

# Ma'ili Bible School

ELEMENTARY

PARENT/TEACHER HANDBOOK



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## **School Theme**

“God’s Word A Flame In Our Hearts.”

## **School Verse**

“Thy word have I hid in mine heart, that I might not sin against thee.” Psalm 119:11

## **School Song**

**M** is for our Master who’s holy, just, and true.  
**A** is for the Armor we’ll wear our whole lives through.  
**I** is for the Increase we receive from His holy Word.  
**L** is for His awesome Love of which we are assured. **AND**  
**I** is for our Inheritance as children of the King.

So that’s why Maili Bible School is so very proud to sing!

**B**uilding up our spirit, our body, our mind, our soul,  
**I**s our school’s ambition and our eternal goal.  
**B**eing more like Jesus Christ we’ll serve Him every day.  
**L**oving others as we’ve been loved is the Father’s way. **AND**  
**E**ven though the world may laugh, we’re children of the King.

So that’s why Maili Bible School is so very proud to sing!

**S**eeing Christ in all we do is how we learn the best.  
**C**aring for our fellowman puts us to the test.  
**H**elping those less fortunate is our earthly task.  
**O**ffering all our only Lord to accept is just to ask.  
**O**h won’t you take our Jesus Christ of which we proudly sing?  
**L**isten to Maili Bible School we’re children of the King!

## **School Mascot**

Maili Bible School “Sharks.”

## **2.0 Message from the Administrator**

The goal of our school initially begins with each individual student being exposed to Christ and the need for settling the age old important question of, “What will you do with the Savior now that you know about Him?” You see, this, and this alone, can change the way a person lives. The truth of the matter is that without the Lord’s help no person can obey. Having the Lord in our lives goes to the root of the problem. The reason for disobedience is because people live for self and to satisfy self. They say, “What I decide for myself is what is right for me.” We believe that any disobedience to any rule is a selfish act, disregarding and not caring about others or the authority placed over us. We are writing this handbook to give guidelines which are based on God’s Word and/or the principle of doing things decently and in order. We expect each student to be well aware of the various rules and want parents to help us enforce them. With the support from parents, we can get the best results in the development of the student.

We understand that this may be a change of lifestyle, however, in order to remain a student at Maili Bible School, these rules must be followed. This kind of discipline is very needful for our children living in a permissive society. If we do not teach them as a young child, what will the future hold for them? So may we apply these rules with loving care, motivated hearts, and consistent application for the Lord’s work and for the good of our children. May God give us the desire to trust in Him and bring up our children in the nurture and admonition of the Lord. We can accomplish this if we choose to. May God bless you as you embark on your educational journey at Maili Bible School. We trust it will be a spiritual and educational experience. For without God we can do nothing!

Mr. Larry Estrella

## **3.0 Introduction**

### **3.1 Historical Sketch of the School**

Maili Bible School operates as a ministry of Maili Bible Church. The school began in **1974** as a preschool. Miss Lucy Gaff, a graduate from Appalachian Bible College, was the first administrator of the school. The pastor of the church at that time was Pastor Larry Clouse who was serving as a missionary pastor under the United Missionary Fellowship. He was a graduate of Appalachian Bible College.

**1975** - Maili Bible School added a kindergarten class to the preschool.

**1976** - Pastor Clouse relocated to another ministry in the mainland. The school added the first grade.

**1977** - Pastor Tom Jeffcott, a graduate of Appalachian Bible College, began his ministry at Maili. Miss Mary Therit, a graduate of Bob Jones University, began as the new administrator. A school board was established during this time. A second grade was added to the ministry.

**1979** - Maili Bible School added a third grade added.

**1981** - Larry Estrella, a graduate of Bob Jones University, became the new administrator. School colors were established as Kelly Green and Yellow. Each year following, a grade was added until the sixth grade.

**1985** - The first graduating class from the sixth grade.

**1986** - Maili Bible School joined the American Association of Christian Schools.

**1992** - The addition of a high school was made with an admissions policy stipulating only church members. The high school began with using all ABEKA video classes.

**1994** - Maili Bible High School graduated its first graduate, Mr. Sam Tapeni. We hope and pray that many students graduating from Maili Bible will serve the Lord with their lives.

**1997** – Maili Bible School was recognized as a member of the Hawaii Council of Private Schools and continues to be recognized to this day. Our new school spirit program was created and

unveiled. The name of the program was called “Student Body.” A school song was drafted for the students to sing at every student body program, and a program was created around the theme of the mascot, MBS Sharks.

**1998** – Maili Bible School was accredited by the American Association of Christian Schools. The “Shark Tones,” a singing group, was formed.

