively.

Students transferring, withdrawing, or graduating must return all textbooks before transcripts and health records can be issued, released, or forwarded to another school.

Books from the school library which are lost or excessively damaged will be replaced by the school and parents invoiced for the cost.

Summer Programs

Summer programs for credit recovery are offered by Kauai Christian Academy as needed. Parents/students should consult with the administration about the availability of a summer program.

KCA usually offers a summer program for preschool and lower elementary students as well. Information about this program (dates, cost, etc.) is sent out in the spring of the year.

Field Trips

In connection with their studies, students may have field trips scheduled during the year. Although such off-campus learning experiences can be of real enjoyment for the students, it is to be realized that these experiences are designed primarily to enrich learning. Teachers may ask students to take notes, test them, or make a report of the trip.

Siblings, younger or older, of Kauai Christian Academy students are not permitted to go on field trips.

Permission forms must be signed by parents prior to the scheduled trip. No students will be allowed to go on a field trip without a permission slip signed by a parent.

Students will be expected to ride in the transportation arranged by the teacher. At times parents will be asked to help provide transportation. Parents who volunteer to drive students in their own vehicles on field trips should understand that they accept liability in case of an accident.

Students are to wear regular school dress unless a variation in the dress code is authorized by the school principal.

Off-Island Trips/Missions Trips

KCA usually arranges for an off-island educational trip or an out of state missions trip each spring semester for the high school students. Educational trips to another Hawaiian island typically take place during instructional days of the school year and are strongly encouraged for all high school students. Besides being a part of the educational program, these trips are fun and provide a good opportunity for lasting memories and social bonding. Students who do not attend will be expected to complete reports to make up for the educational content they miss.

Approximately every third year high school students are invited on a missions trip that takes place out of state. These trips usually involve some sightseeing but also a strong component of Christian missions (evangelism and helping the needy). Past trips have included helping homeless populations in New York City and building a home for a family in Costa Rica. These trips are encouraged but voluntary.
Both kinds of trip will likely have expectations for students and parents that are outlined prior to the trip. Generally, only school personnel selected by administration will be allowed to accompany students on the trip. Behavioral expectations for the trip will be high. Students attending will be expected to assist in fundraising for the trip, and all funds raised and money paid by parents will belong to the school and will not be refunded if a student later decides not to attend for any reason.

Graduation Requirements (High School)

High School Course Requirements			
Subject area	**Sub Courses** (expected, not required)	**Credits**	
		Standard Diploma	Honors Diploma
English		4	4
Social Studies		4	4
	Geography		
	World History		
	US History		
	Government/Economics		
Mathematics		3	4
	Algebra I		
	Algebra II		
	Advanced Math		
	Calculus or Consumer Math		
Science		3	4
	Physical Science		
	Biology		
	Chemistry		
	Physics		

Bible		4*	4
	*student must take a Bible class for every year he/she attended KCA		
Physical Education/Health		1	1
Language		1	2
	Latin		
	Spanish		
Fine Arts		1	1
	Drama		
	Creative Writing		
	Music		
	Visual Arts		
	Film Criticism		
	Photography/Yearbook		
Community Service		.5	.5
Other Electives		3	3
	Speech/Debate	0.5	
	Writing	0.5	
	Basic Computers	0.5	
	Includes additional Fine Arts, PE, language beyond the required credits		
Total:		**24.5**	**27.5**

Students who transfer from a secular school and who therefore do not have any Bible credits may substitute additional elective credits for Bible only for the Bible classes missed. E.g., a student who transfers to KCA his junior year has missed two required Bible credits; other courses taken his first two years of high school may substitute for the missing credits. In this way, all students must receive the same number of credits to graduate with either a standard or an honors diploma. Bible is treated as an "elective" in this sense only; students attending KCA must take a Bible class every year. If students fall short of total required credits due to not having Bible classes, they will be expected to make up the necessary credits with additional Bible courses.

Students must attend Kauai Christian Academy for at least one semester to receive a diploma from Kauai Christian Academy.

Because courses are offered on a semester basis, a student must pass the course each semester in order to receive a half-credit for that semester. If a student fails a required course, he will have to make up the credit.

Seniors will be permitted to march in commencement exercises if they lack only one (1) credit for graduation and if arrangements have been made to earn this credit in an approved summer school program. The student's diploma will not be presented nor granted on graduation night, but will be held in the School Office until the successful completion of the required course.

All graduating seniors are expected to march in the commencement exercises.

Because of the value of the overall academic program, it is necessary for a student to attend four (4) years of high school even though he may satisfy the graduation requirements in less than four years. If a student is allowed a fifth year at Kauai Christian Academy in order to graduate, he will likewise be expected to attend for the full day. Exceptions may be considered by the school principal.

Students must take the ACT and PSAT tests their junior and/or senior years in order to graduate. This is so that college options remain open for the student and to enable maximum opportunity for good test scores. It also provides the school an opportunity to gather helpful data about KCA's academic program.

High school credit will not be awarded for coursework done while a student is in junior high, whether at Kauai Christian Academy or elsewhere. Regardless of course content, work done in junior high is required to advance from junior high into high school and will not satisfy requirements for both junior high and high school. The only exception to this policy is a course in Algebra 1 taken in 8th grade. It is generally recognized that Algebra 1 is a high school level math course, and students taking it in 8th grade may receive high school credit with approval from the principal.

Students will not be awarded high school credit for extra-curricular activities.

Withdrawal

If a student withdraws from school before the end of a semester his grades will be averaged to the point that he withdrew, with notation made on transcripts that he withdrew early.

Awards and Honors

Awards Chapel

At the end of the school year there will be a special awards chapel for upper elementary and secondary students during which awards will be given to students by the teachers. Each teacher will decide the number and type of awards given, but these may be for excellent attendance, Christian character, or academic achievement. Parents will be notified in advance of this special chapel and are invited to attend.

Honor Roll

At the end of every semester Kauai Christian Academy will recognize students in grades 3-12 (K-2 are excepted because they have standards-based report cards) who have earned

excellent grades on their report card. This is designed to honor those who have worked hard and to encourage their peers to do the same.

