

# **KNOXVILLE ADVENTIST SCHOOL HANDBOOK**



**Revised Spring 2017**



The mission of Adventist educators in the Southern Union Conference of SDA is to develop goals for excellence that deliver a GREAT education that is God-centered, Results-oriented, in an Environment that nurtures, Aligned with Journey to Excellence, and a Team effort.

**God-centered**

SDA Christian principles are integrated with learning to anchor students in a relationship with God and prepare them for a joyful life of service.

**Results-oriented**

Measurable goals are established and results are assessed to assure that student and teacher performance is cultivated to the highest possible level and teaching strategies are continually refined.

**Environment that is safe and nurturing**

With the teacher as a servant-leader/coach, students master relevant and meaningful concepts. Individual learning needs are met through student-centered teaching strategies in a collaborative atmosphere.

**Aligned with Adventist and national standards**

Journey to Excellence is the North American Division of SDA plan to improve the educational system, and focus on the essential core elements that identify the high expectations of what students should know and be able to do.

**Team effort**

Students have the best advantage when parents, teachers, college and university educators, administrators, board members, pastors and church members are committed to developing, promoting, and maintaining a successful program.

# KNOXVILLE ADVENTIST SCHOOL

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**Knoxville Adventist School is accredited by:**

- ❖ The North American Division Commission on Accreditation
- ❖ The Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities
- ❖ The National Council for Private School Accreditation (NCPSA)
- ❖ The Commission on International and Trans-Regional Accreditation

KAS is State approved as a Category II school.

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## **PURPOSE**

The purpose of the Knoxville Adventist School (“KAS”) is to provide excellence in Christian Education, stressing the development of Christian character and service to God and others.

## **PHILOSOPHY**

It is our privilege and duty to provide a school program which stresses the development of the Christian philosophy and the heritage which is singularly SDA.

Knoxville Adventist School believes that a knowledge of God, communion with Him, and emulation of His character are of paramount importance; that only in cooperation with God can the individual, in his quest for knowledge, reach the optimum development of his mental, physical, and spiritual powers.

The small-school environment of KAS enhances individualized attention to each student and his or her progress, which is in accordance with the Georgia-Cumberland Conference guidelines.

“Train up a child in the way he should go and when he is old he will not depart from it.”

--Proverbs 22:6

“True education means more than the pursual of a certain course of study. It means more than a preparation for the life that now is. It has to do with the whole being and with the whole period of existence possible to man. It prepares the student for the joy of service in this world, and for the higher joy of wider service in the world to come.” E. G. White, Education, p. 13.

## **OBJECTIVES**

The objectives of KAS are to:

- A. Promote the spiritual and moral development of the students.
- B. Maintain the highest standards of scholastic excellence.
- C. Develop the student’s ability to think clearly and logically.
- D. Uphold and teach the Christian beliefs of the Seventh-day Adventist church.
- E. Teach the basic principles of health and physical well-being.
- F. Instruct the students in practical basic skills and dignity of labor.
- G. Teach the responsibilities and privileges of good citizenship.
- H. Stress the preparation of the student for service to God, the church, community, and mankind.

## ADMISSIONS

- A. Knoxville Adventist School is operated for the benefit of all Seventh-day Adventist families in our area. Although KAS is operated primarily for the youth of Knoxville Seventh-day Adventist Church, other students of good character may be admitted by the school board upon application, if there is available space and all other requirements are met as outlined in this handbook. However, teachers do not have specialized training for learning disabilities or other special needs.
- B. No discrimination on the basis of gender, race, color, national or ethnic origin is made in regard to education policies, admission, or any of the school activities.
- C. A child must be at least five (5) years of age, by August 15, in order to enroll in kindergarten. A child must be at least six (6) years of age, by August 15, in order to enroll in the first grade, and have completed kindergarten, as required by the State of Tennessee. Verification of birthday will be required by a state-certified copy of a birth certificate. (Hospital certificates do not qualify.)
- D. All new students may be tested for placement. Kindergarteners will take the Brigance test.
- E. All admissions are subject to approval by the school board.
- F. All students must supply the school with the following:
  - 1. An Application Form, completely filled out, with signature of both a parent/guardian and student.
  - 2. A copy of the student's state-certified birth certificate. (Hospital certificates do not qualify.)
  - 3. A copy of a physical examination, for new students. A physical examination is required for all students entering school for the first time, or those transferring from non-Southern Union schools. Returning students must update immunizations, as required, and supply KAS with updates.
  - 4. A Tennessee Immunization Form, showing up-to-date shot records. Forms for this purpose can be supplied by your doctor's office or the health department.
  - 5. **Two** original Consent to Treat Forms, filled out and signed by the parent/guardian.
  - 6. An Internet Acceptable Use Policy Form, signed by the parent/guardian and the student.
  - 7. A Media Release Form, signed by the parent/guardian.
  - 8. A Financial Agreement signed by a parent with the Treasurer or Treasurer's representative.
  - 9. New students must present the last report card.
  - 10. New students must fill out a Transcript Request Form to send to the previous school for records/transcripts (which may include the physical exam and TN immunization records).
- G. Registration will not be allowed unless the previous year's debts are paid, or arrangements have been made.

