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*“We are all the work of your hand” —Isaiah 64:8b*

## **SCHOOL HANDBOOK**

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## WELCOME

Welcome to Olelo Christian Academy! We are honored you chose OCA to assist you with your child's education. Olelo is Hawaiian for "Word." Our desire is to see your child grow through God's *Word* into full maturity in Christ Jesus. Thank you for allowing us to come alongside you during this journey. If there is anything we can do, please let us know; we strive to do all things to the Glory of God! This handbook will give you an idea of who we are while providing you with the necessary information to feel confident about partnering with us in the education process. Come join us, and let's get started. It's going to be a great year!

## Who We Are

Olelo Christian Academy is a 501©(3) private Christian school. Everyone is welcome at Olelo where we strive to deliver a quality education with a Biblical worldview to the youth of today. We believe each child is uniquely created and we are committed to a partnership approach in the education of the next generation. Our faculty consists of full-time, part-time and volunteer educators. Local pastors from several churches conduct our weekly chapel, with occasional guest speakers from the community and mission field.

## The Board of Directors

The Board of Directors is a consultative committee to the Principal. Responsibilities include long range planning, finance, development, and marketing. Membership is by appointment. Current Board member contact information is included on our Staff & Faculty information handout. Nominees for potential board members are welcome.

## History

Founded by Mrs. Lynn Luttrell, Olelo Christian Academy (OCA) has a rich history of educating and inspiring children to “*Pursue Excellence to the Glory of God.*” The school began in the Luttrell home as *Kauai Educational Support Services*, offering a homeschool atmosphere with a private school curriculum. Lynn came to Kauai on missionary support to teach at Kauai Christian Academy after graduating with a teaching degree from Biola University in the 1970’s. She later married Phil Luttrell, who served as the Kauai Christian Academy principal for many years. Lynn came home to raise their children and foster children and soon began to conduct homeschool for friends and neighbors who appreciated her expertise. As Lynn’s children grew, Lynn completed her Masters in Educational Administration with the dream of opening a school on Kauai. Her dream was realized in September 2002.

The original motto “*God’s Word, Great Words, My Word,*” encapsulated OCA’s purpose by focusing on God’s Word first and foremost, helping each student to grow through *great words* by giving them a love for learning and encouraging them in their own word as individuals of integrity and honor. From those humble beginnings Olelo remains true to its original purpose and mission. The school has been housed in several Lihue locations prior to our current facility on Rice Street. 2015 was a year of great anticipation as Olelo said farewell to Principal Scott Elledge and welcomed our new Director, Lisa Poole and teachers, Kyle and Raegan Inman. We continue to provide a hands-on, unique educational experience for each child, centered on God’s Word and a Biblical worldview. We have a new logo, a new look, and the prospects for the future are bright!

## The OCA Difference

We give all glory to God for His amazing creation and believe every child is made in His image for His glory and will thrive best in community. After years of teaching, raising children, and participating in various educational settings, we believe you will find that our model is simple. We partner with families and the community to encourage each child to recognize and develop their gifts while challenging them to be their very best for God’s glory. This is accomplished with the right curricula and the right amount of personal instruction and attention to your children to instill in them self-discipline, integrity, and values aligned with a Christian worldview. We are serious about what we do, serious about your child’s education, and serious about doing things the right way. We prayerfully believe you will recognize the OCA difference!

## Mission Statement

*To glorify God by partnering with parents to equip the youth of today for tomorrow by challenging the mind, nurturing the heart & encouraging the soul for a life that best impacts the community in which God places them!*

## Statement of Faith

Olelo Christian Academy is a Christian Educational Institution. Parents, staff and board members must, therefore, be in agreement with the Academy's statement of faith, and with its position as a non-denominational organization.

