

KO'OLAU BAPTIST Academy

PARENT-STUDENT HANDBOOK



Teaching Students How to Live

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Welcome to Ko‘olau Baptist Academy



Welcome from the Principal

We are thankful for the privilege of working with your child and we view the education of your son or daughter as a serious responsibility. Educating students for a lifetime requires cooperative effort and a lot of work. Therefore, I want you to know that the faculty and staff of

Ko‘olau Baptist Academy are committed to working together with you to see your child become successful in life. Please pray that the Lord will greatly assist the faculty and staff of KBA to prepare your child for the challenges of Christian adulthood.

This handbook has been designed to explain the policies and guidelines of our school. If you have any questions, please feel free to contact me at 808-233-2900. Remember, frequent opportunities for communication allow problems to be solved and relationships to be strengthened. By working together, we can succeed.

I also want to take this opportunity to personally invite you to our church. I believe we have a warm, friendly church where you will feel more than welcome. Our people are always excited to see new faces in our services.

We are a Bible-believing church that preaches God is alive and Christ can still save those who turn to him for salvation. At Ko‘olau Baptist Church, we believe that Christ has the answer to all of mankind’s problems. God stands with His hand stretched out to all, and so does our church. Please accept my invitation to join us for worship.

Thank you again for placing your child in our school. We look forward to a great year as we work together ministering to your child.

Mahalo and God bless,
Brian Valladares
Principal, Ko‘olau Baptist Academy



From the Pastor and President

Aloha! On behalf of Ko‘olau Baptist Church, I want to welcome parents as well as students to our very exciting school ministry. We count it an honor to be involved in the education of each of our students, and it is our commitment to partner with you in providing quality Bible-based and Christ-centered education for all of our students.

We are here to serve, and with that in mind, we will work diligently to strive for excellence to ensure students are prepared to achieve success as they seek to glorify God in all that they do.

Mahalo for allowing us to work together with you and if I personally can ever be of assistance to you, please do not hesitate to call.

I also want to invite you to attend services at Ko‘olau Baptist church. A warm friendly welcome awaits you each Sunday.

Aloha,
Pastor Skip Woodfin
Ko‘olau Baptist Church
President of Ko‘olau Baptist Academy

The History of Ko‘olau Baptist Academy

Ko‘olau Baptist Academy was originally organized as Windward Christian Academy in 1974. Approximately 30 students met in a small A-framed annex building, an old modular real estate office that was moved onto the property. Initially, A.C.E. (Accelerated Christian Education) material was used, enabling the school to teach a wide range of students. Beginning in 1990, the school began to use A Beka Book curriculum in a traditional classroom setting. Over the years, the Lord has blessed Ko‘olau Baptist Academy with good growth, both in its academic program and in the number of enrolled students.

Although the Academy has always been an integral part of the religious training of Ko‘olau Baptist Church, the name was officially changed to more accurately reflect the true relationship between the church and the school.

Beginning in 1991, Ko‘olau Baptist Academy became a member of the American Association of Christian Schools and a charter member of the American Association of Christian Schools - Hawaii. Since its inception, biblical training, affordable tuition, small classes, strong academics, and godly teachers have characterized the distinctively Christian education offered by Ko‘olau Baptist Academy.

Mission Statement

As an important ministry of Ko‘olau Baptist Church, Ko‘olau Baptist Academy seeks to help the families of our church and other families of like faith who desire a distinctly Christian education for their children (Matthew 28:19-20, Ephesians 4:12-14). From a Bible-based, Christ-centered approach to education we seek the spiritual, academic, social and physical development of every student in order that every student might please Jesus Christ with his whole life (II Timothy 3:16-17; Luke 2:52; Romans 12:1-2).

General Philosophy

At Ko‘olau Baptist Academy we believe that an eternal God exists and that He has revealed Himself through creation (Psalm 19:1), the incarnation of Jesus Christ (John 1:1-5), and the Bible (II Peter 1:19-21). We believe that God is the ultimate reality in the universe and the One who gives meaning to life. We believe the universe, which He has divinely created and sustains by his power, follows a basic cause and effect pattern, but is open to the supernatural (Colossians 1:16-17). We believe that man has been created in God’s image, but is presently in a sin-marred condition and can only be restored by repentance towards God and faith in Jesus Christ and His redemptive work on the cross (Acts 20:21; Romans 3:23, 5:8-9,12; Ephesians 2:8-9). We believe that truth is absolute and objective (John 14:6) and that values are eternal because they are rooted in the nature of God (Exodus 3:13-14).

Philosophy of Education

Because of our belief in God and the Bible, our view of education has been distinctly shaped by biblical principles. This can be seen in how we understand the following areas of education at our school.

Curriculum

Curriculum is the philosophy or guiding set of beliefs that brings shape and definition to an institution’s program of study. This guiding set of beliefs governs what should be taught in school (scope), when it should be taught in school (sequence), how it should be taught in school (methodology), and why it should be taught in school (rationale) (Isaiah 28:11). At Ko‘olau Baptist Academy our guiding set of beliefs is the Bible, which in turn, shapes and defines our entire program of study (II Timothy 3:16-17).

The Parents

We believe parents are responsible to God for loving, nurturing, and training the children that God has lent unto them. Therefore, we will support the parents who have chosen our school because of our mission and goals by doing our best to educate their children (Ephesians 6:4; Deuteronomy 6:4-9).

