

KNOXVILLE ADVENTIST SCHOOL HANDBOOK



Our mission is to...

KKeep God First

AAdventure in Nature

Serve One Another

Revised February 2024



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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Mission Statement:

At Knoxville Adventist School (KAS) we strive to:

**Keep God First
Adventure in Nature
Serve One Another**

PHILOSOPHY

It is our privilege and duty to provide a school program which stresses the development of the Seventh-Day Adventist Christian philosophy and a personal Relationship with Jesus Christ.

The small-school and outdoor environment of KAS allows for enhanced 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 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. Equip students with necessary tools to identify and regulate emotional well-being and clear-logical thinking.
- D. Uphold and teach the Christian beliefs of the Seventh-day Adventist church.
- E. Provide examples and opportunities of how to serve others.

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. Families and students that are interested in enrolling at Knoxville Adventist School are expected to act with kindness and respect, and cooperate fully with faculty and staff. Students must be able to listen carefully, obey instructions, and demonstrate self-control. By choosing to attend KAS, each student agrees to:

- Respect God, God's name, and the Bible as His inspired Word.
- Respect all teachers, staff members, substitute teachers, pastors, aides, visitors, and volunteers by being courteous, obedient, and cooperative.
- Respect fellow students by practicing the principles of kindness, fair play, and courtesy.
- Respect all school property and personal property.
- Make his/her best effort to learn and grow spiritually, academically, and socially/emotionally.
- Be honest and truthful in all things.
- Use language that is respectful and refined.
- Choose character-building materials for viewing, reading, listening, and discussing at school.
- Develop habits of a healthy lifestyle

By choosing to attend KAS, each student agrees to refrain from:

- Showing disrespect of any kind.
- Swearing or using inappropriate language/topics/slangs
- Bullying
- Using tobacco, drugs, or alcohol in any form
- Possessing improper literature, pictures, or other items
- Engaging in any kind of inappropriate or questionable activities

C. The Bible clearly teaches that parents are ultimately responsible for training their children (Deuteronomy 6:7, Proverbs 22:6, Ephesians 6:10, Hebrews 12:9), and good discipline originates in the home. The parent is the first teacher of a child and should help him/her develop proper attitudes and appropriate behavior towards the school. Parents are encouraged to do the following:

- Recognize that the teacher represents the authority figure while a child is at school.
- Teach children to respect laws, the rights of others, as well as private and public property (including textbooks, library books, Chromebooks, etc.).
- Make sure students get plenty of sleep, eat a healthy breakfast, and have all necessary items with them each day (lunch, water bottle, homework, medication, and gear appropriate for the weather).

- Arrange for prompt and regular school attendance and comply with attendance rules and procedures as outlined in the Attendance Section of the Handbook.
 - Encourage children to stay positive about schoolwork and provide a quiet place of study at home as needed.
 - Talk positively with children about school activities and parents/guardians should attend all required events with them (church performances, concerts, programs, etc.). Students attending optional events should be accompanied by their parents as well. Students should never be dropped off to attend events without parental supervision.
 - Show an active interest in all areas of your student’s growth and progress. Attend parent-teacher conferences as requested and go over report cards with your child each quarter as appropriate.
 - Work with the school in carrying out recommendations made in the best interests of children, such as discipline, academic testing, counseling, trauma assistance, etc.
 - Be respectful of communication with faculty and staff outside of school hours.
 - Find a way to volunteer at KAS as God impresses you. (See details in the Volunteers section.)
- D. It is not the intention of KAS to replace parents in instilling principles of character in their children. If a parent feels uncomfortable with the school’s policies, families are asked to either work with the school to find a compromise, or to withdraw the student when differences cannot be resolved.
- E. No discrimination based on gender, race, color, national or ethnic origin is made in regard to education policies, admission, or any of the school activities.
- F. A child must be at least five (5) years of age, by August 15, to enroll in kindergarten. A child must be at least six (6) years of age, by August 15, 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.)
- G. All new students may be tested for placement.
- H. All admissions are subject to approval by the school board.
- I. All students must supply the school with the following:
1. An online application completely filled out.
 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 KAS 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. Online ‘Consent to Treat Medical’ form, filled out and digitally accepted by the parent/guardian.

6. Online 'GCC Internet Acceptable Use Policy' form, digitally accepted by the parent/guardian and the student. *grades 3 and up only*
 7. Online 'Media Release' form, digitally accepted 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 or students who have left and are re-enrolling must fill out an online 'Transcript Request' form to send to the previous school for records/transcripts (which may include the physical exam and TN immunization records).
 11. Online form for t-shirts as appropriate for the student's grade. Sizes and number of shirts needed.
 12. Online 'General Information' form, completely filled out and digitally accepted by the parent/guardian.
 13. Online 'Student Pickup Permission List', completely filled out and digitally accepted by the parent/guardian.
 14. Two required recommendations. One from a former principal and one from a former teacher. Please provide daycare/preschool personnel information as applicable if your child has not been in school prior to this year.
- J. Registration will not be allowed unless the previous year's debts are paid, or arrangements have been made.
- K. Sterling Volunteer background check AND training is required to be completed by all parents/guardians by September 1st unless previously completed in the last 2 years.