1. **We believe** the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (II Timothy 3:15, II Peter 1:21).
2. **We believe** there is only one God, eternally existent in three persons – Father, Son and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
3. **We believe** in a literal six day divine creation where God rested on the seventh day (Genesis 1:1, Romans 1:20), that man was created by the direct act of God and in His image (Genesis 1:27), that Adam and Eve, the first male and female, transgressed God's law in yielding to the temptation of Satan and became fallen creatures (Genesis 3).
4. **We believe** in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4:15, 7:26), His miracles (John 2:11), His vicarious and atoning death (I Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His resurrection (John 11:25, 1 Corinthians 15:4), His ascension to the right hand of the Father (Mark 16:19), and His personal return in power and glory (Acts 1:11, Revelation 19:11).
5. **We believe** in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men 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, 5:24, Romans 3:23, 5:8-9, Ephesians 2:8-10).

6. **We believe** in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost to eternal separation from God (John 5:28-29).
7. **We believe** in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 12:12-13, Galatians 3:26-28).
8. **We believe** in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14, 1 Corinthians 3:16, 6:19-20, Ephesians 4:30, 5:18).

## **Non-denominational Position**

We maintain a non-denominational position and in fairness to each family that participates, we will respect and encourage Christian growth within their families and local churches. At the same time, we desire to remain united in the salvation and love of Christ, avoiding disputes that may come from denominational differences. In Christian essentials, unity; in non-essentials, liberty; and in all things, charity!

*This is the day that the Lord has made; let us rejoice and be glad in it.* Psalm 118:24

Students will find a close-knit community of younger and older friends at OCA in an environment that encourages interaction, service, and learning. Our desire is that students will find a comfortable rhythm that promotes an orderly, balanced, and joyful approach to life. Each week will be filled with learning and activities, food and fun, physical education, music, and personal attention. We will worship, learn, and grow together. We are ready for YOU!

### ***Daily Schedule***

The school day is from 8:00 a.m. to 2:30 p.m. for all students.

#### **Daily schedule**

7:45 – 8:00 a.m. – Student arrival

8:00 a.m. – Students report to class

8:05 a.m. – Morning Assembly

8:10 a.m. – Classes begin

Recess/lunch TBD by each teacher

2:00 p.m. – Jr. K dismissal

2:20 p.m. – K – 3<sup>rd</sup> grade dismissal

2:40 p.m. – 4<sup>th</sup> – 9<sup>th</sup> grade dismissal

2:45 – 3:30 p.m. – Extended care

### **Cubbies/Lockers**

OCA students will be assigned a cubby with their name on it at the start of the school year to store unnecessary items for the classroom during the day.

### **Morning Assembly**

Morning assembly attendance is mandatory. Each morning we will assemble together school-wide at 8:05 a.m. Positive values are encouraged as students join in songs, prayer, the Pledge of Allegiance, and general announcements.

## **Classes Begin, Changes & The Bell**

At approximately 8:10 each morning classes will begin. Throughout the day a bell will ring when it is time to change classes. All students should move promptly to his or her cubby to get what is required for the class and be seated and ready for class to start.

## **Chapel**

Chapel is a special time at OCA. We gather together to worship our God and hear His Word. Parents, students and faculty are always invited to attend Chapel for prayer, worship, and a special speaker. Chapel is held on Wednesdays from 8:15 to 9:00.

## **Recess/Physical Education**

Recess/Physical Education will occur daily. For our Pre-K and Kindergarten students this may consist of multiple physical activities throughout the day. Our older students will also have a formal time of PE throughout the week.

## **Lunch & Use of Restrooms**

OCA currently does not possess the facilities to provide hot prepared meals. Students need to bring their own lunch each day. A microwave oven and refrigerator are available for student use. A snack shop will also be available. On occasion we will make you aware of special food days when we will make a lunch available at a nominal fee (example: pizza day).

## **The Afternoon**

Afternoons will consist of classes, ending at approximately 2:30 for "*Campus Cleanup*." Students will have the opportunity to do a few tasks to keep our school looking the way we all desire it to be and maybe try a few new things. We promise it will be enjoyable and not burdensome.