The Student

We believe that every child needs to develop spiritually, mentally, socially, and physically to his full potential in Jesus Christ. Therefore, our educational program will seek to develop all four of these areas in the child’s life (Luke 2:52).

The Teacher

We believe that teaching is a gift and calling from God. Therefore, the teacher is a divinely delegated authority, who has been gifted by God, to transmit truth and to guide students into all knowledge (I Corinthians 12:28; Romans 12:7). Furthermore, we believe the teacher should be an exemplary role model (I Timothy 4:12).

Instructional Methods

Given the biblical view of man's nature and truth, we believe that a variety of instructional methods are necessary. This includes teacher presentations methods like lecture and drill, but also class participation methods like projects, problem-solving, and role play, to name a few. Thus the teacher is both a teller and a guide, who chooses which methods will best accomplish our instructional objectives (Matthew 5:1-3, 8:1-4, 11:1-3, 13:1-3, 21:28).

Discipline

We believe that discipline problems are problems of the heart. Therefore, we seek to correct not only the child's misbehavior, but also the child's heart through firm and consistent discipline, biblical counseling, and discipleship offered in love and humility (II Timothy 3:16-17).

The Church

We believe that God has ordained the local church to evangelize the world and to edify the saints. Therefore, we will strive to fulfill the Great Commission through the preaching of the gospel to the lost and the education of believers through the local church (Matthew 28:10-20).

The Government

We believe that civil government is ordained of God as a restrainer of sin and sin's destructive effect. Therefore, as Christians, we will obey the government and its regulations as long as it does not go beyond its jurisdiction and violate scriptural principles or commands (Genesis 9:6; Romans 13:1-7).

School Wide Goals

At KBA, it is our intent to fulfill our mission by striving to achieve the following goals in the life of every student. Collectively, these goals provide direction for our school and form the basis for evaluating the overall success of our school.

Spiritually, we encourage every student...

- To accept Jesus Christ as his personal Savior and to live his life in such a way that pleases Him (John 1:12; Ephesians 2:8-10).
- To love the Lord with all his heart, soul, and might (Deuteronomy 6:4-6).
- To maintain a regular devotional life with Jesus Christ through Bible reading and prayer (Colossians 1:9-14; II Peter 2:1-30)
- To take an active part in the local church and in sharing the gospel with others (Matthew 28:19-20; Hebrews 10:24-25).

Academically, we want every student...

- To be a proficient reader (Ephesians 3:4).
- To be a competent mathematician (I Corinthians 14:40).
- To be a skilled communicator (Ephesians 4:29).
- To be culturally literate in the social studies (Psalm 104; 107:21-42).
- To be knowledgeable of the world and the universe as God has created them (Colossians 1:15-17; I Timothy 6:20).
- To be appreciative of music and the arts (I Corinthians 14:33).
- To be computer literate and skilled in the basic technologies that are related to learning and to be prepared for future job training or higher education (I Timothy 5:8).

Socially, we challenge every student...

- To love his neighbor as himself (Matthew 19:19).
- To exert a righteous influence in the world for Christ's sake (Matthew 5:13-16).
- To be a productive worker and good citizen in the community (Matthew 5:13-16).
- To maintain right relationships with friends, family members, co-workers, and non-Christians according to Biblical principles (Ephesians 4:32)
- To develop character traits consistent with Biblical values (Galatians 5:22-23; I Peter 1:5-8).

Physically, we desire every student...

- To regularly practice basic habits of good health
- To maintain an appropriate level of physical fitness necessary for good health (I Corinthians 6:19-20).

Doctrinal Statement

Since Ko‘olau Baptist Academy is a ministry of Ko‘olau Baptist Church, the doctrinal position of the church is taught by the school. Highlights of Ko‘olau Baptist Church’s Statement of Faith are as follows:

- We believe the Bible to be the verbally inspired, totally accurate, only inspired Word of God (II Timothy 3:16-17).
- We believe in the one Triune God, eternally existing in three Persons (Deuteronomy 6:4-6).
- We believe that the Lord Jesus Christ became man, without ceasing to be God, having been conceived by the Holy Spirit and born of a virgin, Mary, that He might reveal God and redeem sinful man (Isaiah 7:14; Luke 1:35; Philippians 2:5-8).
- We believe that the Lord Jesus Christ accomplished our redemption through His death on the cross and that our justification is made sure by His physical resurrection from the dead (Romans 3:24-25).
- We believe the Holy Spirit is a Person who convicts the world of sin, of righteousness, and of judgment. The Holy Spirit indwells and seals every believer. We believe that the sign gifts of the Holy Spirit, such as speaking in tongues, were temporary and have ceased (John 16:8-11; Romans 8:9; I Corinthians 12:4-11, 28; Ephesians 4:7-12).
- We believe that man was created in the image of God, but inherited a sinful nature through Adam’s fall (Romans 3:22-23; 5:12; 6:23).
- We believe that salvation is the gift of God to man, given by grace and received by personal faith in the Lord Jesus Christ (John 1:12; Ephesians 1:8; 2:8-10).
- We believe that all the redeemed, once saved, are kept by God’s power and are thus secure in Christ forever (John 6:37-40).
- We believe in the bodily resurrection of all men, the saved to life eternal in heaven, and the unsaved to judgment and everlasting punishment in hell (John 5:28-29; 11:25-26).
- We believe that all the saved should live in such a manner as not to bring reproach upon their Savior and Lord (Romans 12:1-2; 14:13).