## GENERAL INFORMATION

Knoxville Adventist School is governed by Southern Union, Georgia-Cumberland Conference, and KAS By-laws and Constitution, which may or may not be detailed in full in this handbook.

### A. Attendance

*Training in punctuality and regularity of attendance is an important part of education.*

The official School Register states: “Repeated cases of absences and tardiness should be referred to the School Committee for consideration and reported to the truant officers as required in the area. A pupil who is absent as many as seven days during a period of nine weeks, for whatever reason, may forfeit his period grade unless it is evident to the teacher that his work has been satisfactorily made up.”

Absences and tardies are disruptive to the school program and detrimental to the student’s progress. If your child will be tardy or absent due to unavoidable circumstances such as traffic or sickness, please contact your child’s teacher as soon as possible. A written statement for absences is required from the parent/guardian or doctor as soon as the student returns to his classes. Sickness that lasts longer than 48 hours should be excused by a doctor’s note.

Planned absences must be arranged with the teacher in advance. Parents must fill out the Preranged Absence Request Form at least 1 week prior to the absence.

#### 1. Excused Absences

Excused absences are medical appointments, emergencies, sickness and/or death in the family.

Late assignments are not acceptable except for reasons of illness, bereavement, appointments for professional services, or other extenuating circumstances. Full credit will be given for work completed during the allotted make-up period. For each day’s excused absence, a student will have two days to complete his/her assignments. Extended illnesses will receive special consideration, according to need, through consultation with parents.

#### 2. Unexcused Absences

Unexcused absences include birthdays, unapproved preranged absences, siblings that are not sick but stay home, skipping school, etc.

Assignments missed from unexcused absences may receive partial credit after consulting with their child’s teacher. Class time lost is not easily replaced so it is important that each child is present for the lesson.

Students will not be permitted to leave the school premises before dismissal time or during school hours except by special permission from the teacher. Parents should notify the teacher beforehand if a student is to leave early. (See Arrival and Dismissal policy.)

According to Knox County Attendance policies, five (5) unexcused tardies equal one unexcused absence. After ten (10) unexcused absences, KAS is asked to notify the juvenile court system.

Upon receiving 5 or more unexcused absences, the family may be required to appear before the Knoxville Adventist School Board.

**B. Field Trips**

Field trips and outings will occasionally be scheduled, of which parents will be notified. A signed permission slip from the parents must be on file for each student before the student is permitted to go. For the safety of our children, each chaperone must have completed the required Background Check program, be an immediate family member, and be willing to assist the teacher with supervision at all times. Those driving must have completed the appropriate verification paperwork and have the minimum insurance coverage of \$100,000 Liability and \$300,000 Medical.

**C. Food in Classrooms**

Due to many food allergies these days, we do not allow students to trade food in their lunches.

Also, if food is brought in to share with the class (donuts, cupcakes, cake, etc.), we must have a list of the ingredients to turn in to the classroom teacher.