## Code of Conduct

Olelo Christian Academy takes our Code of Conduct seriously. In everything we do we want to be professional ladies and gentlemen doing all things for the glory of God. We represent Him while at school, at home, and in our community. We respectfully request your support and signatures for the OCA Student Parent Resolution and the Code of Conduct included in the Handbook.

## Community Service

All students will participate in regular community service. This includes helping on campus at Campus Cleanup, working together in a community project, or performing in community outreaches such as performing at Community Senior Citizens locations. We want to see our communities benefitting from our love of God! Instructions and forms will be provided when working off-campus.

## Technology & Social Networking Policy

OCA understands the popularity and usefulness of social networking sites and its use by students outside of school; however, sites should reflect our intention to *do all things to the glory of God!*

## Electronic Devices and Cell Phones

Electronic devices & cell phones need to be kept at home or in the OFF position & stored in the student's backpack or purse if brought to school. These devices are not allowed in our classrooms. Those who violate this rule may forfeit their privilege to bring them to school and devices may be confiscated until the parent comes to pick them up.

## Media Use of Photos

We request your permission as OCA uses student photos in the yearbook and social media such as Facebook, school website, blogs and YouTube to showcase our community projects and promote enrollment. Permission slips will be sent home with the enrollment packet.

## Dress Code

OCA's dress code is intended to give practical witness to the school's commitment to honor God and provide a learning environment where all students can concentrate without being distracted by dress. Our dress code is designed to encourage modesty, decency, and propriety and discourages the use of clothing as a significant means of establishing self-identity, gaining attention, or social status. While on campus or at any OCA function, the dress code must be followed unless otherwise specified. According to the discretion of our school administration, if a student is deemed inappropriately dressed, parents will be notified and asked to remedy this immediately either by picking him/her up or bringing him/her appropriate clothing. OCA reserves the right to make decisions on what is or is not appropriate.

**Supervision of appropriate student dress is the responsibility of the parents.**

### Dress Code for Female Students - Daily Wear:

- OCA logo t-shirts or solid colored polo t-shirts
- Knee length shorts or skirts and pants sized appropriately may be worn in Khaki, Navy, or Black (no jeans)
- Slippers or tennis shoes to be worn at all times

### Dress Code for Male Students – Daily Wear:

- OCA logo t-shirts or solid colored polo t-shirts
- Knee length shorts and pants sized appropriately may be worn in Khaki, Navy, or Black (no jeans)
- Slippers or tennis shoes to be worn at all times

### P.E. Attire:

- Students will bring P.E. shorts and t-shirts to school to wear only during P.E.
- Students are encouraged to wear deodorant on P.E. days.

### Taboo for General Wear:

- No athletic wear, i.e. sweat pants, basketball shorts, warm-ups, sleepwear, or spandex
- No under-garments showing at anytime.
- No unconventional hairstyles or cuts; i.e., Mohawks, mullets, or spikes, including unnatural hair colors; i.e. pink, purple, orange, etc.
- No hats, bandanas, hoods, or head coverings of any kind inside classrooms.
- No outlandish make-up or jewelry may be worn, including gauged earrings, facial or body piercings, dog collars, skulls & crossbones, chains, or any jewelry bearing inappropriate images. Boys may not wear earrings.

### Office & School Hours

Campus hours are from 7:15 a.m. until 2:45 p.m. Students needing to remain after 2:45 p.m. will be admitted to our extended care. A \$5 fee per student fee will be charged for extended care beginning at 2:45. The office is generally open from 7:00 a.m. to 4:00 p.m.

### Drop Off/Pick Up and Parking

We have limited OCA parking spaces. Please refer to the diagram of the OCA parking lot provided in your information or Admissions Package to become familiar with the parking procedure. If you need a copy of this diagram please contact the Director.