A complete copy of the Church’s Statement of Faith and Church Constitution is available from the school office.

Admission

Ko'olau Baptist Academy sets high academic and spiritual standards for the students. Specific information about the school including tuition, fees, and application forms may be obtained from the school office by mail, in person or school website at <https://academy.koolaubc.org>.

Non-discriminatory Policy

Ko'olau Baptist Academy does not discriminate on the basis of race, color, national or ethnic origin, sex, or disability in the administration of its educational or admissions policies, subject to and in conformity with the church's religious beliefs and practice as embodied in its rules and practices.

Admission Requirements

Before being accepted for enrollment, prospective students must give evidence of their ability to benefit from Ko'olau Baptist Academy by:

- Completing all application forms,
- Providing the school with a copy of the student's latest report card, standardized test scores, and securing a release form from their previous school,
- Successfully completing an interview with either the principal or the pastor,
- Submitting proof of tuberculosis (TB) clearance and current immunization record,
- Agreeing to the rules and policies of Ko'olau Baptist Academy and faithfully attending church on a weekly basis. As a condition of enrollment, 7th through 12th grade students must attend at least one service per week at Ko'olau Baptist Church.

Procedures

The enrollment process requires completion of the following steps:

1. Schedule a tour. Call our office at (808) 233-2900 or visit us online at <http://academy.koolaubc.org>. You will receive an information packet with the application form. Read all the materials carefully.
2. Turn in the application form and a copy of the student's report card and any recent standardized test scores to the office. The office will call you to schedule an enrollment interview and placement test for your child. Prospective students should attend the interview.
3. After the enrollment interview and placement test, the school will notify the parents whether the child is accepted after receiving all of the requested information.
4. After receiving notification of acceptance, the parent should make arrangements with the school office concerning finances, uniforms, transfer of school records, and health requirements.

Finances

Ko'olau Baptist Academy believes that parents have the primary responsibility for the education of their child. Therefore, parents must be willing to assume the financial obligations associated with their child's education.

Enrollment / Re-enrollment Fee

All new and returning students are required to pay an enrollment/re-enrollment fee. The enrollment/re-enrollment fee reserves a place in the classroom for your child. The enrollment/re-enrollment fee is non-refundable.

Comprehensive Fee

A comprehensive fee is charged to all students. The comprehensive fee helps to cover the expense of textbook rental, annual testing, P.E. equipment, yearbook, arts and crafts material, etc. The comprehensive fee is non-refundable and due prior to the start of the new school year.

Tuition

Ko‘olau Baptist Academy is committed to keeping tuition as low as possible while still providing a sound academic program. Current tuition charges are available from the school office or available at <http://academy.koolaubc.org>

Special Fees

Inter-scholastic sports program \$100.00/per sport.

**Some high school courses may require a fee for supplies, e.g. biology, art, computers, photography, robotics class, etc.*

Tutoring

After school tutoring (one-to-one instruction on a regular basis) is available for a fee of \$30.00 per hour. Please call the office to request more information and availability.

Tuition Payments

There are three options from which a family may choose to pay their tuition. They are as follows:

By the year.....\$100 discount

By the semester..... \$75 discount

By the monthly payments..... No discount

In the event of withdrawal, transfer, or expulsion, the parents are responsible for full payment of tuition and other fees. Full payment of tuition and other fees must be made through the end of the calendar month, or through the end of the semester.

Ko‘olau Baptist Academy reserves the right to withhold report cards and student records until tuition and other fees have been paid in full.

Ko‘olau Baptist Academy reserves the right to withhold Official Diplomas and transcripts for graduating seniors if all fees and tuition are not paid in full.

By signing the State of Support, you are authorizing Ko‘olau Baptist Academy to withhold report cards and other records until tuition and other fees have been paid in full.

Late Fee

Accounts not paid by the 20th of each month will be assessed a \$15.00 late fee as well as a \$40.00 follow-up fee from Blackbaud® Tuition, our tuition business partner. In addition, until the account is made current, your child will not be allowed to continue in class.

Early Withdrawals

The school must be notified at the beginning of the school year regarding any student leaving school before the end of the semester. If the withdrawal is made at least 30 days before the last day of the semester, then the tuition will be pro-rated on a monthly basis. If not, full payment for that semester will be required. Emergency withdrawals will be handled in a similar manner. Students leaving during the last half of the final quarter of the school year may receive credit for the entire year, provided all work is completed, but they will need to pay the semester's tuition in full.

Graduation Fees

Each graduating kindergarten student will be charged a \$30.00 graduation fee. The fee covers the cost of diploma, gift Bible, graduation cap with tassel and other fees incurred. Payment must be made prior to graduation.

Each high school senior will be charged a \$50.00 graduation fee. The fee pays for transcripts, cap and gown, and diploma. Payment must be made prior to graduation.

Counseling and Guidance

Part of the unique experience students discover at KBA is the close relationship between students and their teachers. Caring teachers desire not just to teach their students how to make a living, but how to live. The faculty is always ready to talk with students about the difficulties and problems they might be experiencing. An appointment for more formal counseling can be made through the school office.