**D. Grading Scale**

A	95-100	C+	77-80.9
A-	92-94.9	C	73-76.9
B+	88-91.9	C-	70-72.9
B	84-87.9	F	0-69.9
B-	81-83.9		

**E. Home and School Association**

The purpose of the Home and School Association is to provide parent education and to unite the home, school and church in their endeavors to give Christian education to the children of the church. To these ends, the Association shall devote itself:

- To giving guidance for establishing in the home the atmosphere of love and discipline where Christian values can be instilled in children through Bible study, prayer, family worship, and the example of the parents.
- To providing an opportunity for parents and teachers to develop a positive relationship in their work for the children.
- To bringing the church school ever more fully into harmony with the principles of Christian education in spirit, content and methods.
- To working to the end of securing the attendance of every child in our own church schools.

- To assisting in providing the school with necessary equipment to enable it to meet the highest standards.
- To encouraging voluntary involvement with the school program.
- To furnishing social and educational opportunities to the members of the church, school and the community through programs and fellowship.

F. **Insurance**

Minimal accident insurance coverage is provided for each child and is paid for in the initial registration fee. Personal property loss is not covered.

All students are covered by insurance on the school premises or when on school trips accompanied by school personnel. Insurance covers students from the time they leave home until they return.

G. **Late work**

From time to time it is recognized that students may not complete assigned work as scheduled. Incomplete work assignments will be categorized and handled as discussed below. Work missing from an attendance issues is explained in the Attendance policy, See A, #1 & 2.

**Incomplete Work**

Whenever a student does not complete major assignments, parents will be notified that the work is delinquent. It is the parent's responsibility to contact the teacher, and assist the teacher with making an academic improvement plan. If the assignment is not then completed within the agreed-upon time period, a grade of zero may be given.

Students with incomplete or missing work are not to participate in after school programs such as After School Sports etc. This provides extra time for the student to focus on completing their assignment.

H. **Lifestyle Recommendations**

Teachers and parents should work together for the development of right character in the children. With this in mind, we strongly encourage the following:

- Daily family worship.
- Television and movie viewing be limited and carefully monitored.
- That music and lyrics encourage a relationship with Christ.
- Constructive play and toys. (Toys which encourage violence and destruction are not to be sent to school.)

Good health – adequate rest; wholesome diet; exercise; good hygiene, including baths, deodorant, brushing of teeth and hair.

**I. Media Release Form & Student Pictures**

KAS requests that a Media Release Form be filled out as part of the registration paperwork. This gives authorization for us to use a student's picture for school publication purposes that may arise, such as the newsletter, Year in Pictures, the school website, and marketing brochures; as well as permission to send these pictures to the conference office to be printed with stories in the Georgia-Cumberland Conference Communique and/or the Southern Tidings.

For their protection, student names (first & last) will not appear with pictures that are published outside of school or online.

**J. Medication**

For a student to receive any prescription medication during school hours, an Administration of Medication form must be completed by a physician, or at least a note from the doctor must be given to the teacher or office. These medications must be kept in a locked file in the secretary's office.

An Over-the-Counter Medication Permission form is available for 5<sup>th</sup> through 9<sup>th</sup> graders. This gives permission by parents for students to self-medicate certain over-the-counter medicines, such as ibuprofen, cough drops/medicine, antacids, etc.

For students with asthma, diabetes, or sever allergies, an Authorization for Student to Carry Prescription . . . . Medication form must be on file, in order for the student to carry this medicine with him/her.

If your child has a medication such as an epi-pen, a parent should have written instructions and discussed the requirements of the use of the device. Please communicate any needs with the KAS staff to help provide the healthiest care for your child.

Since we do not have a school nurse, all the school is allowed by law to administer, without a doctor's note, is a band aid or ice.

**K. Party Invitations**

If your student is having a party, unless all students in the classroom are invited, please refrain from passing out invitations at school. Mail them to the home of the students invited.

**L. Personal Property**

KAS is not responsible for personal property left on premises.

**M. Private Music Lessons**

Private music lessons may be taken at the school during the periods of time the student is not actually participating in class recitation. The time out of the classroom must be coordinated with the teachers. Students afforded the privileges of being excused from the classroom for these lessons must maintain satisfactory grades, in order to continue private lessons.

N. **Report Cards**

Report cards will be sent to the custodial parent, only, unless otherwise requested by the custodial parent.

O. **School Arrival and Dismissal**

The school day is from 8:00 a.m. to 3:00 p.m., Monday through Friday.