### Visitors

ALL VISITORS during school hours, including parents, must sign in at the Directors Office. Visitors must comply with the OCA dress and conduct codes. **Absolutely no guests are allowed for the first month of school as well as the last week of school.**

### Mandatory Parent Service Hours

OCA depends on fundraising and family workdays to maintain low tuition rates & provide for extra costs entailed throughout the school year. Therefore parents are required to support the school for a minimum of 12 hours total as follows: 1) participation in fundraising activities, and 2) participation in specified work days at the school which may entail cleaning, painting, and minor maintenance. If unable to participate in these activities, families will be charged \$20.00 per hour based on the minimum agreement.

### Volunteers

Volunteers must go through our Volunteer Agreement process and adhere to the OCA Dress Code & Code of Conduct. Opportunities to volunteer throughout the school year include, but are not limited to assisting teachers with grading, reading groups & supervision, cleaning, lunch/recess supervision, special event setting up/taking down, tutoring &/or sharing skills and professional skills with the students, and field trip coordinating/facilitating.

## General Safety Policies

OCA believes in a safe and secure environment for your child. All OCA students will, at all times, show respect and care for the facility, each other, and any other properties used by OCA.

Teachers will assist each student throughout the day with his or her classroom schedule and room changes. Teachers will also monitor activity during times of changes.

In the event of an emergency, illness or other problem, parents will be called at work or at home. If the parents cannot be reached, the emergency contact indicated by the parent on your registration form will be called. Please let us know immediately if there are changes to your emergency numbers.

Fire drills are held periodically. In the event of fire, the children will be directed away from the buildings.

## Medication & Sick Policy

If you have a special medication request for your child please see the OCA Director. Permission for office and school staff to administer over-the-counter medications (such as Benadryl, Robitussin, Tylenol, etc.) will be required and a Medical Emergency Release Form will be required prior to the start of the school year.

In the unfortunate event your child should become ill during the school year we will make every effort to contact you and prayerfully comfort and care for the child until you arrive. OCA takes the spread of germs seriously. If your child is sick with a fever please keep him or her home for the day. We want everyone to have a great year and curtailing the spread of germs when we are sick is a benefit for all.

## Severe Weather Policy

OCA is not located in a tsunami inundation zone, so in case of a tsunami warning we are not required to evacuate. In the event of a tsunami or flash flood warning these procedures will be followed:

- If a warning is issued during the school day, the children will be cared for until parents can safely pick them up.

## SAFETY POLICIES AND PROCEDURES



- If a warning is issued before school begins, school may be closed for the day as Hawaii Civil Defense urges residents to stay off roads. Parents are urged to listen to local Civil Defense radio station (KONG 93.5FM).

Hurricane or tropical storm watches are issued by the National Weather Service 36 hours prior to the arrival of the storm effects. Hurricane or tropical storm warnings are issued when one of these storms could affect Kauai in 24 hours or less. When a watch is issued, we will monitor the storm and make decisions about school closure before the issuance of a warning. Local Civil Defense radio station (KONG 93.5FM) will announce school closures.

Should an earthquake of significant magnitude occur on Kauai, we should anticipate considerable disruption to our roads. The children will be cared for until parents can safely pick them up.

### **Lockdown Policy**

Detailed procedures concerning lockdowns will be provided for each family. Schools are generally given short notice for a lockdown by the Kauai police department and parents will be notified by e-mail immediately. However, students may not be picked up until the lockdown is lifted by the Kauai Police Department.

### **School Closing**

In accordance with the US Department of Education, OCA will adhere to the following policies in the event of school closing for an extended period of time.

