



"Word, Deed, and Character"

Parent-Student HANDBOOK

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WELCOME TO OLELO CHRISTIAN ACADEMY



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, handling mediation and legal issues, and overall support of the principal. Membership is by appointment. Current Board member contact information is available upon request. 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 welcomed our new Director, Lisa Poole. Lisa's vision to start a preschool was accomplished in January of 2016. 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 tagline, 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

Providing a Christ-centered education and environment encouraging integrity and academic excellence.

Vision Statement

OCA believes every child is God's unique masterpiece (Isaiah 64:8b). We provide a safe, nurturing, and caring environment grounded in God's Word for each child to thrive academically, spiritually, and socially for God's glory. Parental partnership, proven teaching methods, quality curriculum, modern technology, and occupational direction provide OCA students with effective tools to discover their God-given gifts and pursue their passions as they mature.

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 as follows:

Daily schedule

7:30 - 8:00 a.m. – Student arrival for Preschool to 6th Grade at the Rice St. Campus

2:00 p.m. – Preschool dismissal

2:10 p.m. – Kindergarten - 1st Grade dismissal

2:20 p.m. – 2nd 4th Grade dismissal

2:30 p.m. – 5th - 6th Grade dismissal

2:35 - 5:00 p.m. – Extended Care and Extended Day Preschool at the Rice St. Campus

Morning Assembly

We want encourage healthy development, responsibility and punctuality standards at OCA. Students are required to attend morning assembly and are expected to be promptly on time. Prayer, prayer requests, general announcements, and Christian values are encouraged during our brief morning assembly.

Class Changes

Students should move promptly and intentionally when changing classes. Students should also come to class prepared with all the necessary materials, supplies and text books required for their scheduled subjects. No excessive talking or horseplay will be tolerated.

Chapel

Chapel is a special time with local pastors and special speakers at OCA. Students and teachers gather together to worship, pray and hear God's word from the Bible. Parents are always invited to attend chapel.

Recess/Physical Education

Students will be able to participate in recess and physical activities daily. They will also have a designated time of P.E. throughout the week according to their grade and campus. Students are required to wear closed toe shoes and socks. Students should wear an Olelo t-shirt and appropriate gym shorts.

Lunch/Snack

We encourage you to make sure your child is eating a good breakfast and packed a healthy lunch & snack. Please refrain from giving your child sweets and sugars before or during school hours. **No** candy, gum or excessively sugary sweets will be allowed for daily snack.

OCA has partnered with Epic Eats to provide hot prepared meals on Mondays and Tuesday. We offer pizza on Fridays. Participation in our hot lunch program is completely optional. Students need to bring their own lunch each day they do not purchase hot lunch. A microwave oven will be available for students 3rd - 6th graders to use.

Students are still required to bring a morning snack and water flasks/bottle even if they have purchased a hot lunch.

****Please be advised that students are *not* allowed to share food with classmates due to various food allergies. Parents must provide your child with a water bottle and necessary utensils to eat their lunch with daily. ****

Code of Conduct

At Olelo Christian Academy, we believe in doing all things for the glory of God. This statement of faith should be reflected throughout our daily lives in the areas of word, deed and character. OCA students, faculty, staff and families should conduct themselves in a manner that is honoring unto the Lord whether that be in our schools, at home, or in our community.

Community Service

All students will participate in regular community service. This includes helping with campus cleanup, working together in a community project, or participating in community outreaches such as volunteering at community senior citizens locations. We want to see our communities benefit 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, students' content should reflect our intention to *"do all things to the glory of God!"*

Electronic Gaming Devices and Cell Phones

OCA will not tolerate any unnecessary distractions and influences from cell phones or electronic devices during school hours. Electronic gaming devices need to be kept at home. OCA will not be held responsible for any lost or stolen devices. Cell phones must be turned **OFF** & stored in the OCA bin until the end of the school day. **Students are not allowed to use cell phones during school hours.** Students who violate this rule will forfeit the privilege to bring a cell phone to campus. Any electronic device or cell phone in violation will be confiscated and held with a teacher, faculty or staff member until a parent or guardian comes to release it.