Children should not be on the school grounds more than 15 minutes before school starts. Upon arrival at school, they are expected to wait quietly until staff worship concludes. Students need to be picked up between 3 and 3:15. Please be considerate of our teachers and their planning time by picking up your child promptly. If a situation arises in which a parent must drop off or pick up their child early, please make arrangements before that day.

Students being picked up during the school day, for any reason, must be signed out at the office. Only persons authorized by parent, in writing, may pick up a student.

P. **School Illness**

If a child is suspected of having a fever, a contagious illness, or any other communicable health problem, the parents will be notified and requested to immediately remove the child from school until the problem is solved. A note from the physician or Health Department may be required to re-enter class. Students should not return to school until fevers are gone for at least twenty-four hours.

Q. **School Lunches**

The school recommends a wholesome vegetarian diet for school lunches; therefore, it is requested that no meat or caffeinated drinks be brought. It is strongly recommended that sweets be omitted or limited to one. If your student forgets his/her lunch, we will try to provide something, but a fee of \$5 may be charged.

Hot lunches may be sold several days per week. These will be fundraisers for certain classes or a courtesy meal from the Home & School Association. There will be a fee for these lunches.

R. **School Telephone**

The school telephone is provided for school business and must not be used by students except in emergencies and with permission from the teacher. Parents who find it necessary to call the school for either the child or teacher should try to do so before or after school.

S. **Snow Days (or Other Weather-Related School Closings)**

The Knox County, TN, public school schedule for snow days will be observed by KAS for at least the first day. After the first day, our information will be given to WBIR Channel 10, WVLT Channel 8 & WATE Channel 6 TV. Knoxville Adventist School will be listed by name.

We also use a telephone notification system called “Calling Post”, and a text-message service. One number for each parent (usually a cell phone number) will be called or texted concerning important information and closings. **Please keep us updated with your most current information or if you prefer a different number be used to be.**

T. **Visitors**

All visitors must sign in at the office. Visitors will be allowed in classrooms at the principal’s discretion.

**GRIEVANCE PROTOCOL**

The KAS board has adopted the Georgia-Cumberland Conference K-12 Board of Education’s grievance procedure. The procedure is mindful of due process and founded on the Biblical principals of Matthew 18. Any questions regarding the fundamental philosophy and/or procedures prescribed should be directed to the Office of Education.

**Parent/Teacher Complaint Procedure**

1. Parent/Guardian is to make an appointment with the teacher alone, or as a family, to discuss the issue/complaint. **Under no circumstances is the issue/complaint to be discussed with any other party.**
2. If the complaint remains unresolved after Step 1, the unresolved complaint is to be taken to the school principal for the purpose of securing assistance in finding a resolution. A meeting among the three parties (principal, parent/guardian, and teacher) is to be held, with the principal chairing the meeting. The principal is to keep minutes of the meeting, including all relevant issues and/or agreements discussed. The minutes are to be reviewed by all parties prior to the completion of the meeting. Should the grievance involve the school principal, the school board chair would serve as the facilitator and keep minutes. Should the principal be involved, the Office of Education is to be notified.
3. At each instance in which a complaint is registered, the teacher should have the right to address the complaint directly. If the complaint remains unresolved, then the complaint will be referred to the Executive Committee of the school board. At this point, the Office of Education is to be directly involved.
4. If, after the above steps prove unsuccessful, and the complaint remains unresolved, a final appeal of the issue can be made to the school board. In order to insure fairness, the teacher is to be present at this meeting. A representative from the Office of Education will be invited by the school board chair to participate in the discussion of the issues. Should the parent/guardian be a member of the school board, he/she will remove him/herself from the decision-making process relative to the issue at hand. A final resolution of the complaint will be acted upon at this level. All parties are to be officially notified, in writing, of the school board’s decision.

## **PARENT CONCERNS AND QUESTIONS PROCESS**

The teachers and school officers are ready to help you with any questions or problems connected with the school.

The teachers and principal are interested in and welcome your questions, comments, suggestions and support in the areas of your child's spiritual, physical, scholastic and social development. Such discussions should be arranged for during times other than school hours. Teachers will cooperate with state licensed or conference approved professionals to achieve the maximum educational results.

The school board chairperson will help in the areas of school operations and policies.