- Prior to possible school closures, OCA administration will communicate frequently with families regarding specific procedures and policies as they develop. If a school closure is imminent, documentation on official school letterhead and an e-mail will be sent home as soon as the decision is made. If a decision is made to close the school during off hours (when school is not in session), an announcement will be made over the civil defense radio station (KONG 93.5).
- Administration will keep families informed of progress via school-wide e-mail. Individual concerns will be handled either by phone or e-mail in a timely manner. Administration will be available during school closures whenever possible.
- If there is advance warning about school closure, teachers will send students home with all books required for the closure period. If advance notice is not available and school is closed without warning, steps will be taken to make all the necessary materials available. Teachers will assign work and communicate with students and parents via e-mail.

## Parent, Student & Teacher Commitment

OCA exists to assist parents in educating your children and our teachers strive to keep parents informed of each student's behavioral and academic progress. We also encourage parents and guardians to inform us of any questions or concerns.

## Admissions & Age Requirement

Admission to Olelo Christian Academy is by application. Please see the Admissions Package for the necessary forms. Financial information is provided in the Financial Policies Section below.

Students who are admitted to OCA must be five years old by July 31 and may not exceed age 19 upon graduation. Junior Kindergarten children should be 4 years old by July 31, although exceptions may be made on a case-by-case basis.

## Course Overview

Students will receive a course overview or a syllabus for each class. Class requirements and the class Grading methodology will be shared.

## GradeLink

GradeLink is an online management system that provides parents and students with instant access to grades, attendance, homework, and so much more. Your student's GradeLink account has been created and the only thing you will need to do is login using the office issued username and password. Returning students will not be issued new login information. You will use your username and password from last year. If you forgot your login information, follow the directions below. GradeLink is available as an app on mobile devices. Once purchased through the app store, it can be added to 5 devices. The app is optional. GradeLink can be accessed through the internet on any computer. We encourage parents and students to check GradeLink regularly to avoid surprises when report cards go home.

## Grading Scale

Students from upper elementary through the high school level will be graded according to the standard ten point grading scale.

90 - 100%	=	A	Plus (+) and minus (-) grades are often assigned by teachers to reflect the two upper and two lower percentages of each letter grade.
80 - 89%	=	B	
70 - 79%	=	C	
60 - 69%	=	D	
0 - 59%	=	F	

Students at the primary level will receive marks according to the following primary scale.

	Mark	%
O	Outstanding	90-100 %
G	Good	80 – 89%
S	Satisfactory	70 – 79%
N	Needs Improvement	60 – 69%
U	Unsatisfactory	0 – 59%

\*We use Standards-Based Report Cards for Kindergarten Students.

## Attendance & Tardy Policy

Regular attendance is essential to a child’s academic success in school. Therefore, students are expected to attend school every day and to arrive on time for every class. This is consistent with Olelo Christian Academy’s philosophy of education: a complete education includes training in individual responsibility, dependability, and punctuality.

Students may not accrue more than 10 absences per semester to pass any classes missed for that quarter. A student who fails two or more quarters due to poor attendance will be retained. If absent five or more consecutive school days due to personal illness, Olelo Christian Academy reserves the right to require a written doctor’s release before a student may return to school.

***Please e-mail or call the teacher or school if an absence is necessary.*** Students must present a written, dated excuse (or email) for each absence, signed by a parent or legal guardian, or by a licensed health professional, upon return to school.

## ADMISSIONS AND ACADEMIC POLICIES



An excused absence will be granted for the following reasons:

- Personal illness
- Medical appointment
- Death in the family
- Participation in a school-sponsored event during school hours
- Emergency situations that render it impossible to attend school
- Family vacation *pre-approved in writing at least two weeks in advance* by the administration

Appointments during school hours are discouraged as these are disruptive to the student's learning. When an early departure is necessary, the parent/guardian must notify the school with a written or e-mail notification (two days notice is preferable) and the student must be signed out. Verbal permission will not be accepted. Upon returning, the student must be signed in. A student will not be released to anyone without proper written authorization by a parent/guardian.

