

Dear Families,

Welcome and thank you for being a part of the Kona Christian Academy family! As this new school year begins we reflect on our beginnings. Our school was conceived by a small group of praying mothers asking God to take care of our children. During those quiet times of prayer the moms gave their children back to God and asked for His blessing and His will for each one of them. As these prayers were received, God began to honor them and open doors that were quite exciting and amazing.

As it was from prayer that we began, so it is in prayer that we go forth - always asking His direction and His will.

May the Lord God bless you and your entire family throughout this coming year.

Sincerely in Christ,

Thaddea Pitts
Administrator

Nancy Begley
Principal

Philosophy

The philosophy of Kona Christian Academy is established from the Christian view of life. The Bible speaks of the moral and spiritual instruction of believers in general, and of children in particular. It places a high value upon knowledge and defines its ultimate purpose.

The Bible is specific that education is to begin in the home. Parents are responsible for their children, which includes educating them. The church also assumes the role of teaching to further the maturation process. In order to reinforce the educational ministries of these institutions, Christian schools have been formed.

The basis of the educational experience of a student is found in the person of Jesus Christ and His written word - the Bible. Kona Christian Academy offers an environment that promotes and teaches spiritual principles of living. It encourages human relationships within the context of Biblical direction.

The curriculum of Kona Christian Academy is created from a philosophy which places God, not man, in the center of all things. This philosophy stimulates each student to develop each given talent to its highest potential.

Purpose

The purpose of Kona Christian Academy is to provide a program of scholastic excellence for children in Kindergarten through 7th grade, centered around the triune God- God the Father, God the Son, and God the Holy Spirit. Our intent is to teach God's word in a nondenominational setting.

Statement of Faith

We Believe:

1. The Bible to be inspired, the only infallible, authoritative Word of God.
2 Timothy 3:16, 2 Peter 1:21
2. There is one God, eternally existent in three (3) persons: the Father, the Son, the Holy Spirit- Genesis 1:1, Matthew 28:19, John 10:30
3. In deity of Christ- John 10:37, in His virgin birth- Isaiah 7:14, Matthew 1:23, Luke 1:35, in His sinless life- Hebrews 4:15, 7:26, in His miracles- John 2:11, in His vicarious and atoning death- 1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9, in His bodily resurrection- John 11:25, 1 Corinthians 15:4, in His ascension to the right hand of God the Father and in His personal return in power and glory- Acts 1:11, Revelations 19:11
4. In the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that we are justified on the single ground of faith in the shed blood of Christ, and that only by God's grace and through faith alone we are saved- John 3:16-19, John 5:24, Romans 3:23, Romans 5:8-9, Ephesians 2:8-10, Titus 3:5
5. In the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation- John 5:28-29
6. In the spiritual unity of believers in Jesus Christ- Romans 8:9, 1 Corinthians 12:12-13, Galatians 3:26-28

With the desire to remain united in the salvation and love of Christ and to avoid denominational dissension, the following areas are left to the teaching of the home and church:

- Church government - authority, discipline
- Time and mode of baptism
- Security of the believer
- Timing of future events
- Second work of grace- baptism of the Holy Spirit
- Sinless perfection
- Gifts of the Spirit - tongues, interpretation of tongues, healing, miracle working, discerning of spirits

Goals

Knowing that God is the source of all wisdom, the Christian person should have a thirst for knowledge. There should be a desire for learning throughout a lifetime, realizing that new knowledge is constantly being added in an ever changing world, yet knowing that the highest knowledge is to know Jesus, who never changes. In seeing Christ as the center of truth and the model of God's image for us, we seek to accomplish the following goals as a Christian educational institution. Herein lies the challenge to integrate the spiritual, academic, physical, and life skills into each student.