Principal's List

Students 3-6 with a cumulative grade average of 95% or higher, and students 7-12 who have achieved a semester GPA of 3.75 or higher will be placed on the Principal's List.

"A" Honor Roll

Students 3-6 with a cumulative grade average of 90% or higher, and students 7-12 who have achieved a semester GPA of 3.5 or higher will be placed on the "A" Honor Roll.

"B" Honor Roll

Students 3-6 with a cumulative grade average of 85% or higher, and students 7-12 who have achieved a semester GPA of 3.25 or higher will be placed on the "B" Honor Roll.

Honors Requirements for Graduating Seniors

To graduate with academic honors, a student must:

- Graduate with all credits required for the "honors diploma"
- Complete a math course beyond Algebra II
- Receive at least a 3.25 GPA

Academic Honors:

- 3.25 Cum laude
- 3.5 Magna cum laude
- 3.75 Summa cum laude

Salutatorian Eligibility

- Student must be enrolled at Kauai Christian Academy for the two years prior to graduation. A first year senior at Kauai Christian Academy will be considered only if no other Kauai Christian Academy senior meets the academic requirement.
- Students must meet all of the requirements for graduating with academic honors listed above.
- Student with the highest cumulative GPA 3.5 or higher (excepting the valedictorian), rounded to the fourth decimal place, will be presented the salutatorian award.
- If no student meets the academic requirement, there will be no salutatorian award presented.

Valedictorian Eligibility

- Student must be enrolled at Kauai Christian Academy for the two years prior to graduation. A first year senior at Kauai Christian Academy will be considered only if no other Kauai Christian Academy senior meets the academic requirement.
- Students must meet all of the requirements for graduating with academic honors listed above.
- Student with the highest cumulative GPA 3.5 or higher, rounded to the fourth decimal place, will be presented the valedictorian award.
- If no student meets the academic requirement, there will be no valedictorian award presented.

Alice Costales Founder's Award

- Student must be enrolled at Kauai Christian Academy for the two years prior to graduation.
- Student must have a cumulative grade point average (GPA) of 2.0 or higher.
- Student must have demonstrated good conduct throughout his enrollment at Kauai Christian Academy. Student must not have received any major disciplinary consequences while enrolled at Kauai Christian Academy.
- Student must have consistently exhibited growth in understanding and promoting a biblically-based worldview, resulting in a desire to live a Christ-like life.
- If no student meets the requirements, the Alice Costales Founder's Award will not be presented.

EMERGENCIES/ILLNESS

Emergencies

Kauai Christian Academy has plans in place to deal with various emergency situations. What follows are abbreviated explanations of the most important emergency procedures or emergency drills. KCA has a Crisis Management Plan which expands on the school's emergency procedures.

Ambulance

A teacher or the principal will call 911 in the case of a real emergency. All or most Kauai Christian Academy faculty are trained in first aid/CPR.

Fire

Fire drills will be conducted at least quarterly. Students will proceed to designated areas at the teacher's direction. Rooms should be evacuated quickly and in an orderly fashion. Students are expected to stay in line and refrain from talking, pushing, or running during fire drills. Students and teachers will remain in the designated area until given the all clear.

Flooding

Kauai Christian Academy is on high enough ground that flooding is not a threat to the school itself. In the case of a flood watch (flooding may occur) or a flood warning (flooding is occurring), parents should use their best judgment in sending their children to school. If large areas of the north and east parts of the island are under a flood warning then the opening of school will be delayed by one hour (school will begin at 9 AM). The delay will only go into effect if the warning is issued prior to 7 AM (otherwise most people are already at school or on the way). The delay will allow families who live farther away to assess weather conditions in the light of day and to have more time to get to school safely. The teachers will be notified by the school office to contact parents of all of their designated students that school is delayed. KCA reserves the right to cancel school entirely if weather conditions seem severe enough to warrant a closure. The same procedures will be followed any time school must be delayed or closed due to severe weather conditions or other emergency.

Unauthorized Person/Lockdown Procedure

All visitors must report to the school office unless their arrival has been authorized beforehand. If the situation warrants, the administration may advise all teachers to close and lock their doors to avoid contact with an unauthorized/ dangerous person on campus. The doors will not be unlocked until the administration or police personnel have given the all-clear. Drills will be conducted periodically to practice this procedure.

Medical Guidelines

Dismissals during the school day because of illness or injury must be cleared through the School Office.

Students with a temperature of at least 100.4 degrees or higher will be sent home. Students who are vomiting or exhibiting other serious symptoms will be sent home. Students may be sent home for appropriate treatment if there is evidence that the student has head lice.

Teachers do not give any oral medication. Students must leave all medication in the School Office. No medication is to be kept in lockers or the student's possession. School officials will exercise reasonable care and judgment in matters concerning the welfare and safety of the student. In case of student injury or illness, the faculty member will promptly take reasonable measures considered in the best interest of the student, and parents will be notified as soon as possible.

Before any medication is given by designated school personnel to a student, the school must have a letter from the parents giving instructions and permission to do so. Parents may provide medicines, left in the care of the School Office, for their child. Students must come to the School Office when the medicine should be taken.

When a student has an abnormal temperature, the student should not return to school until normal temperature has been experienced *without medication* for 24 hours. In no case should a student be sent to school who has had an abnormal temperature or other signs of illness during the night. In case of contagious illness, parents should notify the school and keep the student home from school until all danger of contagion is past.

If a student is under the care of a physician and is taking a prescription drug for a chronic illness or condition, a doctor's note regarding the medication should be submitted to the School Office for our records. This requirement must be completed at the beginning of each school year or when the illness/condition arises.

School Dismissals

School closings due to inclement weather will be announced on a day-to-day basis. In the event it becomes necessary to dismiss early on a school day due to weather conditions parents will be notified by telephone, email, and Class Dojo (or other communication apps used in classrooms).