Academic Information

Textbooks

Primarily, the Academy uses a combination of textbooks from distinctively Christian publishers, A Beka Books and Bob Jones Press. Both of the publishers present their material from a theistic worldview. Occasionally, a textbook will be used from another source.

Grading Scale

98-100	A+	87-89	B+
94-97	A	83-86	B
90-93	A-	80-82	B-
77-79	C+	68-69	D+
73-76	C	66-67	D
70-72	C-	65	D-
		64-0	F

Progress Reports

Report Cards

Report cards are released to the parents approximately one week after each grading period. It is not the only way to show parents how a student is generally performing in class. No report card is completely satisfactory in communicating a student's progress.

Therefore, conferences, notes, and telephone calls are also helpful in communicating a student's accomplishments.

Comprehensive Reports

Comprehensive Mid-Quarter reports are sent home during the middle of each quarter. They are designed to inform parents of their child's progress or deficiencies.

Student Records

The school maintains records of grades and transcripts for a minimum of 5 years. Transcripts and diplomas

Parent –Teacher Conferences

Parent-Teacher Conferences are offered for all parents after the mid-quarters for the first and third quarters. The school office will make appointments for each family. These appointments are important in order for the teacher to communicate with the parents about their child’s progress. If you would like to talk to the principal or a teacher, please call the school office to schedule a meeting.

Graduation Requirements

High School diplomas are issued on the basis of credits earned. Students typically earn .5 credits per semester for classes that meet five times a week or .5 credits per year for classes that meet two or three times a week.

	<i>Minimum</i>	<i>Typical</i>
Bible.....	4 credits*	4 credits*
English.....	4 credits	4 credits
Mathematics.....	3 credits	4 credits
Science.....	3 credits	4 credits
Social Studies /History	4 credits	4 credits
Physical Education.....	1 credit	1 credit
Guidance.....	1 credit	1 credit
Foreign Language.....	2 credits	2 credits
Electives.....	2 credits	3 credits
Total: 24 credits		27 credits

**Students must take Bible every year that they are at KBA*

Courses Offered

In order to keep tuition affordable and still provide quality Christian education, KBA combines some secondary grades together. The following classes are offered at KBA, but not necessarily every year.

7th Grade

Bible
English 7
Mathematics
Reading 7
Life Science
U.S. History & Geography
Physical Education
Help Class Math/ English

8th Grade

Bible
English 8
Pre-Algebra
Reading 8
Earth Science
World History & Geography
Physical Education
Help Class Math/ English

9th Grade

Bible
Introduction to Literature
Algebra I
Physical Science
Geography/ Hawaiian History
Speech/Drama
Physical Education
Elective

10th Grade

Bible
World Literature
Algebra 2
Biology
World History
Computer
Physical Education
Elective

11th Grade

Bible
American Literature
Geometry
Chemistry
U.S. History
Spanish I
Guidance
Elective

12th Grade

Bible
British Literature
Pre-Calculus or Math Elective
Physics
U.S. Government/ Economics
Spanish II
Guidance
Elective

Electives

Although the number of electives offered at KBA is limited, students who are in good academic standing may choose Art, Choir, Computer Literacy, Study Hall, Teacher’s Aide, and other courses that may be available. In addition to these electives that are offered periodically, students may also take classes utilizing Accelerated Christian Education (A.C.E.) materials.

Adding or Dropping Courses

Electives and core classes may be added to a student’s schedule with administration’s approval. Classes may be dropped at the request of the parents or because of academic probation. After the first two weeks of class, no refund will be given for electives requiring a user fee.

Homework

Homework assignments are an important part of the learning process and must be completed as assigned. In some classes, homework is given as review and is necessary for mastery of the subject, *i.e.* history or literature.

Certain assignments may take longer. However, in most cases, students can expect the following amount of home study:

Grade K-2	15-45 minutes daily
Grade 3-6	30-60 minutes daily
Grade 7-12	30-90 minutes daily

Summer School Classes

If staffing is available, Ko‘olau Baptist Academy offers summer school for elementary through High School.

For secondary students who wish to enroll in summer school courses for credit at other schools, they must consult with the principal. KBA may not accept credit for any summer class that is normally taught in the regular school year at KBA. Parents may wish to inquire at the school office about summer correspondence classes or tutoring offered through KBA.

Academic Probation

Any student who earns less than a 2.00 G.P.A. during any quarter will be placed on academic probation. An academic counselor will be assigned to monitor the student's progress. The academic counselor along with the parents and student will devise and implement an appropriate plan to raise the student's grade. Part of the 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.

Retention in Grade

Students who do not master key performance objectives are subject to being retained at the same grade level the following year. Parents will be notified at the end of the school year what concepts their child has not mastered. At the end of the summer, the students will be tested again. If the concepts have been mastered, then the student will be promoted to the next grade, otherwise the student will be retained in grade.

Testing

Several tests are administered yearly to monitor the student's progress.

Placement Testing

Placement tests are usually given to new students before they begin regular classroom instruction. Recent standardized test results may be sufficient to meet this requirement. These tests are used to determine the student's ability to perform at expected levels.

Achievement / Ability Testing

The Iowa Assessments and CogAT tests is given each year in April. Results of the tests are mailed to the parents for their records.

Learning Disabilities

If the parent or teachers suspect that a student 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. Call (808)-733-4977.