Spiritual

1. Develop good character, self respect and self worth with Christ as our model
2. Develop a commitment to God through Christ Jesus
3. Learn to apply Biblical principles to every day living
4. Develop knowledge of God's Word
5. Develop a desire to serve God
6. Develop communication with God by reading His word

Academic

1. Develop skills in reading, writing, speaking, listening, thinking, math, science, and history in preparation for successful living and understanding the value that God puts on these skills
2. Learn to be critical thinkers with a Biblical worldview
3. Develop an appreciation for God's creation
4. Develop an appreciation for music and art

Life Skills

1. Learn to respect and relate appropriately to others around us in teamwork and with friendships
2. Develop problem solving and decision making skills
3. Develop an understanding of the principles of safety
4. Develop good stewardship in the areas of time, talents, money, property, etc.
5. Learn servant leadership

Physical

1. Develop awareness of care and development of the human body
2. Develop a respect for the human body as the temple of the Holy Spirit
3. Develop an appreciation and respect of our physical uniqueness
4. Develop an understanding and acceptance of the rewards of sexual purity by Biblical standards
5. To glorify God through physical activity (PE/ sports)

Admission Standards

All students seeking admission to Kona Christian Academy must meet the following:

1. Complete and submit the required forms.
2. Attend a personal interview with the principal and a staff member (usually with both of the parents and student).
3. Be willing to follow school policies and procedures.
4. Strive to do their best work in all areas.

A waiting list will be formed for students wishing to enroll should a vacancy occur. There will be a \$150.00 (non-refundable) processing fee that must accompany the enrollment forms.

No student will be admitted directly following suspension or expulsion from another school.

Medical Records

Prior to attendance, a medical report is to be on file in the school office, with up to date immunizations and parental release forms for emergencies. Current vision/hearing screenings and TB results should be included.

Insurance

Kona Christian Academy does maintain student insurance. Brochures explaining coverage will be given out with Student Handbooks. They may also be obtained through the office.

Non-Discriminatory Policy

It is and shall be the policy and practice of Kona Christian Academy, in the admission of students or the hiring of employees, not to discriminate on the basis of the applicant's race, color, sex, or national or ethnic origin.

School Certification

Kona Christian Academy has been licensed through the Hawaii Council of Private Schools. We are members of the Association of Christian Schools International.

Curriculum

At Kona Christian Academy, we provide a comprehensive education from kindergarten through seventh grade. Our school is directed and staffed by qualified teachers.

Students are taught in traditional classrooms, using primarily "A Beka" materials. This program features the following:

1. Phonics-based reading, beginning at the kindergarten grade level.
2. Christian truths and values integrated in the curriculum through challenging academic work.
3. A system of directed teaching methods that allows for individual differences within a structured program.
4. Curriculum which is up-to-date, attractive, and free of humanism.
5. An eclectic approach gives our teachers the ability and freedom to use their creativity to enhance the learning process under the direct supervision of the director.

Curriculum Description

Kindergarten

Reading Programs: Sing, Spell, Read and Write, complemented with A BEKA BOOK Christian Reading Series.

Phonics: drill and sentences.

Arithmetic: number recognition, counting, addition facts.

History, Science, Bible instruction and Poetry memorization.

First Grade

Reading: A BEKA BOOK Christian Reading Series.

Phonics: drill and word analysis skills.

Writing: spelling, writing words and sentences.

Arithmetic: emphasis on addition, subtraction, introduction to simple tables of fractions.

History, Science, Bible instruction and Poetry memorization

Second Grade

Review of first grade material.

Reading: many books, including A BEKA BOOK Christian readers.

Phonics: drill work and word analysis skills

Language Arts: writing, vocabulary building, cursive writing, punctuation, capitalization, usage, alphabetizing.

Arithmetic: addition, subtraction, introduction to multiplication, division, estimation, metrics, Roman numerals, and fractions.

History, Science, Bible instruction and Poetry memorization

Third Grade

Reading: A BEKA BOOK Christian Readers and other books.

Language Arts: grammar, punctuation, penmanship, spelling, vocabulary, poetry, and study skills.

Arithmetic: addition, subtraction, multiplication, division, combinations, story problems, place value, estimation, English and metric systems, time, graphs, averaging, fractions, geometric shapes.

History, Science, Bible instruction, and Poetry memorization

Fourth Grade

Reading: character building stories, vocabulary, comprehensive and speed reading.

Language Arts: grammar and usage, composition, spelling.

Arithmetic: drill in speed and accuracy in the four arithmetic processes, multiplication, and division of 2-digit numbers, fractions, measurements, Roman numerals, equations, scale drawings, etc.