Media Use of Photos

We request your permission as OCA uses student photos in the yearbook and social media such as Facebook and the school website to showcase our community projects and promote enrollment. Permission slips will be included 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 attire. Our dress code is designed to encourage modesty, decency, and propriety. We discourage 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 attire is the responsibility of the parents or guardians.

Dress Code for Female Students - Daily Wear:

- OCA uniform logo t-shirts, polo shirts or solid colored polo t-shirts
- Knee length shorts or skirts or pants sized appropriately may be worn in Khaki, Navy, or Black (no blue jeans)
- Slippers or tennis shoes must be worn to school everyday

Dress Code for Male Students - Daily Wear:

- OCA uniform logo t-shirts, polo shirts or solid colored polo t-shirts
- Knee length shorts or pants sized appropriately may be worn in Khaki, Navy, or Black (no blue jeans)
- Slippers or tennis shoes must be worn to school everyday

P.E. Attire:

- Students will wear or bring approved P.E. shorts and uniform t-shirt to wear during P.E.
- Tennis shoes and socks are required to participate in P.E.
- Students are encouraged to wear deodorant to school (as needed)

Inappropriate Wear:

- No athletic wear, sweat pants, basketball shorts, warm-ups, sleepwear, or spandex
- No under-garments showing at anytime.
- No unconventional hairstyles or cuts; mohawks, mullets, or spikes, including unnatural hair colors; blue, pink, purple, orange, red, 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 Hours

School office hours are from 7:30 a.m. until 4:00 p.m. Students needing to remain after 2:35 p.m. will be enrolled in our after care program which is available from 2:35 until 5:00 p.m. Additional fees will apply. The monthly discounted rate for aftercare is \$300.00 per month or \$15.00 per hour per student.

Drop Off/Pick Up and Parking

We have very limited 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 another copy of this diagram please contact the school office. Parents escorting their child onto the school grounds must park off campus.

Visitors

ALL VISITORS during school hours, including parents, must sign in at the kitchen window at Rice St. Visitors must comply with the OCA dress and conduct codes.

Parent Service Hours & Volunteers

OCA depends on fundraising and family workdays to maintain low tuition rates & provide for extra costs incurred throughout the school year. Therefore, parents are highly encouraged to support the school in the following ways: 1) participation in fundraising activities, 2) Volunteer at the school to help watch students during events and daily lunches, 3) participation in specified work days at the school which may entail cleaning, painting, and minor maintenance.

All OCA volunteers must complete and pass a background check. Volunteers will also need to sign the Volunteer Agreement consent form, 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 & Fire Drills Procedures

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

Lockdown and fire drills are held periodically. In the event of fire, the children will be directed away from the buildings. Specific lockdown procedures and parental instructions will be distributed at the beginning of the year.

Lockdown Policy

Schools are generally given short notice for a lockdown by the Kauai police department and parents will be notified by e-mail immediately.

It is our prayer that we would never need to use the Lockdown system in our school; but in today's world, it happens more frequently than we would wish upon our students. Please know that we will do whatever we must to keep your children safe!

There are two levels of lockdown: SOFT and HARD. The definitions and a brief explanation follow:

The status of a *Soft Lockdown* is a precautionary security procedure due to a potential threat in the immediate vicinity not directly related to the school. The security measure is usually short in duration, generally under an hour. Examples would be a high-risk search warrant at a nearby residence or a fleeing suspect in the general area of the school.

During a soft lockdown all students, faculty, and staff will be moved in-doors where classes will continue with doors and windows closed and locked. No one will be allowed in or out. Parents will be notified of the soft lockdown status as soon as students, faculty, and staff are indoors and accounted for. Students, faculty, and staff will remain at the school until the lockdown is lifted. Once it is lifted parents will receive an email announcing the end of the lockdown.

The status of a *Hard Lockdown* is the result of a life-threatening event occurring inside the school, on school grounds, or immediately adjacent to the school, that has a high probability of moving onto school grounds.

During a Hard Lockdown, all students, faculty, and staff will be moved in-doors. Classes and all activity will stop. All doors and windows will be locked. No one will be allowed in or out. Once students, faculty, and staff are all safe and accounted for, parents will then be emailed of the hard lockdown status and any updates as necessary. Parents will be able to pick up students only after the lockdown status has been cleared by the Kaua'i Police Department.