Student Injury

Parents will be notified as soon as possible when a student is injured. If it is a minor injury, teachers will administer first aid, and they will immediately notify emergency personnel if the injury is serious. Teachers will fill out an Accident/Illness form after an injury; one copy will be retained in the School Office and one copy will be sent to parents. As stated in KCA's school policies which each parent must agree to upon enrollment, parents agree to pay for all costs and expenses connected with examination, diagnosis, removal, or treatment of the child for any accident or illness which occurs before, during, or after school hours on the campus or at a school event. Parents must authorize the school to seek medical treatment in case of an

emergency if they cannot be contacted and to pay for that treatment. Further, parents agree to pay for any treatment that they deem necessary on their own for their children due to an accident or illness on the school premises. For example, if a student slips and falls and get a cut, and parents take the student to the clinic and the cut is treated, the parent must pay (with their own medical insurance) for this treatment.

ARRIVALS AND DEPARTURES ON CAMPUS

Bus Transportation

Kauai Christian Academy currently has multiple school vans which bring students north from Lihue/Kapaa. Parents and the driver should have each other's cell phone numbers in order to maintain contact about pick up, drop offs, delays, etc. The driver will let the parents know in advance if possible if the van service will not be available for any reason, and parents should tell the driver about any unusual circumstances, changes in schedule, etc.

The cost of the van service is $2 per student, per way (many students will only use the vehicle one direction each day). Parents prepay for usage, and this is recorded on the family's log by the driver or administration. The driver keeps track of the rides and alerts administration when the balance is reduced to zero or below zero, at which point the parents are charged to renew the balance.

Time and place of pickup/drop off are subject to change, but pickup is typically between 6:50 and 7:20 (for arrival at 7:30 or 8). The students picked up in Kapaa may be from Kapaa, Wailua, or further south, but the parents have the advantage of only having to drive to the drop off point. Drivers leave school between 3 and 4 PM. Pick up/drop off points are usually in Kapahi/northern Kapaa.

Students must obey the van driver at all times and should talk quietly or work on homework during the drive. No food or drink other than water may be consumed on the van. Disciplinary problems on the van will be dealt with at school according to the school's disciplinary procedures. Parents must sign a waiver at the start of each year for students to use the van service.

School Hours

The full school day is from 7:30 AM – 4 PM. Required class time for students in grades K-12 is 8:00 AM to 2:30 PM. 7:30 – 8:00 AM and 2:30 – 4:00 PM is optional.

Students should not arrive at school before 7:30 AM and should be picked up by 4 PM.

Students who arrive before 7:55 AM must go to the designated classroom (preschool), the playground area (elementary), or the community center (secondary) with teacher supervision. Students remaining after 2:45 should go to designated areas for supervised activities.

Extended Care Programming

Elementary students who are still on campus at 2:45 will be in extended care. This is a supervised time for doing homework and playing with friends. There is a nominal extra charge for extended care which extends to 4 PM. Supervisors will tally uses of the service and parents will be invoiced at the beginning of the next month along with regular monthly tuition.

Alternatively, on some days the school may have additional programming available for elementary students. Examples include classes in dance, chess, gymnastics, computer coding, and robotics. There is a nominal monthly charge to participate in these programs. Once a student joins these programs the monthly charge will be applied until parents request that their child be withdrawn from the program. The teacher/supervisor of these programs will communicate with parents about pick up times. Parents should be respectful of the teacher's time and pick students up promptly when the activity has concluded.

Secondary students may remain after school until 4 PM as well, but they must report by 2:45 to the room designated as the "Academic Support Lab." Here they may work on homework, get help from the supervising teacher, or talk quietly. There may be a small additional charge for use of the Academic Support Lab.

Traffic Patterns/Procedures

When approaching the school, coming from Kilauea parents should use the furthest gate (closest to the lighthouse) as the entrance gate and exit through the middle gate (at the other end of the parking lot) onto Kilauea Road.

Parents of older children should use the pick up/drop off lane marked with signage and cones in order to keep parking spots available for those who need to take children to class. Students should be dropped off at the sidewalk using the lane. At no time should parents park in the drop off lane as this will block traffic. Parents of children kindergarten and below should escort the students to class. Other parents may do the same if they wish. At no time should parents stop in the middle of the lot to drop off or pick up children.

As the school continues to grow, administration may request that parents of older students use the first gate (nearest Kilauea town) and drop students off behind the community center in order to ease congestion in the front parking lot.

Under no circumstances should traffic on the campus be moving at more than 5 mph. Posted speed limits on Kilauea Road should be observed. Drivers to the campus should be concerned about our testimony to local residents.

PARENT-SCHOOL COMMUNICATIONS

Class Dojo

Preschool and elementary classes all use Class Dojo as a communication tool. This is a free app all parents of students in these grades are encouraged to download. Teachers will use the app to share pictures throughout the day, make announcements, and otherwise communicate with parents.

Communication with Students and Teachers

Generally, parents should call the school office in order to pass messages on to their children or to teachers during the school day. Texting is a (usually) convenient reality of modern life, but parents should avoid distracting teachers with a barrage of texts throughout the school day. Teachers are not required to text parents at all, and do not have time for text conversations during the school day. Please also be respectful of the privacy of teachers and other school staff and do not text about school matters after 5 PM.

Problem Resolution

Problems in interpersonal relations are always going to come up when a group of people interact with one another. This is a result of man's fallen, sinful condition. No individual is perfect, and therefore no organization is perfect because organizations are made up of imperfect people. Thus, problems will arise. We need to address them properly.

Parents and teachers alike should follow the biblical model of conflict resolution found in Matthew 18:15-17. This passage shows us that *problems are best solved as close to the point of conflict as possible.* If a conflict arises, one who feels offended should talk to the person he/she is upset with about the matter (*not everyone else*!) with the aim of resolving the problem. Above all, do not spread gossip and slander. Complaint for the sake of complaint does not resolve problems.

Love, according to 1 Corinthians 13, "believes all things." Please don't assume the worst in a teacher, fellow parent, student, etc. Allow opportunity for explanations and for misunderstandings to be corrected before getting angry.

Please bring problems to the attention of the teacher or the administration (if the problem has to do with school policy) promptly, and give the faculty/administration of Kauai Christian Academy the opportunity to solve the problem. It is not biblical or logical to expect someone to resolve a problem he/she does not know about, nor is it reasonable to expect instant resolutions. Be loving, and be *solution-oriented*. In other words, when a problem arises, everyone's goal should be to solve the problem—not simply to complain about it.

If the perceived problem has to do with a miscommunication or a philosophical difference, please give the appropriate personnel at the school a chance to explain the school's stance on the matter.