History, Science, Bible instruction are also included.

Fifth Grade

Reading: character building novels are introduced, speed reading, and book reports.

English: grammar and usage, creative writing, library research projects, speech and study skills.

History, Geography and Science

Arithmetic: drill in speed and accuracy in the four arithmetic processes, decimals, word problems, fractions, measurements, equations, graphs, geometric shapes, perimeters, area.

Bible instruction and Poetry memorization are also included.

Sixth Grade

Reading: novels with high moral value and book reports.

English: recognition of the eight parts of speech and usage, creative writing, library research, journals, speech, and study drills.

Arithmetic: basic operations, English and metric measurements, factoring, fractions, decimals, percents, graphs, geometry, pre-algebra.

History, Science, and Bible instruction

Seventh Grade

Literature: poetry, novel, and short story exploration

English: inclusive grammar review, creative writing, expository writing, speech, spelling, and vocabulary development.

Mathematics: basic operations, fractions, proportions, percents, personal finances, measurements, geometric concepts, graphs, use of formulas, pre-algebra, negative numbers, powers, and roots.

Health from a Biblical perspective. History, Geography, and Science. Bible instruction.

All grades receive instruction in PE, Vocal Music, Arts and Crafts.

Tuition and Fees

See current student application.

Financial Policies

Tuition payment may be handled in two ways.

1. Total tuition can be paid to the school before July 15th. There will be a 5% discount for this payment method.
2. You have the choice of a 9 or 10 month payment plan. The 9 month plan goes from September-May and the 10 month plan goes from August-May. No credit will be given for school absences. (Note: this includes Christmas and Easter/Spring breaks.)
3. Tuition payments are due the 15th of each month. If tuition is not received by the end of each month, the student will be disenrolled. Communication with the school MUST be made for any late payments.

Transfer-In Students will be charged on the basis of the number of days left in the school year.

Transfer-Out Students need to contact the office to settle their accounts. The parents should notify the school at least 24 hours before withdrawing. A notice of 30 days is usual conduct and stated so in the application. Parents must come to the school office, settle all accounts, and receive a withdrawal form for the student to check out. No records will be released until all details of the withdrawal are completed. A copy of the most recent report card and current grades will be given to the parents when all of the above is complete. All record forms will be sent when Kona Christian Academy receives a written request from the next school to be attended by the student.

General Information

School Hours

8:15 am - 2:30 on Mondays, Tuesdays, Thursdays,
and Fridays (Elementary)

8:15 am - 2:45 on Mondays, Tuesdays, Thursdays,
and Fridays (Jr. High)

8:15 am- 1:30 on Wednesdays (Elementary)

8:15 am- 1:45 on Wednesdays (Jr. High)

After School Program

Kona Christian Academy provides an after school care program for our students. The hours are 3:00-5:30 p.m. Mondays, Tuesdays, Thursdays, Fridays, and 2:00-5:30 p.m. on Wednesdays. All students that have not been picked up by 3:00 (2:00 on Wed.) will automatically be put in the after school program. Parents are to provide snacks for their child for this time. The office has the necessary forms to enroll your child in the after school program.

Church Attendance

Recognizing the importance of home, school and church working and praying together in the training of young people, we request that all families with children in Kona Christian Academy regularly attend a church of their choice for fellowship, spiritual growth and reinforcement of Christian truths.

School Attendance

The school recognizes the need for regular attendance so the student can get the most from his/her education. Students who have been absent must present a signed and dated note from the parent to the teacher on the day they return to class, stating the reason for the absence, or you may phone the school and we will relay the message to the teacher. For prolonged absences we suggest that you make arrangements with the teacher for make up work. We would prefer that family vacations be taken during school vacation times.

If a child becomes ill during school hours, it is imperative that the child be picked up as soon as possible. The school asks each family to have a back up plan, especially if both parents work. The school is not equipped to convalesce children who are ill.

Tardiness

It is important to arrive on time for school in the morning so as not to disrupt the classroom activities. A student who is tardy must be accompanied by the parent to the office and signed in.