Honor Code

Students enrolled at Ko‘olau Baptist Academy are expected to maintain high personal standards. Cheating on any quizzes, tests, exams, projects, or homework assignments will result in a zero (“0”) for the assignment, and disciplinary action. Any student who provides answers to another student in order that they may cheat will be disciplined accordingly.

Academic Honors

Elementary (1st-6th)

Students who earn all “A’s” will be placed on the “All A Honor Roll.” Students who earn all “A’s” & “B’s” will be placed on the “A-B Honor Roll.” Only grades in Bible, Reading/Phonics, Language, Mathematics, Science, and History will be used to determine elementary honor roll students.

Secondary (7th-12th)

Students earn academic honor based on their overall grade points average in each semester. Students who earn a 3.25 G.P.A. or better will be placed on the honor roll. senior

Valedictorian and Salutatorian

The Valedictorian and Salutatorian for the graduating class will be determined according to G.P.A. The recipients of the awards will be honored at their graduation ceremony. Recipients must have a

- Minimum cumulative G.P.A. of 3.50
- Enrolled/ Attended KBA their 11th and 12th grade years.
- Faithful in their Church attendance and service
- Recommendation letter from their pastor

Eligibility for Extra-Curriculum Activities

All students participating in extra-curricular events must maintain a 2.00 G.P.A. and may not have received an “F” in any subject. Eligibility will be determined by quarterly grades. Eligibility may be reinstated as soon as the student’s quarterly report card shows a 2.00 G.P.A. (or better) and no “F’s”.

Dating

In order to provide an environment conducive to a pure lifestyle and promote wholesome relationships, KBA students must willingly abide on and off campus by the Academy's dating policy. Dating is only permitted for 11th and 12th grade students who have permission from their parents or guardians. Younger students are not permitted to date. Furthermore, all students are to conduct themselves in a manner that honors the Lord Jesus Christ and in a way that is above reproach.

Specifically, students are not to be alone with members of the opposite sex; nor are there to be any physical contact between members of the opposite sex while at school or school related events. (1 Corinthians 7:1-2)

Because we live in an extremely promiscuous society where premarital sex among teenagers is common, it is important that we establish this high standard. We trust that this policy will provide our teenagers with the freedom to develop wholesome relationships, strong friendships, and a right view of themselves. Furthermore, we trust that this policy will protect our students from the sin, guilt, and consequences associated with immorality.

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 will lead to dismissal. Parents/Guardians must support their child by supporting the school's dating policy at home or their child will not be allowed to continue at KBA.

Music

Music is an important part of our lives and a powerful means of communication and persuasion. Therefore, it is important that the music (lyrics, melody, and rhythm) we listen to for worship and entertainment be honoring to the Lord Jesus Christ and consistent with Christian values. Students at KBA must choose not to listen to music that does not honor the Lord; this would include rock music (all kinds including soft, "Christian," heavy metal, etc.) country western, rap, reggae, etc. This rule also applies to watching music videos and attending concerts. The school expects the students to abide by this rule and the parents to help enforce this rule.

Standards of Conduct

Self-discipline is essential in the development of godly character. Students should be taught what is right, based on biblical principles. When biblical principles are violated, students should be reproved, corrected, and then taught how to do what is right (II Timothy 3:16). It is our desire that the Academy's policies and standards of conduct should reinforce the values of your family. Parents of **kindergarten** and **elementary** students must willingly agree in writing to support their child by supporting all school rules, policies, and standards. All **secondary** students and their parents must agree in writing to support and comply with the school rules, policies, and standards.

Students who violate the school's standards of conduct will be referred to the administration for counseling and disciplinary action (Detention, Suspension, and Expulsion). Students involved in drinking, illegal drugs, smoking/vaping or immorality will be expelled

General Conduct

1. **Students should seek to please the Lord at all times.**
They should not seek to mimic or promote non-Christian values. Students are to obey and show proper respect toward those who are in authority over them.
(1 Corinthians 10:31, 15:33; Romans 13:1)
2. **Students are expected to use appropriate language at all times.**
Swearing or coarse talk inconsistent with Christian values is not permitted.
(Psalm 1:1, Ephesians 4:29, 31)
3. **Student behavior in the classroom is to be conducive to learning.**
This would include being on time, being prepared for class, and following directions. Disruptive behavior, communicating without permission, and chewing gum or eating candy in class are not permitted.
(James 1:19, Proverbs 1:5)

4. **Students are to respect the private property of others.**
They are not to borrow items without permission. They are not to deface school textbooks, desks, lockers, or property. Any act of vandalism will require restitution.
(Exodus 20:15-17; Matthew 7:12)
5. **Students are to respect one another.**
There is to be no name calling, teasing, bullying, racial slurs, acts of aggression, rough play, fighting, or remarks/actions that might be construed as sexual harassment.
(1 Peter 2:17; Ephesians 4:32; 1 Corinthians 7:1-2)
6. **Students are to maintain high standards of personal integrity.**
Lying, cheating, or stealing will result in serious disciplinary action. Immorality will result in expulsion. Vaping and smoking will result in expulsion.
(Exodus 20:16; Galatians 6:1-7)
7. **Students are to abide by the state and federal laws.**
This would include, but is not limited to, laws governing alcoholic beverages, illegal drugs, carrying concealed weapons, theft, and tampering with the fire alarm system. Violations may result in immediate expulsion.
(Romans 13:1-7)

Students are to obey all administrative directives as found in the handbook and such that may be added from time to time.