Again, conflict should be resolved graciously at KCA. Children of parents who resort to threatening lawsuits against the school will be unenrolled from the school immediately as this is not a healthy or appropriate means of conflict resolution but rather is worldly (1 Corinthians 6:1-8), hostile, and demonstrates a vindictive spirit to the school community.

School Newsletter

Kauai Christian Academy issues a weekly *Newsletter* on Wednesday of each week. Each student enrolled may be provided a copy for delivery to parents, and the *Newsletter* is also emailed to all parents.

Please take the time to read the *Newsletter*, as it is our primary way of communicating with Kauai Christian Academy parents as a whole about school policies, events, activities, etc.

School Visits

Parents and supporters are encouraged to visit the school and are warmly welcomed. Visitors should go directly to the School Office and discuss their visit to the school with the school principal. Drop-in visits are discouraged because they take time from the planned schedule of teachers and students. Appointments with teachers should be scheduled before school or after school.

Students are not to have unauthorized visitors during school hours.

Lunch time visits are limited to parents, grandparents, and/or legal guardians. Visits to eat lunch with your child should be scheduled one day in advance. The lunch time visit is limited to the eating area only. Please do not go to the classroom before or after the meal. Please arrange your lunch time visit through the School Office.

Visitors to the school are expected to be dressed in neat and modest apparel.

Student Records

Parents/alumni may request student records, including transcripts, at any time.

In the event of a school closure, Kauai Christian Academy would turn over necessary student records to the Hawaii Association of Independent Schools (HAIS) for permanent storage and maintenance. This is the mechanism established in the state of Hawaii for permanent storage of records in the event of a private school closure.

ADDITIONAL POLICIES AND INFORMATION

Athletics

Beginning with the 2015-2016 school year, Kauai Christian Academy has joined KIF (Kauai Interscholastic Federation) to provide athletic opportunities for students in grades 9-12. Students in grades 7-8 may participate in practices for these sports for training purposes with the intent of playing once they are in 9th grade.

Kauai Christian Academy has competed in cross country, bowling, track and field, air riflery, women's volleyball, and golf. Other sports may be offered in the future. Students must meet all eligibility requirements and obtain parental permission to participate.

To be eligible, students must maintain a minimum 2.0 GPA and may not participate as long as they are failing any class. Students may also be excluded from participation due to a pattern of poor behavior/lack of responsibility.

Students will be provided an opportunity to sign up for sports with parental consent in the spring of each year for the following academic year. Since KCA must declare to KIF our intention to participate in specific sports and pay large fees to do so, students who sign up to play sports must follow through on their commitments. Parents should not allow students to back out of these commitments later.

Games and practices are held after school and it is the student's responsibility to arrange for transportation. There is an Athletic Fee charged to all participating students to help defray the cost of jerseys, equipment, and referees.

Back to School Night/Open House/First Day of School

The last weekday evening before the first day of school Kauai Christian Academy may host a "Back to School Night." This is an opportunity for parents and students to meet the teachers, see their classroom, drop off some of their school supplies, learn about or be reminded of school policies, and get to know the school family. All parents and students are encouraged to attend.

Alternatively, the school may host an "open house" one day early in the school year. Like the Back to School Night, this is an opportunity for parents and teachers to connect early on, though an Open House also provides an opportunity for parents to see what children are already learning. One or the other of these events will be scheduled for the beginning of the school year.

The first day of school will be a day of "getting acquainted" for the children and the teacher (perhaps after a photo or two); therefore, it is best for the parents of small children to promptly leave their children with the teacher. After the first day of school, we ask the parents to please leave the children at the door of the classroom. When the parents remain in the classroom, it makes the period of adjustment more difficult. Please do not escort your child into the classroom each day.

Back to School Retreat

Each year, when possible, Kauai Christian Academy has a special retreat in Kokee for the 7-12th grade students. The retreat is a good time for new and returning students to get to know one another or get reacquainted. More important, it is a time for these students to hear good preaching from local pastors/youth pastors and to start the year off on a good foot spiritually. In addition, students will begin the year on a fun note by playing games, hiking, enjoying good food, and doing the other fun things associated with a camp experience. The retreat typically begins on Thursday of the first week of school and lasts until the following Saturday morning. It is considered a required part of the curriculum and students should attend. Parents are asked to pay a fee for each attending student to help cover the cost of the camp and food. Scholarships may be available to help cover the cost for families in need of assistance.

Campus Cleanliness

Every member of the Kauai Christian Academy family—principal, faculty, staff, students, and parents—is expected to have pride in the appearance of our school. Littering is certainly prohibited, and anyone noticing trash on the floors or grounds is expected to place it in a trash can.

Carpooling

Parents are encouraged to carpool to make transportation easier for all parents involved. From time to time the administration may make efforts to help parents coordinate to this end.

Chapel Program

A chapel service is held once a week for older students. Local pastors assist with preaching in chapel. Students are required to attend. Special chapel programs for elementary students take place once a month.

Parents are welcome to attend our chapel programs.

Classroom Parties

Parents may provide special treats during the lunch hour to celebrate their child's birthday. Please provide the teacher with at least a one day advance notice if you plan to provide treats. Enough treats are to be provided for all the students in the class to have one. Invitations for off-campus birthday parties should include all students in the class.

Periodically, teachers may schedule classroom parties to celebrate a specific event or day. Each student will be asked to bring something or contribute financially to cover the cost of these activities.

Siblings, younger or older, of Kauai Christian Academy students are not permitted to attend parties.

Cotillion

Faculty/staff help facilitate an annual cotillion for high school students in the spring semester. This is a fun event that also presents a unique opportunity to teach lessons on manners, etiquette, respect for the opposite sex, and formal ballroom dance in a well-supervised, Christian context. Students are encouraged but not required to attend.

Disclaimer of Liability

Kauai Christian Academy will not be financially responsible for any injuries or accidents that may occur at school before or after normal school hours should parents or legal guardians take custody of children but then leave them unsupervised during these times.

Guest Speakers, Musicians, and Music

Persons seeking to bring special speakers or musicians to the campus of Kauai Christian Academy for any reason must first seek approval from the school principal.