Excessive Absences and Tardies

Students are required by the State of Hawaii to attend school on a regular, consistent basis. A parent is obligated by law to ensure that their child attends school. There is a definite correlation between good attendance and achievement in the classroom. Excessive tardiness to class can also hinder a student's progress. We must follow the State's standards for attendance.

Chapel

KCA will hold chapel once a week for Elementary and for Junior High. An appropriate and interesting Christian person from the community will be asked to share.

Field Trips

Our school classes schedule a number of field trips during the school year. These field trips are designed to enrich learning, along with being enjoyable. The student learns self-control as a natural result of such trips.

Music/Drama

Vocal music is provided at Kona Christian Academy at all grade levels. At times, students will perform plays or skits. Our Christmas program and Spring Concert have been a blessing to family and friends.

Physical Education

PE is an integral part of the program at each grade level. PE uniforms will not be required, however, all students will need athletic shoes (sneakers) which are also fine for classroom use.

Lunch

All students are asked to pack a lunch daily. There is a hot lunch program available.

Transportation

Parents are encouraged to form car pools. If you are interested in this type of arrangement, please call the school office.

Visitors

Students may have visitors only WITH PRIOR PERMISSION OF THE TEACHER AND THE PRINCIPAL. The visitor must be willing to abide by our standards.

Emergency Procedures

Please do not panic. Teachers are to wait to receive instructions from the Administration. In case of a power outage, we will wait for power to return and class will continue on as usual.

In the case of severe rain or wind, students will remain in their classrooms.

Should it become necessary to dismiss school:

1. The Administration will call home beginning with Kindergarten. As parents arrive, the Administration will come get the student to be dismissed and escort them to their cars. If parents are having someone that is not on the approved list pick up their child, please inform the office with permission or your child will not be released to that person.
2. Students are to stay in their classrooms until instructed otherwise. Parents are to be contacted by the office and not their child's cell phone. Cell phone use by students during an emergency will not be allowed. The office will contact parents.
3. Cell phones may only be used in the office or under the knowledge of the administration. This is to make sure that the administration is made aware of the decisions of all parents. Each student needs to be accounted for and may not leave without permission to do so.

Report Cards, Progress Reports, and Grading

Report Cards are issued after each nine week period (or quarter). Progress reports are issued midway through each quarter for grades 4-7. Parent/Teacher conferences are scheduled at the beginning of the year. It is requested that all tuition is paid in full before report cards are released at the end of the school year.

Grading Scale:

A	90-100	D	60-69
B	80-89	F	Below 60
C	70-79	I	Incomplete*

*Incomplete: requirements not made up by a reasonable time will result in the grade automatically changing to an F.

Honor Roll

Superior Honor Roll is achieved by making all A's for the period. Honor Roll is achieved by making a 3.5 average for the period, with nothing below a C.

At Elementary level, receiving 3 unsatisfactory conduct codes (N), will prevent the student from receiving Honor Roll or Superior Honor Roll. By receiving 2 unsatisfactory conduct grades, the student will then move from Superior/Honor Roll to the next level down.

For Jr. High, receiving below 80% on Citizenship will prevent placement on Superior or Honor Roll. Each student is allowed to work off 10 pts. per quarter.

Homework

Homework may be assigned on a regular basis in English, Reading, Spelling, Math, and occasionally Science and Social Studies. The responsibility for completion of assignments is placed on the student. The goals set by the teacher are consistent with what the child is capable of completing each school day. If the student does not complete his/her work at home or at recess, failure to do the assigned work will cause a student to fall behind and will affect his/her grade.

Back to School Night

Back to School Night is held at the beginning of each school year to inform parents of plans, procedures and curriculum in the classroom. All parents are urged to attend.

Newsletter

A weekly newsletter from the administrator will be sent home to keep you informed of any special awards, exciting plans, concerns, and needs of the school. Individual class newsletters are also sent home.

Dress & Grooming

Kona Christian Academy is in favor of tasteful, conservative dress. In all areas of appearance- clothing, hair, jewelry- students should look neat and natural, with emphasis on cleanliness and modesty.