General Dress Standards

Ko‘olau Baptist Academy emphasizes that students should always dress modestly, appropriately, and as a good example at all times. The following guidelines apply to both the school uniform and other clothes worn to school, school events, and church events.

Specifically for Boys

- Trousers must be neat and in good condition. They should not be tight-fitting or excessively baggy. On trousers with belt loops, belts must be worn, and trousers should never sag below the waist.
- Uniform bottoms: Only blue trousers or shorts may be worn with the uniform (Elementary boys). Only khaki trousers may be worn with the uniform (7th-12th grade boys).
- Dress shoes or athletic shoes are permitted. Laces must be laced up and tied at all times. Please no sandals or slippers or crocs.
- Shirts must have a collar, and all appropriate buttons must be fastened. Shirts with tails must be tucked into the trousers.
- Boys are expected to maintain clean-looking, tapered haircuts. Specifically, the hair should not touch the eyebrows or collar and should not hang over the ears. Sideburns should extend no longer than the middle of the ear. Hair may not be tinted. Boys who come to school with unacceptable haircuts may be sent home until corrected.
- Boys may not wear earrings, necklaces, or bracelets/wristbands. Furthermore, baseball caps or hats may not be brought to school or school-related events without permission.
- 7th-12th Grade non-uniform jackets or sweaters are not allowed. Jackets and sweaters are available at our uniform company.

In all matters of dress, the judgment of the administrator will be final. The administrator reserves the right to make necessary changes in the dress code because of changing styles.

Specifically for Girls

- (Elementary) Skorts must be modest, appropriate, and a good example.
- (7th – 12th) The length of skirts, skorts, and dresses must reach to the knee while standing. Skirts are not to be rolled at the waistline to make them shorter. No tight fitting, body-form tops or bottoms, or slits. Necklines must be modest in all cases.
- All Shorts are to the knee while standing. They should not be rolled at the waist.
- Shoes, sneakers, or sandals may be worn to school. Laces must be laced up and tied at all times. No beach slippers or crocs.
- Please, no excessive use of cosmetics or jewelry.
- 7th – 12th Grade non-uniform jackets or sweaters are not allowed. Jackets and sweaters are available at our uniform company.

In all matters of dress, the judgment of the administrator will be final. The administrator reserves the right to make necessary changes in the dress code because of changing styles.

Uniforms

Uniforms are to be ordered and purchased directly from the local uniform company the school is under contract with. It is recommended that parents purchase at least three sets of uniforms. Please see the school office for brochures. Uniforms are to be kept clean and neat in appearance.

Grace Days

Sometimes, due to unforeseen circumstances, the student might not be able to wear his uniform. Therefore, twice each semester students are allowed to wear other clothes provided they meet the dress standard.

Physical Education Uniforms

The mandatory Physical Education (PE) uniform for 3rd -12th grade consists of a KBA t-shirt and KBA shorts for boys and girls. The P.E. uniforms may be purchased from the school bookstore.

The Mandatory PE Uniform Policy

All students participating in Physical Education must wear the **full, designated uniform**:

- KBA T-shirt and shorts (at or below the knee)
- **Athletic shoes (sneakers) with secure laces**

Safety and Severity of Non-Compliance

The uniform policy is not arbitrary; it is a critical safety measure.

- **Athletic shoes** are required to provide proper traction and ankle support, which is essential to prevent trips, falls, sprains, and other serious injuries during physical activity. Students wearing sandals, slippers, or non-athletic footwear will be **excluded from activity** for their own safety.
- The required shirt and shorts ensure students can move freely and remain comfortable, reducing the risk of overheating and allowing for unrestricted movement during exercise.

Strict Enforcement and Consequences

Failure to comply with the mandatory uniform policy will result in the following:

1. Students not in the full, proper uniform **will not be permitted to participate** in the day's activities and will receive a **non-participation grade**.
2. Repeated offenses will result in an immediate and significant impact on their overall grade. **Students with excessive violations will fail the Physical Education course, regardless of performance in other areas.**

Doctor's Notes: Any student with a temporary medical condition requiring accommodation or exemption from physical activity must have a valid doctor's note **submitted to the main office prior to the class period**. A note *after* a violation has occurred will not excuse a student from a missed participation grade.

Discipline

Classroom Behavior

Every teacher at KBA is expected to use appropriate classroom management techniques to ensure that proper classroom decorum is maintained. This involves correcting behavior problems before they become disruptive, establishing and enforcing clear classroom rules, and working with parents to change undesirable behavior. Elementary teachers may isolate or restrict students from certain activities for violating classroom rules. Teachers in grades 7-12 may issue detention for students who violate classroom rules.

Students who violate the school's standards of conduct will be referred to the administration for counseling and disciplinary action (Detention, Suspension, and Expulsion). Students involved in drinking, illegal drugs, smoking/vaping or immorality will be expelled.

Parental Support

Every parent wants to support his child. The best way you can support your child is by supporting your child's school in matters of discipline. We are on you and your child's side and only desire to see your child succeed academically, spiritually, and socially. If your child continually misbehaves in class or violates the school's general Standard of Conduct, then he will be sent to the office. In serious cases, you will be notified and asked to discipline your child. If the child is repeatedly sent to the office and your discipline efforts are ineffective, then you will be asked to withdraw your child from school.