Three unexcused tardies constitutes one absence. Tardies will be excused for the following reasons:

- Personal illness
- Medical appointments
- Emergency situations

When carpooling, the student who causes the others to be late will receive an unexcused tardy; the other students will receive an excused tardy.

Olelo Christian Academy has the final judgment in the administration of the tardy policy and as always extenuating circumstances will be considered on a case by case basis.

## Homework

Homework is considered as a necessary extension of what the student is learning in class to reinforce concepts. Completion of homework is a requirement. Each teacher will determine consequences for missed work due to an excused absence or tardy. ***The parent and/or student's responsibility is to contact the teacher in order to arrange to make up work missed due to absences.*** Make-up quizzes and tests will be arranged at the sole discretion of the teacher. If any assignments have not been turned in at the end of any quarter the student will earn an “incomplete” for that homework.

## Discipline

Violations of classroom, playground, and field trip rules are to be handled at the classroom level by the teacher whenever possible. Students with repeated offenses may be referred to the school's administration and parents will be notified. Parents should familiarize themselves with individual classroom rules.

## Retention

A student may be retained for the following reasons:

- Failure to meet the minimum attendance requirements (see Attendance section)
- Earning an overall yearly combined GPA of less than 2.0 (70% or C-)
- Earning an overall yearly combined GPA of less than 2.0 (60% or D-) in mathematics or English (English includes spelling, vocabulary, reading, grammar, writing and literature).

## Tutoring

Teachers should be willing to help any student occasionally when asked by the student or parent. If a student needs help on a regular basis and the need cannot be met in the classroom, then the teacher has the option of tutoring the student after school for a fee or, if unavailable, may suggest that the parents make arrangements for a tutor.

## Graduation Requirements

High School diplomas are issued on the basis of credits earned, with a minimum of 25 credits required for graduation. The following credits must be accrued in order to receive a high school diploma from OCA.

*Bible: 4*

*Social Studies/History: 3-4*

*Electives: 4 - 6*

*Science: 3-4*

*Mathematics: 3-4*

*Language Arts: 4*

*PE: 1*

*Foreign Language: 2*

*Health/Guidance: 1*

Elective options offered through OCA are limited due to staff size. Therefore, OCA will consider offering elective credits for 9<sup>th</sup> – 12<sup>th</sup> grade students for outside activities upon approval by the OCA Principal. 90 hours = .5 credits and 180 hours = 1 credit.

## Transferring Credits

Credits a student has acquired from a school previously attended may transfer to OCA. Olelo Christian Academy reserves the right to accept or reject credits from classes where the student earned a “D”, or was a “self-made” course not recognized by a credible institution or organization.

## Transcripts

To request a transcript please contact Director Lisa Poole at 246-6535 and allow 2 weeks for processing. Official transcripts are \$10.00 per transcript (processing fee)

### **Unlawful or Sexual Harassment**

OCA is committed to providing a wholesome school environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes or comments based on an individual's sex, race, color, national origin, age, religion, disability or any other legally protected characteristic will not be tolerated.

OCA will take prompt action to prevent any unlawful or unfair harassment. Anyone who experiences or witnesses sexual or other unlawful harassment at OCA is required to report it immediately to a teacher or staff member. All allegations of unlawful or sexual harassment will be quickly and discreetly investigated.

### **Nondiscrimination Policy**

OCA does not discriminate on the basis of race, color, or national origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school.

## Tuition

OCA's primary operating expenses are met through tuition. For current rates please refer to the current Tuition and Fees schedule located below. Tuition is a fixed yearly rate that may be paid monthly, semi-annually or annually. Payments may be made either by check or by debit/credit card on the OCA website on-line payment link.

## Matriculation

The one time yearly matriculation fee is due for new and returning students upon acceptance, and is required before a student is officially enrolled at OCA. This is a non-refundable fee.

## Graduation

Each graduating senior is required to pay a fee of \$150.00 for graduating expenses.