The following should be guidelines for our students:

Boys: Polo shirts (with collar and 3 buttons) of any SOLID color
Preferably zippered pants or walking shorts of a SOLID color
Socks
Tennis shoes or sandals with a back strap
Belt
Conservative jackets

Girls: Polo shirts (with collar and 3 buttons) of any SOLID color
Preferably zippered walking shorts, pants, or skirts (a conservative length)of a SOLID color
Socks (optional)
Shoes or sandals with a back strap
Conservative jackets

Friday is Aloha wear day. Church or Hawaiian clothing is appropriate for this day. Aloha wear for all must not be too low, too loose, too high, or too tight and follow KCA dress code guidelines.

Blouses and shirts must be at least 4 inches from neck to shoulder. No unwholesome pictures on clothing- i.e. cartoon characters, dragons, skulls-either human or animal, etc. No spaghetti straps or bare midriffs for girls. Hats and caps are not allowed during class or chapel. No earrings or ponytails for boys are allowed on campus. Boys' hair should be of a conservative length. If a boy's hair touches the collar of a t-shirt, it is time for a haircut. Earrings for girls should be of a modest length and size. Body piercing and tattoos are not allowed. Hair color for all students must be a natural color, i.e., blonde, black, brown, or auburn. The administration has the final say on these items of dress code.

General Guidelines for Conduct

At KCA we strive to be pleasing to the Lord in all we would do and say. Because of this, the following are general guidelines for conduct.

1. Respect all people and treat them honorably.
2. Respect all personal and school property.
3. Be honest and truthful in all that you do and say.

More specifically, students are expected to:

1. Be respectful to all staff and fellow students.
2. Use proper language at all times. Swearing, complaining, gossiping, and telling improper jokes are not allowed.
3. Keep their hands and feet to themselves. Hitting and fighting with either hands or words are not allowed.
4. Respect school property and fellow students' property. School property that is marked, defaced, or lost will be replaced at the offending student's expense. Gum chewing is not allowed at school.
5. Keep personal items at home. i-pods, DSs, and other personal electronics and personal toys are not allowed and should be left at home as we can not be responsible for things that are brought to school that might be lost or broken. ipads, e-readers and laptops may be used in class with the teacher's permission.
6. Be supervised. Students are not allowed in classrooms or office without a teacher.
7. Be honest. Cheating and plagiarism will not be allowed.
8. Stay at school during the school day. Students may not leave the KCA school grounds during school hours without the office receiving permission from parents or guardian by written note or phone call. All emergency calls must go through the office.

Cell Phone Use

Cell phones must be turned off at 8:00 am and may be turned back on at 3:00 p.m. each school day. Cell phone use during the school day is prohibited. Junior high students are asked to turn in their cell phones each morning to the homeroom teacher. They can be picked up at the end of the school day.

The use of student cell phones during after school care must follow school rules. The student may use their cell phone only with the permission of and in front of the teacher on duty.

Discipline

We endeavor to discipline with love and understanding in each situation. Students are expected to conduct themselves in a Christ like manner.

A positive attitude is essential in maintaining a positive learning environment for the entire student body. In-school suspension (time-out) and possible suspension from school can occur if the situation warrants it. However, no such drastic action would occur unless the parents or guardians had been contacted and no change in behavior had evolved. Corporal punishment will not be used by the school, however, recommendations to the parents may be made.

Any student who is found to be personally involved with or directly contributing to the use of tobacco, alcohol, drugs, or whose conduct or conversations is immoral or indecent, will be suspended or expelled depending upon the circumstances. No type of weapon is allowed on the school grounds, including matches, lighters, knives, guns- including BB guns and air guns.

When a student's attitude is detrimental to the group, he/she will be placed on probation and both parents will be called to the school for a conference. If the staff feels the situation is not improving, parents will be asked to withdraw the child from the school.

There is a Severe Discipline Plan in place for serious student misbehavior. This plan is administered by the principal. There are 6 steps and steps may be skipped depending upon the severity of the offense. These steps begin new each semester.