**2001** - MBHS opened enrollment to students outside of Maili Bible Church based on their salvation experience and a requirement to come to Wednesday evening youth meetings. Classes in Math and upper Science were offered with Bob Jones curriculum.

**2002** - MBHS increased enrollment with over 40 students. Miss Lyn Nakagawa celebrates her 25<sup>th</sup> year teaching at Maili.

### **3.2 Philosophy of Christian Education**

The educational program and methods of instruction of Maili Bible School have been created from a biblical viewpoint as is also the philosophical basis of its existence. Truth and interpretation of all facts are derived from the same biblical foundation. The concepts of our Christian educational philosophy are these:

1. God is the **source** of all truth and wisdom. Colossians 2:3; Proverbs 1:7.
2. God has **revealed** Himself in a general way, in His creation; in a special way, in His written Word; and in a personal way through His only Son, Jesus Christ. Psalm 8:3-9; 19:1-6; John 1:14, 18.
3. The Bible is the **complete** and **final** authority for all matters of faith and practice, and thus every subject is to be studied from the perspective of the Word of God. II Timothy 3:16, 17; John 10:35.
4. Man was created in the image of God, but through Adam’s sin the race fell and inherited a sinful nature. Man is not basically good. Genesis 1:26, 27; Romans 3:22, 23; Ephesians 2:1-3, 12.
5. Salvation is the **gift** of God received by faith in Jesus Christ. Acts 16:31; Ephesians 2:8-9.

6. God is **sovereign** in all the affairs of men and nations. Daniel 2:20, 23; Acts 17:22-29.
7. The Bible sets **absolute** moral standards to which we are to conform. Mark 7:14-23; Romans 14; I Corinthians 8-10; I John 3:4.
8. The goal of Christian education is to **teach** children who **God** is and what He does. Deuteronomy 6:4-7.
9. The ultimate aim of this knowledge is to bring each child to **salvation** and **conformity** to the will of God. Romans 12:2; Colossians 1:28-29; 2 Timothy 3:14-17.
10. Christian education is primarily the responsibility of the **home**. The church and the Christian school are an **extension** of this process and provide a supportive basis of encouragement to the family in its basic responsibility. Proverbs 22:6, 15; 29:1; Ephesians 6:4, 5.
11. Effective Christian teachers are those who **understand** and are **committed** to these principles of Christian education, who are personally committed to Jesus Christ, and who are yielded to the Holy Spirit. John 14:26; 16:13.

### **3.3 Purpose/Mission**

The mission of Maili Bible School is to evangelize, edify, and educate the child through a Bible-centered education, inspiring them to glorify, enjoy, and serve God.

**EVANGELIZATION:** Maili Bible School is dedicated to the evangelization of those children who may not be saved. A Christ-centered education emphasizes the importance of salvation. This is especially true in our elementary school, which will include children who have not yet received the Lord Jesus Christ as personal Savior.

**EDIFICATION:** Maili Bible School is dedicated to the edification of children in accordance with Ephesians 4:12, “*For the perfecting (equipping) of the saints for the work of the ministry.*” Therefore, attention will be given to spiritual growth and development, and equipping children to live a life of obedience

to the Lord Jesus Christ. Since the Bible is the ruler by which all things are measured, every effort will be made to develop and make relevant within children a spiritual basis for making wise decisions about life and to develop both the spiritual and natural gifts of each child to a level appropriate for elementary school children.

**EDUCATION:** Maili Bible School is dedicated to the education of children in accordance with the broad areas of development stated in Luke 2:52, “*And Jesus increased in wisdom and stature, and in favour with God and man.*” Therefore, attention will also be given to the mental, physical, and social growth of children. The primary purpose of the academic program is to prepare students for some form of education beyond the sixth grade and eventually for functioning as an adjusted and productive citizen.

### **3.4 General School-wide Goals of Maili Bible School**

1. To teach every student enrolled an understanding of God, the priority that should be given to His Word, and the responsibility that every person has to Him as Creator and Redeemer.
2. To enable each student enrolled to develop both natural and spiritual gifts and talents with the understanding that the highest goal of mankind is to use these gifts and talents to worship and to glorify God.
3. To develop within each child a level of basic skills achievement that will support successful functioning as a citizen of the Kingdom of God and successful functioning as a citizen.
4. To provide both curricular and instructional systems that will enable any student to achieve at levels that will prepare him to enter the next level of education chosen, whatever the academic rigor demanded.
5. To leave each student enrolled with a strong sense of “right and wrong”, to make them aware of the spiritual blessing that comes from doing right, and to warn each student of

the many wrongs that now characterize our culture and the negative consequences to be borne by those who choose those wrongs.