In either status, please direct all your inquiries through the office email olelochristianacadmy@gmail.com. Please do not call the school or the teachers' cell phones as this could potentially put the safety of the school at risk. We understand that you will want to know what is going on, and we will do our best to keep you informed via email, but the safety of our students is number one! We will be keeping kids safe before we send out status updates. As much as you want to come pick your child up from school, you must wait until the lockdown is lifted, for the safety of all involved. As soon as KPD lifts the lockdown we will let you know!

As always, PRAY! Pray that we would *never* need to use this. Pray that if we do need to that we would be safe. Pray for wisdom and quick thinking. Pray! Thank you!

Medication & Sick Policy

If your child has special medication needs 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 completed Medical Emergency Release Form will be required prior to the start of the school year.

Students with head lice (Ukus) are not permitted to remain at school. Nits or head lice must be 100% eliminated before a student can return.

In the unfortunate event your child should become ill during the school year we will make every effort to contact the student's legal guardian. OCA takes the spread of germs seriously. If your child is sick with a fever, diarrhea, or a runny nose within 24 hours please keep him or her home. Your child may not return to school until they have been symptom free for 48 hours without any type of medication. You will also need to submit a doctors note. We want everyone to have a great year and curtailing the spread of germs when we are sick is a benefit for all.

Mandated Reporting

All OCA staff members are legally obliged to report any suspected cases of child abuse or neglect. If child abuse or neglect is suspected, we contact the local child protection services agency immediately via phone call.

OCA Best Health Practices are as follows:

1. If students are sick, they must stay home from school.
2. We recommend that parents take their child's temperature before school. In the event we observe any health related symptoms, we will take their temperature while at school. (Recommendation from OCA contact at the Department of Health.)
3. Parents please drop-off/pick-up your student without entering the campus unless the child's age requires it or it is necessary.
4. High traffic areas will be disinfected before and after school each day.
5. All staff, students, volunteers, and visitors are to wash hands upon arrival to either location.
6. Hand washing for staff and students should take place prior to and immediately following snack/recess and lunch.
7. Best Practices signs will be posted in classrooms.
8. Hand sanitizer will be available in all classrooms.
9. Air Filtration systems will be utilized in all classrooms.
10. Teachers will be equipped with thermometers and gloves should a student's temperature need to be taken.
11. A designated Health Room area has been established.
12. Students exhibiting symptoms associated with any sickness will be removed from the classroom immediately and taken to the school health room. A parent will be called immediately to pick up their child. If a parent cannot be reached, we will call your emergency contact.
13. Teachers will adhere to and fully support parents' instructions regarding mask usage.
14. Facilities will be professionally cleaned weekly.
15. Students will have increased outdoor instruction and activities each week, weather permitting.
16. Throughout our facilities, classes are separated and distanced as reasonably possible without disrupting social interaction. Our average teacher/student ratio for each class 1:12.
17. Corporate school gatherings will be held outdoors, weather permitting.

Severe Weather Policy

OCA is not located in a tsunami inundation zone, 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.
- 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.

School Closure

OCA will adhere to the following policies in the event of school closing for an extended period of time.

- Prior to possible school closures due to catastrophic events, OCA administration will communicate frequently with families regarding specific procedures and policies as they develop. If a school closure is imminent, parents will be notified immediately. 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 accepted into OCA must be at minimum five years old by July 31. Exceptions may be made on a case-by-case basis.

Course Overview

Students will receive a course overview or syllabus. 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, communication with teachers and so much more. Your child's GradeLink account will be established by one of our staff members in their initial enrollment year. Parents will login using the office issued username and password when logging in for the first time. Once logged in, you may change your password. Returning students will not be issued new login information. Students will use their username and password from the previous year. GradeLink can be accessed online through any computer or as an app on your mobile device. Once downloaded, the app can be added up to 5 devices. We highly encourage parents and students to check GradeLink regularly.

Grading Scale

Students in upper elementary 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%

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 arrive promptly to class. This is consistent with Olelo Christian Academy's philosophy of education: a complete education includes training in individual responsibility, dependability, and punctuality.

Even absences for excused reasons lead to students missing teacher-led discussions, group work, presentations, biblical integration, and more that is impossible to replicate at a later date or at home. For this reason, students may not accrue more than 20 absences per year (pro-rated to 10 per semester for student who begin in January). A student who fails two or more quarters due to poor attendance may 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.