The Severe Discipline Plan is as follows:

- Step 1: First offense-Parents contacted and an after school work detention
- Step 2: Second offense-Parents contacted and a work detention
- Step 3: Third offense-Parents contacted and a work detention
- Step 4: Fourth offense-A one day suspension along with a conference with the student, principal, and spiritual head of the household
- Step 5: Fifth offense-A three day suspension and conference with parents and principal
- Step 6: Sixth offense-Expulsion will be brought before the KCA school board for consideration

In Junior High, if a student's citizenship grade falls below 80% each quarter, the student will not be eligible for honor roll and will not be allowed to participate in school related activities. Any student on Step 3 of the Severe Discipline plan will be ineligible for school related activities as long as the steps are in place. Any student on Step 2 or greater of the Severe Discipline plan will have their citizenship grade reset to 80% at the new quarter.

Problems, Conflicts, Questions

From time to time, parents may have problems with a policy or standard, conflicts with a procedure of a staff person, or perhaps a question raised by a student's comments at home. We request that parents realize that a student's reporting of an incident at school could be distorted by the student's level of maturity and the circumstances. The best solution is to go to the source and get your information. We endeavor to be open, honest, and quick to correct if we are in error.

In using Matthew 18:15-17, we would ask that this order be followed in time of conflict:

1. Go in private to the staff person to settle the issue.
2. If you feel the matter has not been resolved, then set up a conference between you, the staff person, and the administrator. Most problems or conflicts can be resolved in a spirit of cooperation and understanding at this level.
3. In rare cases where the conflict is still not resolved, a conference would be set up between you and the Board of Directors. This level would only be necessary in grave issues.

Discussions of problems, conflicts or questions between parents and/or those outside the school family is often harmful. Quite often it becomes gossip. It tears down. It does not correct the problem because facts are not known and can be distorted. Please use discretion and follow Biblical principles here by going to the source (staff person, parent, Administrator, Board of Director, etc.) to clear matters quickly and honestly.

Parent Involvement

Parents must have an active commitment to the school. Financial responsibility for payment of tuition and fees is necessary. Prayer support for the school and staff is vital. Involvement in parent organizations, Parent/Teacher fellowships, being a parent helper, room mother, handyman, school builder, gardener, etc. is welcomed and encouraged.

Once a month (on a Saturday morning) a parent workday is scheduled. We ask the parents of one grade per month to come to the campus and help with planting, weeding, painting, etc. You will be notified prior to your chance to come and help beautify our campus. Extra help and expertise is needed and always appreciated!

Student Harassment/Bullying Policy

1. Policy
Kona Christian Academy is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect, which is free from all forms of intimidation, exploitation, bullying, and harassment, including sexual harassment. Employee-to-student and student-to-student sexual harassment/bullying is prohibited. This school is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion.
2. Definition of Harassment/Bullying
“Harassment/bullying”, including “sexual harassment” means unwelcome sexual advances, requests for sexual favors, and the verbal, visual, or physical conduct of a nature that denigrates or shows hostility or aversion toward an individual because of his/her race, color, national origin, gender, disability or age made by someone from or in the work or educational setting, under any of the following conditions:
 - a. Submission to the conduct is explicitly or implicitly made a term or condition of an individual’s academic status, or progress.
 - b. Submission to or rejection of the conduct by the individual is used as the basis of academic decisions affecting the individual.
 - c. The conduct has the purpose or effect of having a negative impact upon the individual’s academic performance or of creating an intimidating, hostile, or offensive educational environment.
 - d. Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through this school.
3. What To Do If You Experience or Observe Harassment/Bullying
Students who feel that they have been subjected to conduct of a harassing/bullying nature are encouraged to promptly report the matter to one of the school officials designated below. Students who observe conduct of a sexually harassing/bullying nature are also encouraged to report the matter to one of the school officials designated below.
All complaints will be promptly investigated.
4. Where to Report Harassment/Bullying
The administrator or principal are specifically authorized to receive complaints and to respond to questions regarding harassment/bullying. They can be reached at KCA 329-3093 or Makua Lani 329-4898.

5. Protection Against Retaliation

It is against the school's policy to discriminate or retaliate against any person who has filed a complaint concerning harassment/bullying or has testified, assisted or participated in any manner in any investigation, proceeding or hearing concerning harassment/bullying.

6. Consequences for Harassment/Bullying

Any employee or student found to be responsible for sexual harassment/bullying in violation of this policy will be subject to appropriate disciplinary action up to and including expulsion or termination. The severity of the disciplinary action will be based upon the circumstances of the infraction.