Music, including recorded music, that is to be performed at the school for any activity must be approved by the school principal.

Lockers

Lockers are the property of Kauai Christian Academy.

Kauai Christian Academy retains the complete control of its facilities and equipment. This includes lockers which are provided as a service to secondary students to store personal belongings during the school day. The school permits the storing of students' personal belongings in lockers at the students' own risk.

It is recognized that student lockers for grades 7-12 are an important part of school life. They are also part of one's testimony to others. Therefore, lockers are to be kept neat and clean at all times. A clean, organized locker can also help prevent tardiness and aid in keeping textbooks and other supplies in good condition.

No student is to tamper with another student's locker or belongings.

Locker doors are not to be forced shut, jammed with a pencil or other object, or slammed.

No tape or stickers are to be on locker walls. Magnets may be used, but shall not have off-color or suggestive phrases or pictures on them. Pictures, cartoon, etc., may be hung in lockers as long as they do not convey attitudes or standards contrary to those of the school.

Kauai Christian Academy reserves the right to inspect lockers unannounced at any time it deems appropriate. This means assigned school personnel will open lockers for the purpose of enforcing school policies and to inspect a locker *and its contents* when there is reasonable suspicion that inappropriate items may be present.

Lost and Found

Items lost by students, if found, should be turned in to the School Office. Items found will be maintained in a designated shelf near room 605. Students seeking lost items should inquire at the School Office or the lost and found shelf.

School constituents will be notified about found items not yet claimed periodically prior to their disposal.

Students are encouraged to accept responsibility for items brought to school. Kauai Christian Academy is not responsible for items lost or stolen. The student is responsible for items that are lost. Items of considerable value, such as jewelry or large amounts of money, should not be brought to school.

Lunch Policies

Kauai Christian Academy does not provide a daily hot lunch program. Students are to bring their own lunches from home.

A limited number of microwave ovens are available for students in grades 7-12. However, items which require several minutes to heat should not be brought for lunch as there may not be enough time for all students to use the microwaves. Students are encouraged to bring lunch items that do not require the use of the microwave ovens.

All students will eat at the picnic tables at their designated lunch time, or at the designated tables in the community center. Students will be supervised during lunch time. Students may not leave the lunch area before the end of the lunch period unless the entire class is finished and leaves together.

Students are to maintain the cleanliness of the lunch tables and area. All trash (including fruit peels, nut shells, etc.) is to be discarded in the trash cans. Food is not to be thrown on the ground.

Fridays at KCA are "Pizza Friday." A staff member will facilitate the collection of money from parents who wish to purchase pizza for their children. All students will eat lunch together in the community center on Friday (whether the students have bought pizza or not). The proceeds will be used to help fund secondary off-island trips. During these fun lunch times there may be special announcements, drawings, rewards for good behavior, and other activities.

Notification of No Asbestos

Asbestos, a mineral made of many fibers, was once widely used in construction materials for its fire-resistant qualities and its strength. However, it is now known to be the cause of several lung diseases, including cancer, if the fibers are released into the air and inhaled. It is no longer commonly used in dangerous applications because of the potential health effects.

In 1986 congress passed the Asbestos Hazard Emergency Response Act (AHERA) to get schools to either remove the asbestos from their buildings or at least keep the fibers from entering the air. This law, and similar regulations adopted by the state of Hawaii, requires that schools be

inspected and that they develop a management plan to control the dangers posed by asbestos. In addition, schools are required to periodically notify parents and others of the presence and status of asbestos containing materials in our school buildings.

Kauai Christian Academy has been inspected and has developed a management plan. *We are glad to report that none of Kauai Christian Academy's buildings use asbestos containing building materials.*

Our school's management plan has been accepted by the state, and updated as needed. If you would like to learn more about our school's asbestos management program, please feel free to make an appointment to review the Management Plan, which is available in our school office.

PTSO

Much of the success of our school depends on the level of involvement Kauai Christian Academy receives from its parents. The Parent/Teacher/Student Organization (PTSO) is intended to provide a forum for everyone in the school family to be involved in the success of the school. Cooperating in this way will foster a sense of unity, a family atmosphere, and a positive, forward-thinking attitude. Please do not complain and gossip; if you see a problem, offer to be a part of the solution. The PTSO should be parent-led and should assist the school board, administration, and faculty (who are often asked to do a great deal) in accomplishing the mission of the school. Specifically, the PTSO will assist in planning and executing social activities, fundraisers, and other activities that promote a sense of community at the school. Meetings will be held periodically at the direction of the PTSO leadership. Discussion should be solution-oriented and loving. The PTSO is not a policy-making body and should not be viewed as a forum for complaints. See "Problem Resolution" section above.

Recess/Free-Play Policy

Imaginative play is important to small children. Wholesome imagination is encouraged. Imaginative play in which violent characters are modeled will be discouraged.

School Directory

Changes of address and telephone numbers should be communicated to the School Office.

School Office

The School Office should be looked upon as a place of business and should be honored as such at all times. Students should not access supplies, the school copier, or other equipment without express permission.

Solicitations

At no time will approval be given for outsiders to solicit funds on the property of Kauai Christian Academy.

Special Events

Participation in some special events, like the Fall Festival fundraiser, is required by school policy. Other events, like the Christmas program, are required parts of the Kauai Christian Academy curriculum. All students must attend their own graduation ceremony, and other students and parents are encouraged to come as well to support the graduates.

Parents and students are strongly encouraged to attend other special events sponsored by the school or in which the school participates in order to foster a sense of school unity, pride, and loving fellowship.

Student Drivers

Student drivers will not be allowed to drive to school if poor and/or reckless driving habits are observed.

Student access to parked vehicles during the school day is outlined below.

- Upon arrival at the school campus, students are to park their vehicles in the designated student parking area, leave their vehicle, and proceed to their classroom.
- Students are not permitted to visit their vehicles during the school day or at lunch time without the permission of the school principal.
- Students are not to use their vehicles for any school-related business unless special written permission is given by the parents or guardians of the student driver.
- Student drivers must have written permission from parents to leave the campus at times other than the regular dismissal time. The information on the permission request must include the time, destination, and reason for the request for early dismissal.