Excessive Absences

Students that exceed the allowed absences may be asked to withdraw from Olelo Christian Academy (please see early withdraw fees pg. 26).

Please e-mail the school if an absence is necessary.

Students must present a written (or emailed) and dated excuse for each absence the day the student returns to school, signed by a parent, legal guardian, or by a healthcare provider.

Please limit absences to 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 vacations/missions trips must be *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 or guardian.**

Tardies will be excused for the following reasons:

- Personal illness
- Medical appointments
- Emergency situations

If a student's absences or tardies become excessive, Olelo Christian Academy's administration and/or board reserves the right to implement the above policy. 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. ***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 homework has not been turned in at the end of any quarter the student will earn an "incomplete" for that assignment.

Discipline

We recognize that a consistent program of discipline, correction, and reproof is an important and integral part of Christian education for the following reasons:

1. Discipline promotes a quiet, orderly, and respectful atmosphere in which genuine learning can take place.
2. Discipline and self-control are two of many character traits commanded in the Word of God; moreover, sloth and lack of self-control are condemned in the scriptures.
3. Discipline teaches each of us the critical principles of obedience, submission to and respect for authority, and trust in a Sovereign Creator.
4. Discipline establishes all authority and orders the events of our lives for His ultimate glory.

The following Scriptures frame our discipline philosophy: Proverbs 6:23, Proverbs 12:1, Proverbs 13:18, Proverbs 15:10, Romans 13:1, Hebrews 12:11, and Hebrews 13:17. Olelo Christian Academy strives to maintain a discipline that is biblical, firm, consistent, equitable, and rooted in grace and love. The Apostle Paul in his letter to Timothy best states the goal of our discipline program:

"But the goal of our instruction is love from a pure heart and a good conscience and a sincere faith." 1 Timothy 1:5

Disobedience of a school rule or a demonstration of behavior/attitude contrary to the biblical philosophy of Olelo Christian Academy will result in a level of discipline that matches the level of the disobedience.

School-wide Expectations

Show respect for self and others. Maintain a classroom/campus-appropriate atmosphere as administered by the teacher. Comply with all school rules and policies.

Classroom Expectations

Each teacher of OCA is encouraged to have a thorough knowledge of the students in his/her class. Each teacher will develop specific class requirements with administrator approval. These will be communicated to your children on or before the first day of school.

Behavior Expectations

OCA expects children of all ages to follow its behavioral policies. As each grade level increases, so does the expectation to maintain a mature outlook and willing compliance to all areas of appropriate behavior. Discipline is a training tool, students are expected to respond to discipline with humility and respect. Disrespect shown from the students to any school authority figure administering discipline will result in a greater level of severity in the discipline process. Cheating, lying, stealing, plagiarizing, physical abuse, and bullying of any form will not be tolerated. Students violating this rule may be suspended or expelled as decided by the school administration. Please refer back to our school code of conduct policy and expectations.

Incident Reports

In the event your child is hurt or injured during school hours or on school property a parent or guardian will be notified as soon as possible. A written incident report will also be made and held on file at the school.

White Slips (Preschool-6th)

The following steps will be taken in order to make corrections to unwanted behavior:

- 1) Understanding with compassion and brief counseling
- 2) Redirect behavior through activities or responsibilities
- 3) Removal of privilege
- 4) Parent awareness made by white slips given at discretion of teacher or staff

For severe infractions such as willful disobedience, fighting, lying, cheating, destruction of school property, etc., the student will be sent to the principal's office immediately.

If unwanted behavior is continued a parent/teacher conference will be scheduled.

Suspension and expulsion is at the discretion of the OCA Principal and the OCA Board of Directors.

Retention/Dismissal

A student may be retained or dismissed from the school 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 GPA of less than 2.0 (70% or C-) in all core subjects. (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.

Distance Learning

In the event that we are forced to return to a distance model of education, OCA is prepared to continue to teach your children through daily instruction using Gradelink, Google Classroom, SeeSaw, and Zoom.

Demerit Policy

A demerit system may be used. Teachers, faculty, and substitutes can issue demerits. The final number of demerits issued will be at the discretion of administration in response to the seriousness of the offense.