The school treasurer is available for information on:

1. Billing
2. Accounts
3. Work credit programs

The pastors are available for general, personal or family counseling.

The ombudsman, or liaison, is available for communicating concerns between school officials, parents and students.

## **POLICIES AND REGULATIONS**

Knoxville Adventist School is governed by the Southern Union, Georgia-Cumberland Conference, and KAS By-laws and Constitution, which may or may not be detailed in full in this handbook.

### **A. Behavior Expectations**

Respect is one of the fundamentals of Christianity. Parents and students are expected to show proper respect, at all times for God, their teachers, and the rights of others. Students are expected to conduct themselves in harmony with the standards and spirit of the school at all times. A wholesome attitude must be maintained toward the school by parents and students. Profane and disrespectful language and physical aggression will not be tolerated.

All students accepted for school must refrain from the use of tobacco, alcoholic drinks of any kind, and other habit-forming drugs. A violation of this regulation will result in disciplinary action and may result in the expulsion of the student from school, whether the violation has been at school or elsewhere.

### **B. Bullying, Shunning and/or Harassment**

KAS administrators, teachers, staff, and students will strive to make our school a safe place for all. Because we value each student, a student or group of students **MUST NOT PARTICIPATE IN, OR ALLOW** any act of direct or indirect bullying, shunning, and/or harassment which degrades, injures, threatens, or disgraces a student, staff member, and/or visitor to the campus. Bullying, shunning, and/or harassment includes

jokes, teasing, gestures, rumor spreading, intimidation, threat, any physical, verbal, cyber attack, or any such activity that is directed at a person's race, religion, national origin, age, gender, possessions, abilities, physical features, or any other feature or characteristic of another individual. Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student, staff member, or visitor by way of any technological tool, such as sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings (including blogs).

Incidents of bullying, shunning, and/or harassment occurring during on-campus or off-campus school-sponsored events are to be reported to the supervising teacher and administrator. As far as possible, every effort will be made to protect student identity, anonymity, and confidentiality. Confirmed incidents of bullying will result in disciplinary action. Neither reprisals nor retaliation shall occur as a result of the submission of a complaint.

The terms "bullying" and "cyber-bullying" shall not be interpreted to infringe upon a student's right to engage in legally protected speech or conduct.

### **Sexual Harassment**

KAS administrators, teachers, staff, and students will strive to make our school a safe place for all. Because we value each student, a student or group of students **MUST NOT PARTICIPATE IN, OR ALLOW** any act of direct or indirect sexual harassment. Sexual harassment includes sexual advances, requests for sexual favors, and other verbal, physical, or cyber conduct or contact that by design or innuendo, is sexual in nature. This kind of behavior interferes with an individual's ability to perform work or school assignments due to the intimidating and hostile environment that is created.

Incidents of sexual harassment occurring during on-campus or off-campus school-sponsored events are to be reported to the supervising teacher and administrator. As far as possible, every effort will be made to protect student identity, anonymity, and confidentiality. Confirmed incidents of sexual harassment will result in disciplinary action. Neither reprisals nor retaliation shall occur as a result of the submission of a complaint.

### **C. Cell Phone Policy**

Cell phones are limited to high-schoolers, only, who may keep cell phones in their backpacks in the "Off" position, and must not use them during the school day. If a parent insists that a younger student keep a cell phone with him, then that cell phone must be left at the Secretary's office, and then picked up at dismissal time. Any cell phones used during the school day will be confiscated, and will be returned at the discretion of the principal.

### **D. Damage to School Property**

Destruction of property will result in discipline, which may include suspension or expulsion, depending upon the cause, extent of damage, and/or the cost of repair to the property. The cost of repair to the property may be charged to the student's account.

### **E. Detention Hall or In-School Suspension**

Detention Hall/In-School Suspension may be given to students who:

- are consistently behind in classwork.
- have continued disciplinary infractions.
- have continued dress code violations.

### **F. Dress**

In keeping with the teachings from 1 Corinthians 10:30, “. . .whatever you do, do all to the glory of God,” others should be able to perceive that KAS students worship a God of love and order rather than fads or extreme fashions in dress. In addition, what a child wears to school has a direct influence on behavior and learning activity.