Students are to abide by all traffic laws. Student drivers are to keep their vehicles under control at all times while driving on school property and on Kilauea Road in front of the school. Reports from parents and neighbors indicating reckless student driving will be investigated, and, if proven true, the student driver will be subject to school discipline. Unless circumstances dictate otherwise, these guidelines will govern official school response to traffic violations.

1. First Offense	One week suspension of driving privileges
2. Second Offense	One month suspension of driving privileges
3. Third Offense	Driving privileges suspended for remainder of the school year

Searching Vehicles

When reasonable suspicion exists that a student has brought inappropriate items onto the campus (such as, but not limited to, illegal drugs, weapons, alcohol, tobacco), the vehicle may be searched by school officials using the following plan.

1. A parent/guardian will be notified of the search before the search begins.
2. The search will be conducted by two designated school personnel.

3. The student will be asked to open the vehicle doors, hood, trunk lid, glove box, and any other locked compartment or container in the vehicle.
4. In the event the student refuses to comply with the school request to open the vehicle, the student's parent/guardian will be notified and the student placed on in-house suspension until the parent/guardian arrives on campus.

Student Leadership

A faculty member provides supervision to a student leadership team. This student-led team will be asked to help facilitate some school events (such as Spirit Week and See You at the Pole) and encouraged to plan and implement fun activities outside of school for the secondary students. If the team is sufficiently involved in the life of the school during the course of the year, participation may be noted on the students' transcript (not for credit), at the discretion of administration. The students themselves with help from the faculty sponsor will determine eligibility criteria, leadership positions within the group, and the activities they will plan.

Summer School

Kauai Christian Academy will provide a summer school program for high school students (grades 9-12) who need to make-up required credits. No more than two credits can be earned during the summer school program.

Kauai Christian Academy will provide a summer school program for students in grades 1-8 who need to pass English and/or math in order to be promoted to the next grade level as needed.

KCA usually offers a summer program for prek and lower elementary students as well. Information about this program (dates, cost, etc.) is sent out in the spring of the year.

Registration, book/supplies, and tuition fees will be charged for the summer school program.

Yearbook

As an elective course secondary students may participate in the production of an annual yearbook as a fun keepsake. Parents/students may order a yearbook in the spring of each school year. Every effort will be made to obtain the yearbooks before the end of the school year. An afternoon will be set aside for students to exchange and sign each other's yearbooks.

Appendix Section

Appendix A	Kauai Christian Academy Policies
Appendix B	Immunization Requirements
Appendix C	Current Tuition and Fee Schedule
Appendix D	Intervention Services Description and Tuition
Appendix E	Electronic Payment Authorization Form
Appendix F	School Dress Code

Appendix A

Kauai Christian Academy Policies

School Policies

All references to "I," "me," etc. refer to each parent and/or guardian. All references to "child" include each child enrolled at KCA.

- Kauai Christian Academy (hereafter "KCA") does not discriminate on the basis of sex, race, color, national, or ethnic origin in administration of its educational policies, admissions policies, financial aid program, athletic, and other school administered programs.
- By enrolling my child at KCA, I grant KCA permission to use my child's picture, video, or image in any KCA yearbook, publications, or advertisements. *Requests for exceptions to this policy will be considered by the administration.*
- In the event of an accident or illness before, during, or after school (including field trips and sporting events), I hereby authorize KCA to secure any necessary medical treatment for my child. In the further event that I cannot be contacted immediately for notification or shall fail or refuse to remove the child after notification of illness and request for removal of the child, I hereby authorize KCA to take appropriate action for the removal of the child from the premises. If my child requires evacuation by ambulance and I am unable to accompany them, I understand that the child's teacher(s) or principal will accompany them in the ambulance. I also hereby agree *to be responsible for all costs and expenses* connected with examination, diagnosis, removal, or treatment of the child (no matter who sought the medical treatment for my child).

Parental Support

Support

- I will support the biblical/spiritual training given to my child at KCA.
- I will take an active role in my child's education. This will include following through with homework assignments, special projects, papers needing to be signed, etc.
- I will support all school policies and procedures as outlined in the *Parent/Student Manual* and other pertinent documents; further, I will instruct and encourage my child to comply with all school policies, regulations, and standards (e.g., submission to teachers, dress code, etc.).
- I give the administration and the faculty full discretion to employ such discipline as is deemed wise and expedient for my child, including but not limited to: physical exercise, manual labor, and additional assignments. I understand that such discipline will be given in a context of loving reproof and is intended to be corrective and restorative.
- I understand that KCA reserves the right to dismiss any student who does not respect KCA's behavioral standards or cooperate within KCA's academic program.

Behavior

- I agree that if a dispute arises with a KCA teacher, administrator, board member, parent, or student, I will use the biblical model found in Matthew 18:15-18 for remedying the situation (i.e., I will talk directly with the person first, and will not talk with others behind their back or participate in any form of gossip). I understand that all general questions and concerns about school policies, procedures, and operations should be directed to school administration *only*.
- I agree not to do anything by word or deed that is deliberately harmful to KCA, its teachers, parents, or students.

Responsibility

- I agree to accept responsibility for any damage done by my child at school, and will be faithful to make amends.

- I understand that during months with extended vacations full tuition is still due. I agree to pay this full tuition even during those months. I understand that full tuition is still due if my child misses school days for any reason.
- I will notify the School Office as soon as possible of any changes in address, phone numbers, employment, emergency contacts, and authorized pick-ups.

Participation

- I agree to support KCA by participating in school workdays (4 hours, twice a year at the most) and fundraisers.
- I agree to support KCA's Fall Festival by contributing a minimum of 8 hours before, during, and/or after the event, and by providing the requested food and beverage items.*

Financial Policies

Payments

1. Enrollment fee payment (once per year) is due with the enrollment application.
2. Tuition payments are due on the 1st of each month (August – May). See Tuition and Fees Schedule for payment options.

Continuous Enrollment

There is great value in a sustained partnership between parent and school that helps students grow spiritually, academically, and socially in a seamless fashion from one year to the next. For this reason, and to avoid redundancy, KCA uses a process known as continuous enrollment to simplify the enrollment process. We do not collect a new enrollment form in the spring of each year. Instead, we assume that students will be re-enrolled with us from one year to the next through graduation unless we hear otherwise. Tuition rates and other information will be provided to families by the end of January, and students are automatically re-enrolled (and the enrollment fee at a discounted rate applied) on March 1 for the following year. Parents may ask the school to wait on re-enrolling for any reason by contacting the school office prior to March 1.