If a student accrues 6 demerits, they will serve a lunch detention and will get a phone call home, at 8 demerits the students will be RPC'ed (Required Parent Conference) and will be required to meet with the OCA Discipline Committee to determine what other discipline may be required. The student will not be able to return to school until after the meeting with their parents. A plan of discipleship will be designed to encourage the student in personal and spiritual growth.

Minor Demerit Offenses:

Infractions:	Demerit Amount:
1. Class disruption	1
2. Disrespect or insubordination*	1-8
3. Dress code violation	1
4. Improper use of electronics	1
5. Inappropriate language	1-3
6. Phone use during school	1
7. Leaving property unattended (including lunchtime)	1-3

*Disrespect towards authority is a broad topic that can include talking back, insults, rude or sarcastic comments, ignoring or refusing to do what was asked of them, refusing to answer, yelling or cursing, angry or rude outburst, rude or hostile written comments, etc.

Major Demerit Offenses:

The following classroom infractions may result in further steps of discipline.

Infractions:	Demerit Amount:
1. Bullying	6-8
2. Cheating or plagiarism	6-8
3. Destruction or misuse of school property	4-8
4. In off-limits areas	3-6
5. Skipping class	3-6
6. Stealing	6-8

Automatic suspension, required parent conference, and/or subject to expulsion at the OCA Board of Directors discretion:

1. Fighting or physical harassment
2. Sexual misconduct or harassment
3. Smoking or possession of tobacco or vaping paraphernalia
4. Any illegal activities (including drugs or alcohol)
5. Threats to student(s), staff, or school
6. Bringing a weapon to school

Transferring Records

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.

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.

Required Health Records

OCA is required by law to acquire and submit a birth certificate, immunization records, and a TB clearance form for all enrolled students. If the family has objections to specific vaccines, an exemption form must be requested and filled out.

FINANCIAL POLICIES



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 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.

Enrollment Fee

The one time yearly enrollment 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 Fees

Each graduating preschooler and kindergartener is required to pay a fee of \$25.00 to help cover expenses.

Tuition Schedule

Monthly Tuition Fee:

Extended Day Preschool - \$1,100 (7:30 a.m. to 5:00 p.m.)	Preschool - \$850 (7:30 a.m. to 2:00 p.m.)	K-6 - \$800
* For siblings in K-6 a discounted rate of \$750 will be applied to the second child and \$700 for the third and any additional siblings.		
<i>Payments are made from August through May of each academic year. Payments are due by the 10th of each month. Yearly payment option results in a 3% discount. Payments made after the 10th of each month will be assessed a \$25 late fee.</i>		

Annual Enrollment Fee:

<i>By April 25th</i>	<i>After April 25th</i>
Preschool - \$450	Preschool - \$550
K-6 - \$550	K-6 - \$650
Enrollment fee must be paid to reserve your child's spot. <i>The non-refundable enrollment fee is a one-time fee per school year that covers the cost of books, supplies, and year-end testing.</i>	

FINANCIAL POLICIES



Other fees:

After Care Program K-6: (2:35 p.m. to 5:00 p.m.) \$15 per hour or a monthly discounted rate of \$300
School Uniforms: T-shirts may be ordered after application is complete.
Graduations Fees: Preschool & Kindergarten \$25

Late Payment

To help us operate on a consistent budget we must have each months' tuition no later than the 10th day of each month. A late fee of \$25.00 will be required if payment is not made by this date unless a prior arraignment is made.

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 between the principal and the family, the student may not be admitted to school on the first day of the following month. Re-admittance will be contingent solely on the administrations approval.

Withdrawal

Withdrawal from Olelo Christian Academy requires written notification to the school. Parents must notify the school 30 days prior to withdrawal and will be required to pay the full months tuition for the month following the students withdrawal. (For example, if your child's last day of attendance is in March, you will be required to pay April's tuition also.)

All outstanding accounts owed to OCA must be paid before records are released.

If a child is expelled there will be no refund of any expenses paid and all withdrawal rules apply.



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

Date

Phone Number

Parent / Guardian Printed Name

Parent / Guardian Signature

Date

Phone Number

Parent / Guardian Printed Name

Student's Signature (5th - 6th Grade)

Date

Phone Number

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