The administration also reserves the right to ask students to withdraw from school at any time whose attitude and/or lifestyle are not in agreement with the philosophy and aims of the school.

Appeals

The administration of KBA is more than willing to discuss your concerns related to discipline. The parents may also appeal to the KBA School Board in writing and request a meeting to appeal any discipline related decisions made by the administration. The school board for KBA is made up of the pastor, deacons, and trustees of Ko'olau Baptist Church.

Health and Safety

Health Records

Students entering any school in the State of Hawaii for the first time must:

- Complete a physical examination by a licensed physician or have had one within a year of the date of entry to school.
- Be immunized according to the State Department of Health's regulations governing communicable diseases and produce proof of clearance from tuberculosis (required before attending any class). A free skin test is available from the State Department of Health.
- A Form 14 Health Record is required for attendance. It must be filled out and signed by the child's physician.

Illnesses and Injuries

Should your child become sick or injured while at school, you will be called. Your child will be in the health room until he is picked up. It is the parent's responsibility to make arrangements for someone to pick up their child at school. Please do not delay in picking up your child from the school office if they are ill.

The school will not administer over-the-counter medication, including aspirin. Small wounds and abrasions will be cleansed and bandaged. After all attempts to contact parents have failed, the school will call "911" for life threatening or serious injuries.

Pre-existing Conditions

The parents must identify in writing on the student's application form any chronic illnesses a student might have; including, but not limited to asthma, heart conditions, diabetes, hemophilia, hepatitis, HIV+, etc. KBA must also be instructed in writing what should be done in the event your child should suffer from any mentioned illnesses at school. Students who need to take prescription medication at school will need a note from their parents and the medicine must be kept in the office.

Attendance Requirements

Attendance is required for all classes. Please call the school office in the morning if your child is going to be absent from school.

Absences are classified according to the following conditions:

Absent - Given to a student who misses all or part of a school day. For illness, doctor's appointments, family vacations, or death in the immediate family. The student must bring a note explaining the reason for the absence and make arrangements to make up any work missed due to the absence.

Late Arrivals - Given to students who are late for school. Students who are late for school must come to the office and check in with the attendance secretary. Students in grades 7-12 will be given 30 minutes detention for each late arrival over six (6).

Tardy - Given to a student in grades 7-12 who is late to any class after the first class. Students must go to the office and get an unexcused tardy pass. 7-12 grade students will receive 30 minutes detention for being tardy.

Grade Reduction for Excessive Absences

For grades 7th-12th Grade (Per Semester)

If a student exceeds 12-16 absences, the student's grades will be reduced 5%. For 17-21 absences grades will be reduced 10% and absences over 22 will be reduced 15% at the end of either 1st or 2nd semester.

Early Dismissal

If you must pick up your child early from school, please go to the office and request an Early Dismissal Pass. If anyone other than the parent is to pick up your child, please call the school office or send a note with your child. Please do not go directly to any classroom to pick up a child. Go to the office first.

Church Attendance

Students in grades 7th-12th must attend Ko'olau Baptist Church at least once each week as part of their quarterly Bible class grade. Attendance may be fulfilled at any Sunday service or the Wednesday evening service and will be monitored and recorded.

Miscellaneous

Athletics

KBA offers volleyball, basketball, and soccer for boys and girls. Participants must meet eligibility requirements, have parental permission, provide transportation for after-school practices and games, and pay a small fee to help cover program costs.

Automobiles

High school students who drive to school must exert great care, especially while driving on the church property. Students may lose their parking privileges at KBA if they are caught speeding on campus, not yielding to pedestrians, and not following the rules of the road. A permission form must be obtained from the school office for all students driving and parking on campus.

Awards

The opportunity to earn special recognition and awards is a strong motivator for many students. Besides giving out awards throughout the school year, KBA concludes the school year with an Awards Night and Open House for elementary students and an Awards Banquet for secondary students. Attendance is strongly encouraged. Special awards given include: The Teacher's Award for best student in each class, the Principal's Award for highest G.P.A., the Pastor's Award for character and leadership, the Onesimus Award for displaying a Servant's heart, and the Timothy for an exemplary Christian walk, and the Barnabas Award for encouraging others. Other awards include the highest average in certain classes and participation awards.

Birthdays

Parents of kindergarten and elementary students are more than welcome to work with their teachers in arranging birthday parties. Because of our heavy academic load, maximum time should not exceed one hour including the half-hour lunch period.

Secondary students will not be allowed to celebrate birthdays during class.

Cellphone

The school office phone is for official use. Important messages for students will be delivered at an appropriate time. Students will be called to the phone during school hours only in the case of an emergency. Students may use the phone only after securing permission first. Students are not to use cell phones at school during school hours. Cell phones must be turned off during the school day. If the student does not have authorization to use their cell phone, he/she will receive detention and phone will be confiscated, and parents will need to pick up cell phone at school.

Closed Campus

All requests to leave the school grounds while school is in session must be approved by the office. Any student who leaves without permission will be considered truant. The school will take appropriate disciplinary action.

All visitors to school must report to the office.

Damage to Property

The parents or legal guardians of students who damage school or church property by negligence or misuse are liable for replacement or repair of the property.