Returned Items

All returned items, such as checks, rejected EFTs, etc., will be charged a $25.00 returned item fee in addition to any bank fees charged to KCA. If two or more of your personal checks are returned for insufficient funds in one school year, you may be required (at the sole discretion of the Administration) to make all future payments another way.

Electronic Payments

KCA requests that all families sign up for automatic electronic funds transfers (EFT). This allows KCA to automatically withdraw tuition from your bank account at the beginning of the month (or later, if such arrangements are made with the administration). This is the cheapest and most convenient method of payment. Processing monthly checks and calling families who have not paid on time is an unnecessary administrative burden. Thus, families paying by cash/check will be charged a $10 processing fee. Payment by credit card is also accepted, but a 3.5% fee will be assessed on all credit card payments.

Late Payment & Delinquent Accounts

All tuition payments are due on the 1st of each month and considered late after the 10th. A $25.00 late fee may be applied to your account without warning if payment has not been received at closing time on the 10th. Any KCA account that is more than thirty (30) days overdue is considered delinquent until the account is balanced. Students with delinquent accounts will not be given progress reports or report cards, will have school tests and transcripts withheld, and may be restricted from extracurricular activities, or dismissed from school.

Withdrawal

A withdrawal fee equal to one month's tuition (with no discounts applied) will be assessed for each student who withdraws from KCA prior to the end of the school year, unless parents have discussed this eventuality with the administration before the start of school, or the administration deems the change unavoidable. Withdrawal fees apply to any student withdrawn after July 1 preceding the school year. Tuition paid is not

refundable, and not transferable. This includes tuition paid by the month, semester, or year (note that the latter options offer discount incentives). If any amount is owed on the account, the balance is due immediately upon withdrawal. Delinquent accounts will be subject to the restrictions outlined above. Textbooks and other items purchased by the school belong to the school and must be returned upon withdrawal (or at the conclusion of the year).

Referral Discount
A $250 tuition credit is available to any family who refers another family who enrolls a child/children before or during the first semester of school. This credit is reduced to $100 if the referred family enrolls for all or part of the second semester only. Any credits accrued as a result of referrals expire at the end of the school year. The referral must be acknowledged by the enrolling family at the time of their registration. Referred family must be enrolled for a full month before credit is applied (the intent is to award the credit only if the student remains enrolled at KCA).

Communication
While the above stated policies will guide the actions of KCA, the school understands that financial difficulties are sometimes unavoidable. If you know that you will not be able to make a payment, or that a payment will be late, **please communicate this clearly to the Administration**.

* The Fall Festival is an important community event for the school; although KCA prefers that you come and participate, if for any reason you cannot or will not participate, a $200 contribution is required. This will be pro-rated for partial labor contributions at the sole discretion of school administration.

Appendix B

Immunization Requirements

The following immunizations are required at the stated ages
by the State of Hawaii

Grade	DTaP[1]	Polio	Hep B	MMR[2]	Hib[3]	Varicella[4]
Preschool	4	3	3	1	1	1
K-12	5	4	3	2	-	1 (2)[5]

All immunizations must meet the minimum ages and intervals between vaccine doses.

Hawaii Immunization Program
1250 Punchbowl Street
Honolulu, HI 96813
(808) 586-8300

Note: In place of required immunizations, the State of Hawaii allows parents to submit a religious exemption form, or provide documentation for medical exemption. If you would like a copy of this form, please download it from our website or ask the school office.

For information on immunization requirements, please contact the school office, or visit the State's website: www.vaxhawaii.com

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[1] DTP may be used in place of DTaP.

[2] MMR #1 and varicella #1 must have been received on or after 12 months of age.

[3] More than one dose of Hib is recommended for children less than 15 months of age to be fully protected against Haemophilus influenzae type b. For preschool entry, children must have received at least one dose of Hib on or after 12 months of age.

[4] Effective July 1, 2002. A documented history of varicella (chickenpox), signed by a U.S. licensed MD, DO, APRN, or PA, may be substituted for the varicella vaccine requirement.

[5] Two doses of Varicella are required if the first dose was administered on or after the 13th birthday.

Appendix C

Tuition and Fees 2022-2023

Enrollment Fee (Due with application)

Per student; non-refundable, non-transferable; covers textbooks and other curriculum, technology, standardized testing, and registration costs

Paid by:	Preschool	K-12
March 15	$250	$300
May 15	$325	$425
May 16 or later	$400	$500

Tuition

Annual Payment Option (1 payment, due the 1st of August)

	Preschool Mon-Fri	Preschool Part Time	K-12
1st Student (oldest)	$7,850	$6,350	$6,950
2nd Student (and beyond)	$7,000	$5,850	$6,450

Bi-Annual Payment Option (2 payments, due the 1st of each semester, August and January)

	Preschool Mon-Fri	Preschool Part Time	K-12
1st Student (oldest)	$4,025	$3,275	$3,575
2nd Student (and beyond)	$3,775	$3,025	$3,325

Monthly Payment Option‡ (10 payments, due the 1st of each month, August – May)

	Preschool Mon-Fri	Preschool Part Time	K-12
1st Student (oldest)	$825	$675	$735
2nd Student (and beyond)	$775	$625	$685

Part-time preschool students may attend extra days for $40 per day, if space is available.
Supplemental tuition for academic intervention services will be charged as follows:

- **Monitored intervention services: $25 per month**
- **High intervention services: $50 per month**
- **Intense intervention services: $100 per month**

Financial Aid

KCA offers need-based financial aid to qualifying families. See administration for details on how to apply.

Graduation Fee

Due	Preschool	Kindergarten	High School
May 1, 2021	$30	$30	$150

Miscellaneous Fees

See *Financial Policies* page for information relating to fees for check processing, credit card payments, returned items, late payment, and early withdrawal.