KAS students are expected to dress appropriately in a healthful, practical and modest manner. The following guidelines are to apply at all times:

- Hair should be clean, neat, and well-groomed. Above the collar, for boys.
- No unnatural-looking makeup or hair treatment.
- No dark nail polish.
- No jewelry.
- No belly buttons showing.
- No ragged pants or shorts.
- No oversized, excessively baggy, or “skinny” pants or shirts.
- No jeans, regardless of color, except on special occasions, when permitted by the principal.
- Clothes are not to drag on the ground.
- Pants and shorts are to be worn at the waist.
- Hats and caps are not to be worn inside the school building.
- No logos, symbols, or emblems on shirts.
- No sweatshirts or hoodies, unless zip-up or with school logo or name.
- Undergarments must not show through clothing.

### **Dress Code Violations**

If a child is found out of uniform the parents will be contacted and if the problem persists, the Knoxville Adventist School Board will be notified.

In order to maintain a uniform and neat appearance within a flexible wardrobe, articles of clothing must be selected from the KAS Dress Code table.

### KAS DRESS CODE

Item	Style	Color
Shirts	Oxford with button-down collar (optional flat collar for girls) or Polo <b>with 3 buttons or less (No tight shirts)</b> <b>Note: All shirts must have the new KAS logo embroidered on them or the patch put on.</b>	Solid <b>Yellow, Red, Royal Blue, and Black</b> color
Pants	Pleated or plain-front chino-style (such as Dockers), with no more than 4 pockets. No pants with pockets on the legs (cargo or carpenter pants) or tight or “skinny” pants.	Solid Color
PE Clothes	<b>All students in Grades 3 and above must wear PE shirts for PE. Appropriate shorts or pants may be worn. Shirts may be ordered through the school office for \$8 each.</b>	Blue with KAS Logo
Shorts/Skort	Pleated or plain-front chino-style, with no more than four pockets, and <b>no more than four inches above the knee</b> . No shorts with pockets on the legs (cargo or carpenter-style). No tight shorts	Solid Color
Skirt	Pleated or plain, with hemline to the knee.	Solid Color
Sweater/Jacket	Button-up or Zippered. <b>No hoodies</b> without zippers	Solid Color
Belt	Belt is required for pants with loops. Belt is optional for K-2 students.	Solid Color
Socks	Plain socks, tights, or hose.	Solid Color
Shoes	Playground-safe, flat, closed-toe and closed-heel.	N/A

\*\* **All** clothing must be solid colors.

\*\*\* **No** hooded sweatshirts are allowed in the classrooms, unless zip-up or have school logo or name.

**Suggestion:** Appropriate school dress can be purchased at Kohl’s, Sears, JC Penney, Educational Outfitters, Target, Walmart, or other stores that sell **school uniforms**.

#### **G. Inspection and Management Plan for Asbestos**

Asbestos Containing Building Materials (ACBM) required by the Federal Asbestos Hazard Emergency Response Act (AHERS) have been utilized by this facility. The management plan has been submitted to the state for review and approval, and copy is on file at the school office and available for public inspection, upon reasonable notice. A complete copy of this school’s management may be obtained at the office.

## **H. Items Inappropriate for School**

Items inappropriate for school include, but are not limited to:

- Gum
- Comic books
- Rock star magazines or other non-teacher-approved magazines
- Radios/Tape Players/CD Players/Headphones/MP3 Players/Ipods/PSP's/Nintindo DS's, etc.
- Toys which encourage violent, destructive play or interest in the supernatural and/or non-Biblical super heroes.

## **I. Policy Changes**

The administration and board of Knoxville Adventist School reserve the right to change, formulate and implement policies, rules and regulations, throughout the course of the year, in order to assure the safe and appropriate operation of the school. Those policies will be equal in force.

## **J. Suspension Policy**

Students are expected to comply with all the policies and standards established for KAS. The school board reserves the right to suspend or expel any student who violates or deliberately disregards KAS's policies and standards. The principal may invoke a suspension of not more than three (3) days or develop a behavior modification program (such as physical labor), with notification to parents and the school board chairperson. A second suspension will result in the student and parent meeting with the school board.

## **K. Weapons Policy**

Students shall not possess weapons, or dangerous instruments of any kind, on school grounds, in school buildings, or at any school-related or school-sponsored activities.