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 Prearranged Absence Request Form at least one 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, vacations, unapproved prearranged absences, siblings that are not sick but stay home, skipping school, etc.

Assignments missed from unexcused absences may receive partial credit after consulting with the 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.)

Upon receiving five 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 always assist the teacher with supervision. 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 issue 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 in making an academic improvement plan. If the assignment is not 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 LEGO Club, 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.)
- Social Media be closely monitored and minimized.
- Good Health – adequate rest, wholesome diet, exercise, good hygiene (bathing, deodorant, brushing of hair and teeth).

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 5th through 9th graders. This gives permission by parents for students to self-medicate certain over-the-counter medications, such as ibuprofen, cough drops/medicine, antacids, etc.

For students with asthma, diabetes, or severe allergies, an Authorization for Student to Carry Prescription Medication form must be on file, in order for the student to carry this medication 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 the 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. Any private music lesson after school hours requires a parent to be on campus and directly supervising their child.

N. Report Cards

Report cards will be sent to the custodial parent only, unless a written request by the non-custodial parent is on file.

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 20 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 parents, as designated on the online 'Student Pickup Permission List, 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 depending on the illness. Students should not return to school until the 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 inclement weather cancellation will be observed by KAS for at least the first day. After the first day, contact will be made directly from the school regarding any further need for cancellations.

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. The school website will also be updated with current information regarding school closures. **Please keep us updated with your most current information or if you prefer a different number to be used.**

T. **Visitors**

All visitors must sign in at the office. Only approved 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 principles 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 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 spiritual guidance and support.

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 always conduct themselves in harmony with the standards and spirit of the school. 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, threats, 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

If a parent insists on a student keeping a cell phone with him/her, then that cell phone must be left at the Secretary's office in the "silent" mode. Phones can be reclaimed at dismissal time but not for use other than for parent communication. 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. Discipline

Discipline is addressed in a variety of ways depending on the significance of negative behavior. The age of the child, the influence of the act on fellow students, and the degree to which the incident reflects on the church and school are all relevant. With the diversity of students within a range of ages, the same act may be dealt with quite differently when all factors are examined. It is important that the student sees some relationship between their conduct and the consequences.

The following are some of the consequences that may be used to show the effect of poor behavior choices:

- Cool Down: sitting in an area apart from classmates, etc.
- Loss of privileges: must be accompanied at all times, restriction from activity or field trip, etc.
- Fines/Restitution: payments made for loss to the school or to individuals, etc.
- Common labor: working off energy, cleaning of school facility, lawn/garden work, etc.
- In-school suspension: isolation from other students to focus on study, emotional control, etc.
- Suspension from school campus/events: restriction from school-related events, etc.
- Dismissal: Permanent removal of a student from the school program.

When the conduct of the student is not improving as the level of consequence increases, a behavior plan will be established with Administration approval. The behavior plan will be shared with the parents, student, and applicable staff. If respectful behavior is not achieved after Administration has counseled parents and students, or an offense is of a serious nature, suspension or dismissal may result.

Individual classroom discipline plans will be explained to students by each teacher at the start of the year. Information regarding significant changes in discipline policy throughout the year will be made known to parents/guardians at the time such changes occur.

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.
- 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 except for approved KAS logos
- 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 with 3 buttons or less (No tight shirts) Note: All shirts must have the new KAS logo embroidered on them or the patch put on.	Solid Yellow, Red, Royal Blue, and Black color
Pants	Pleated or plain-front chino-style (such as Dockers), with no more than 4 pockets. Dark colored jeans. No “skinny” jeans. No pants with pockets on the legs (cargo or carpenter pants) or tight or “skinny” pants.	Solid Color
PE Clothes	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 or via online form at registration.	Blue with KAS Logo
Shorts/Skorts	Pleated or plain-front chino-style, with no more than four pockets, and no more than four inches above the knee. 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. No hoodies 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 a copy is on file in 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
- Electronics
- Toys or materials which encourage violent, destructive play or interest in the supernatural and/or non-Biblical super heroes.

I. Handbook 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. 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 can utilize third-party vendors to facilitate online tuition transactions if requested. 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.

*A discount of \$25 will apply to the registration fee, if all applications per family are turned in by a predetermined and communicated date.

**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 after August 1.

****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.**