Other miscellaneous fees may include but are not limited to the following:

1. Fees for certain elective courses (e.g., a Home Economics course for which ingredients will be purchased for students)
2. Athletic fee for student athletes
3. Fees for after school care/late pickup
4. Fees for field trips or special school retreats
5. Replacement cost if a student loses or damages textbooks or destroys other school property

Appendix D

Intervention Services Description and Tuition

Students requiring intervention services are receiving extra, individualized attention and a student accommodation plan. For this reason, KCA will charge a small amount in supplemental tuition for students receiving intervention services. Tuition supplements will be charged according to the following tiers of intervention:

Monitored Intervention: these students would have an accommodation plan that required a low level of support (individual help once a week or less, support in small groups only, or support within the general classroom environment only).

High Intervention: these students would have an accommodation plan requiring individual help up to three times a week.

Intense Intervention: these students would have an accommodation plan requiring individual help every day.

The levels of accommodation would also correlate to more or less significant in-class accommodations and modifications which would be a part of the accommodation plan.

Cost

- Monitored intervention: $25 per month
- High intervention: $50 per month
- Intense intervention: $100 per month

Need-based financial aid discounts would apply to additional tuition required for intervention services.

Administration reserves the right to assign the intervention categories, in consultation with intervention and classroom teachers.

Appendix E

Electronic Payment Authorization

All payments will be deducted on the 1st of each month, or the soonest business day thereafter.

Bank Information

See picture below for help finding this information.
You may attach a voided check in lieu of providing this information.

Bank Name:_____

Name on Bank Account:_____

Bank Routing Number:_____

Account Number:_____

One-time Amount (Registration/Matriculation):_____

Monthly Amount (Tuition):_____

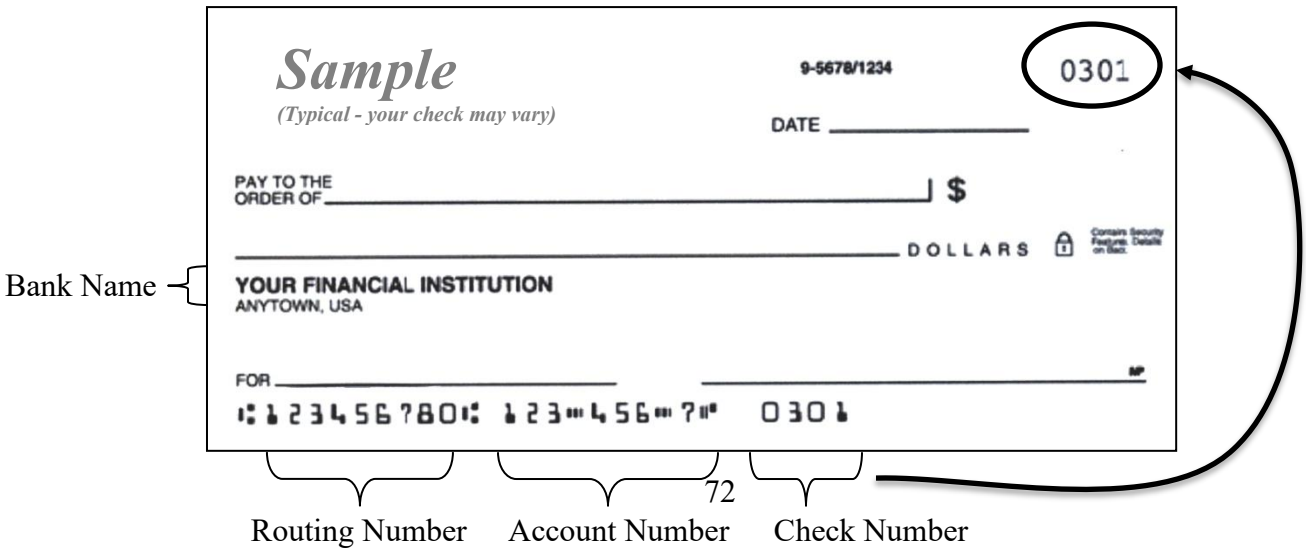
Authorization

By signing this form I authorize Kauai Christian Academy to transfer the payment amount from the above identified bank account each month beginning August, 2014 and ending May, 2015.

Name:_____

Signature:_____

Date:_____



Appendix F

KCA School Dress Code 2022-2023 (K-12)

General principles: KCA's Dress Code is designed to train students in neat and modest dress and to enhance student learning by removing distractions and creating an atmosphere of respect and dignity. Our overarching goals for all areas of the dress code are modesty, order, and meekness (1 Tim 2:9, 1 Cor 14:33, 40, 1 Pet 3:3-4). School administration will be the final arbiter of dress code rules.

Clothing	**All clothing should be worn as intended, fit properly, be tidy and in good condition.**	
	Style	**Colors**
Skirts and Jumpers (female) **Pants and Shorts** (male and female)	• Relaxed fit (not tight or form-fitting). • Knee-length or longer shorts, skirts, and jumpers, ankle or crop length pants. • Jumper and skirt slits may not go above knees. • Cotton, Polyester, Rayon or similar fabric. No denim, clinging fabric, or athletic shorts/pants.	Khaki Blue Black
Shirts (male and female)	• Polo shirt with sleeves, or KCA branded or distributed t-shirts. • Shirt must be worn at all times, even if a jacket or sweater is worn over it. • If worn, undershirts must be uniform color and tucked in.	Any plain solid. KCA t-shirt
Jackets, Sweaters, and Sweatshirts (male and female)	• Any plain solid color or KCA branded and distributed. • Small logos (no larger than a business card) are permitted.	Any plain solid.

Hair	**Standards (cf. 1 Cor 11:14-15, 1 Tim 2:9)**
Males	• Hair should be well groomed (not cover eyes or ears) and worn in such a way as to distinguish males from females. Hair should be a uniform, natural color.
Females	• Hair should be well groomed. • Hair should not be deliberately arranged to cover the face or eyes. • Hair color should be a natural color.

Misc. Items	**Standards**
All Students	• Shoes or slippers must be worn as directed by a teacher. • No distracting artwork on body (drawings, tattoos, etc.).
Males	• No makeup, earrings, or distracting jewelry.
Females	• If used, makeup should be in moderation and not be distracting. • Jewelry should not be excessive or distracting.

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