## Referral Discount

Families who are a part of OCA are the most effective advertisements for our school. Therefore, we want to show our appreciation for your "word of mouth" efforts.

Any family who is responsible for *\*a new student* enrolling with OCA will receive a \$100 discount off of the last month's tuition. In addition, the family who was enrolled by a referral will receive a \$100 discount off of the last month of tuition.

\*Never having been enrolled with OCA prior.

\*\*Last month enrolled

## Tuition Schedule

### TUITION AND FEES

*(2017-2018 academic year)*

<b>MONTHLY TUITION FEE:</b>	<i>Payments are made from August through May of each academic year. Payments are due from the 1<sup>st</sup> - 10<sup>th</sup> of each month. Late payments will be assessed a \$25.00 late fee.</i>	
\$575 for 1 <sup>st</sup> child Junior K-12	\$525 for 2 <sup>nd</sup> child Junior K-12	\$475.00 for 3 <sup>rd</sup> child Junior K-12

<b>ANNUAL MATRICULATION FEE:</b>		<i>The non-refundable matriculation fee is a one-time fee per school year that covers the cost of books, supplies, and year end testing. A \$50 discount is applied if paid before April 15 for the upcoming year.</i>		
Before April 15	\$150 Junior K \$300 grades K-2	\$350 grades 3-5	\$400 grades 6-8	\$450 grades 9-12
After April 15	\$200 Junior K \$350 grades K-2	\$400 grades 3-5	\$450 grades 6-8	\$500 grades 9-12

**OTHER:**

<b>Enrollment fee:</b>	\$50.00 enrollment or re-enrollment non-refundable fee
<b>Miscellaneous:</b>	This may include field trips, special class functions, extended care, etc.
<b>School Uniforms:</b>	T-shirts may be ordered after application is complete

## Late Payment

To help us operate on a consistent budget we must have each month's tuition no later than the 10<sup>th</sup> day of each month.

A late fee of \$25.00 will be required if payment is not made by this date.

If payment is not made by the last day of the month in which the tuition is due and no written agreement has been made by the principal and the family, the student will not be admitted to school on the first day of the following month.

Re-admittance will be contingent solely on board approval.

## Withdrawal and Refunds

Students who withdraw during any given month will not be refunded for the remainder of that month. For advanced payments, refunds will be applied for subsequent unused months. A fee of \$150 will be applied to any student who is withdrawn early.

If a child is expelled there will be no refund of any expenses paid.

All outstanding accounts owed to OCA must be paid before transcripts, records or diploma is released.



## CODE OF CONDUCT

I do solemnly resolve before God to take full responsibility for the following:

- ✓ I Will Do My Very Best Each and Every Day’.
- ✓ I will do all Things to the Glory of God
- ✓ I desire to Grow Academically, in Character & Community

***As for me and my house, we will serve the Lord. – Joshua 24:15***

### Parental Conduct & Consent Form

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

I hereby agree and commit to Olelo Christian Academy’s Parent/Student Handbook. I have read and reviewed the material and prayerfully believe Olelo is the very best educational partner for our family. I also give my consent for my child/student to be transported in connection with a school-sanctioned activity. I further give my permission for the appropriate school staff or their designees to render emergency treatment or authorize medical treatment by a hospital and/or doctor associated with an injury. I agree to hold the School Board of Directors, employees and volunteers harmless in the administration of such emergency assistance. I will abide by the OCA Resolution, this handbook and Code of Conduct, rules and regulations as well as guidelines provided by the Olelo Staff. You have my ohana’s full support and assistance!

Parent / Guardian Signature Phone Number	Date	Home
Parent / Guardian Signature Phone Number	Date	Home
Student’s Signature Phone Number	Date	Work

**IT IS GOING TO BE A GREAT YEAR  
BECAUSE YOU ARE WITH US! THANK  
YOU FOR YOUR PRAYERS, LOVE AND  
SUPPORT!**