Weapons and dangerous instruments include, but are not limited to:

- Firearms: pistols, revolvers, shotguns, rifles, "zip guns," "stun guns," tasers, and/or any other device capable of propelling a projectile.
- Cutting or puncturing devices, including: dirks, daggers, knives, disks with points or blades, or razors.
- Explosive and/or incendiary devices: fireworks, pipe bombs, time bombs, cap guns, flammable liquids, and/or other hazardous devices.

Any instrument used for the purpose of inflicting harm or injury constitutes a weapon, for the purpose of this policy. Any school employee shall confiscate any device used as a weapon. Upon information that a student is suspected of violating this policy, the principal/head teacher shall notify the student's parent(s) or guardian(s). In case of firearms, explosive or incendiary devices, or knives with blades longer than three inches, the appropriate law enforcement officials shall be notified, and the student will be suspended/expelled.

## **FINANCIAL INFORMATION**

### **A. Fiscal Policy.**

Knoxville Adventist School is financially operated by the monetary support of the parents, through the payment of tuition and fees, and by an operating subsidy from the Knoxville First Seventh-day Adventist Church. Therefore, it is necessary that each student's tuition be paid. Financial arrangements are established by the KAS Finance Committee. Annually, the school board establishes tuition rates for all categories of students.

Parents, whether members of Knoxville First Seventh-day Adventist Church or not, are to pay the tuition rate established by the school board. A Financial Agreement must be filled out, agreed to, understood, and signed by the parent or guardian to reflect this advance understanding of any and all financial obligations.

Monthly tuition payments are due and expected each month, as agreed to in the individual's Financial Agreement.

The full registration fee and the first month's tuition for each student is expected by/at the time of registration.

### **B. Gifts.**

The school board has attempted to keep Christian education affordable to most families desiring it for their children by keeping tuition as low as possible.

For facilities and a program that offers excellence in education, additional income beyond tuition, in the form of gifts to the school, is necessary. Many curriculum items deemed essential by parents, the board, and the staff cannot be provided without these additional gifts from God's people. In addition to meeting normal operation expenses, major gifts will ultimately be necessary for school facilities development.

KAS challenges each of its parents and friends with the following: "Let each give as he has purposed in his heart, not grudgingly or under compulsion; for God loves (prizes) a cheerful giver". (II Cor. 9:7)

### **C. Tuition and Fees.**

KAS uses the FACTS Tuition Management website to facilitate our tuition transactions. Please refer to separate information materials that will be provided to you about this system.

Tuition can be paid according to the following options:

- One annual payment in full, that is discounted 5%, and payable at registration.  
(Note: The registration fee is not discounted.)
- Two semester payments, made in full, that are discounted 2%, and payable at registration and the beginning of second semester. (Note: The registration fee is not discounted.)
- One-time registration fee and one month's tuition, then nine monthly payments, due at the beginning of each month. Through FACTS, the registration is paid to the school, then ten monthly payments are charged.

\*A discount of \$25 will apply to the registration fee, if all applications per family are turned in by April 30.

\*\*Note: The registration fee is charged to cover things like textbooks, student insurance coverage, library books, testing fees, instructional supplies, and the yearbook.

Delinquent tuition payments will be handled according to the following policy:

- Should an account be in arrears for 45 days, without proper arrangements with the KAS Finance Committee, students may be required to withdraw until the financial obligation is rectified.
- Student report cards, records and transcripts will not be released unless all financial obligations have been satisfied.
- No student will be re-enrolled until all outstanding financial obligations have been resolved.
- A late charge of \$15.00 per month may be assessed on any outstanding balance.

Fees are collected for registration processing, insurance, yearbooks, library fees, testing materials, various other instructional materials, textbook rental, and workbooks used in the classroom. There will be an adjusted registration fee for new students entering during the second semester. These fees are not refundable, in whole or in part.

**\*\*NOTE: A \$30 Returned Check Fee will be assessed for any check presented to the school that is returned by our bank for insufficient funds.**

## **For your information. . .**

**This is a yearly Asbestos notification to all parents, teachers, and employees of KAS. The Asbestos file is in the office and may be viewed at your request. Please feel free to ask any questions about the Asbestos management folder. The Asbestos has been contained, but we are required to post this notice.**