Disclaimer of Liability

Ko'olau Baptist Church will not be financially responsible for any injuries or accidents that may occur at school or the church before or after normal school hours should parents or legal guardians leave their children unsupervised during these times.

Field Trips

During the school year, the students will go on excursions or have activities which will necessitate transportation and/or admission charges. The parents/guardians will be notified about the cost ahead of time. Parents are always welcome to help as chaperones, but non-school children are not permitted. Field trips that are educational in nature are not optional; they are part of the learning experience at KBA.

Insurance

KBA has student accident insurance covering the students while they are at school during normal hours of operation and while they are on field trips. Because of the rising cost of insurance, the school's policy does not include athletic games and after-school practices. Parents of athletes participating in inter-scholastic sports must sign a consent form assuming financial responsibility for any injuries to their child. No student will be allowed to participate without his guardians signing the release form.

Lockers

All students in grades 7-12 will be provided a locker to use. All lockers are property of the school and are subject to periodic inspections. They are to be kept in a neat and orderly manner at all times. Students should not keep any items of value in the lockers.

Using locks is up to the discretion of each student; however, the school will not be responsible for stolen items under any circumstances.

Lost and Found

Articles left in lost and found for more than 30 days will be disposed of at the administration's discretion.

Off Limits

Because of the unique characteristics of our church property, students will be restricted from certain areas of the property. Each semester the teacher will remind their students of those areas designated as "Off Limits."

Parties

Both the elementary and secondary students will have a party day prior to Christmas vacation. The elementary school will celebrate the end-of-the-school year with a picnic. Parties or the bringing of snacks or refreshments at other times of the year must be approved in advance by the principal through the classroom teacher.

Required Functions

Students are required to attend all scheduled class activities related to the curriculum. Grades may be reduced for not attending required functions. Attendance at other events is strongly encouraged.

Room Mothers and Fathers

Moms, dads, and grandparents are encouraged to become actively involved in the education of their child. Helping with field trips, class parties, special art projects, or P.E. is always appreciated. All volunteers must dress according to school standards. Please see the principal if you would like to help on a regular basis.

School Hours and School Days

The school day for students is from Monday through Friday. The students will be in school for 170 days. School hours:

Kindergarten and Elementary	8:15 a.m. to 3:00 p.m.
Secondary (7-12 th)	8:15 a.m. to 2:45 p.m.

A school calendar (which lists all holidays and special events) is available from the school office.

Social Media

Students use of social media must follow the school's standard of conduct in all postings on any social media platform. Any breach of conduct including standards in dress will be evaluated and may result in disciplinary action.

Storms and Natural Disasters

Parents should use sound judgment as to their child's welfare. Do not send your child to school if Kaneohe or your neighborhood is under a "Flood Warning," "Hurricane Warning," or any other major storm or natural disaster warning. In most cases the school will attempt to notify parents if the school is to be closed.

If an emergency situation occurs at the school, the school will be evacuated to Kapunahala Elementary School and notify you how to pick up your child. This is part of a reciprocal emergency contingency plan worked out between KBA and Kapunahala Elementary School.

Textbooks

Textbooks are the property of the school and are issued by the school. Re-useable textbooks are to be covered by the student with an appropriate book cover. The student's name and the title of the book should be written neatly on the outside. Book covers must be replaced if they become torn or soiled. At no time is a student to write in, tear, damage, or turn under the pages of any re-usable textbook. Fines will be assessed for damage to textbooks. In the event a student loses a textbook (missing for more than a week), the student must purchase a new one through the school office.

Transportation

Transportation will be provided for field trips and extracurricular activities. There may be a nominal charge for bus rental. Students are to abide by all safety rules and the directions of the bus driver while on the bus.

Visitors

Parents are always welcome to visit their child's class and are encouraged to do so. However, non-family members must secure the principal's approval at least 48 hours prior to visiting. All visitors must observe the same dress code as *students*.

Withdrawal Policy

Students must be formally withdrawn from KBA before any records can be transferred to another school. Students must return all school owned materials. The parents are responsible for full payment of all charges and tuition. Records will not be released until all conditions are met and a request is made by another school.

Yearbook

The yearbook is published annually for the interest and enjoyment of our students. The comprehensive fee covers the cost of the yearbook.

Notification of No Asbestos

Asbestos, a mineral made of many fibers, is known to be the cause of several lung diseases, including cancer; however, it has many redeeming qualities, such as being fire-resistant and strong, which makes it ideal to use in construction materials. It is found in everything from roofing materials, decorative ceiling sprays, and gypsum boards to concrete blocks, floor tiles, and insulation.

Asbestos is only hazardous when microscopic fibers are inhaled. The purpose of the Asbestos Hazard Emergency Response Act (AHERA) is to get schools to either remove the asbestos from their buildings or at least keep the fibers from entering the air. Hawaii schools are fortunate to have very little asbestos in their buildings and virtually nothing that would pose an immediate health hazard. Ko‘olau Baptist Academy hired an EPA accredited asbestos inspector to inspect our school buildings. **The inspection and results of laboratory analysis show that there is no friable asbestos containing materials in our school.**

Each school is required to develop and submit to the State an Asbestos Management Plan. Our school's Management Planner was prepared by an EPA accredited Management Planner and submitted to the Department of Health by the October 12, 1988, deadline. The State has not rejected our Management Plan (which is their way of accepting it).

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.