### **3.5 Doctrinal Position**

Maili Bible School subscribes to the doctrinal statement of Maili Bible Church. Each prospective teacher must agree and sign a doctrinal statement before being considered to be a teacher at Maili Bible. The following is an abbreviated form of this statement of faith:

Since many have departed from the faith in these last days and have fallen into doctrinal error, we hereby declare our belief in the following fundamental doctrines of the Christian faith.

#### **1. *The Holy Scriptures***

We believe the Holy Scriptures of the Old and New Testament to be the verbally, inspired Word of God, the final authority for faith and life, inerrant in the original writings, infallible and God-breathed. We believe in the literal, grammatical and dispensational view of Bible interpretation (II Timothy 3:16, 17; II Peter 1:20, 21; Matthew 5:18; John 16:12, 13).

#### **2. *The Godhead***

- a. We believe in the one Triune God, eternally existing in three persons--Father, Son and Holy Spirit--coincident in nature, coequal in power and glory and having the same attributes and perfections (Deut. 6:4; II Corinthians 13:14).
- b. We believe God is a spirit, from everlasting to everlasting the same, creator of all things, omnipotent, omniscient and omnipresent (John 4:24; Luke 24:39; Psalm 90:2; James 1:17; Isaiah 44:24; Revelations 19:6; I John 3:20; Psalm 147:5; 139:7-10).

#### **3. *The Person and Work of Christ***

- a. We believe *that* the Lord Jesus Christ, the eternal Son of God, became man, without ceasing to be God,

having been conceived by the Holy Spirit and born of the virgin Mary, in order that He might reveal God and redeem sinful man (John 1:1,2,14; Luke 1:25).

- b. We believe that the Lord Jesus Christ accomplished our redemption through His death on the cross as a representative, vicarious, substitutionary sacrifice; and, that our justification is made sure by His literal, physical resurrection from the dead (Romans 3:24,25; I Peter 2:24; Ephesians 1:7; I Peter 1:3-5).
- c. We believe that the Lord Jesus Christ ascended to heaven, and is now exalted at the right hand of God, where, as our High Priest, He fulfills the ministry of Representative, Intercessor and Advocate (Acts 1:9; Hebrews 9:24; 7:25; Romans 8:34; I John 2:1,2).

#### **4. *The Person and Work of the Holy Spirit***

- a. We believe that the Holy Spirit is a person who convicts the world of sin, righteousness, and judgment, and that He is the Supernatural Agent in regeneration, baptizing all believers into the body of Christ, indwelling and sealing them unto the day of redemption (John 16:8-11; I Corinthians 12:12-14; Romans 8:9; Ephesians 1:13-14).
- b. We believe that He is the Divine Teacher who guides believers into all truth; and, that it is the privilege and duty of all the saved to be filled with the Spirit (John 16:13; I John 2:20, 27; Ephesians 5:18).

#### **5. *The Total Depravity of Man***

We believe that man was created in the image and likeness of God, but in Adam's sin the race fell, inherited a sinful nature and became alienated from God; and that man is totally depraved, and, of himself, totally unable to remedy his lost condition (Genesis 1:26,27; Romans 3:22,23; 5:12; Ephesians 2: 1-3,12).

#### **6. *Salvation***

We believe that salvation is the gift of God brought to man by grace and received by personal faith in the Lord Jesus Christ, whose precious blood was shed on Calvary for the forgiveness of sins (Ephesians 1:7; 2:8-10; John 1:12;

I Peter 1:18,19).

**7. *The Two Natures of the Believer***

We believe every saved person possesses two natures, with provision made for victory of the new nature over the old nature through the power of the indwelling Holy Spirit; and, that all claims to the eradication of the old nature in this life are unscriptural (Ephesians 4:22-24; Colossians 3:10; I Peter 1:14-16; I John 3:5-9).

**8. *The Eternal Security and Assurance of Believers***

- a. We believe that all the redeemed, once saved, are kept by God's power and thus secure in Christ forever. (John 6:37-40; 10:27-30; Romans 8:1,38,39; I Corinthians 1:4-8; I Peter 1:5).
- b. We believe that it is the privilege of believers to rejoice in the assurance of their salvation through the testimony of God's Word which, however, clearly forbids the use of Christian liberty as an occasion to the flesh (Romans 13:13,14; Galatians 5:13; Titus 2:11-15).

**9. *The Church***

- a. We believe that the Church, which is the body and espoused bride of Christ, is a spiritual organism made up of all born-again persons this present age. (Ephesians 1:22,23; 5:25-27; I Corinthians 12:12-14, II Corinthians 11:2).
- b. We believe that the establishment and continuance of local churches are clearly taught and defined in the New Testament Scriptures (Acts 14:27; 20:17,28-32; I Timothy 3:1-13; Titus 1:5-11).

**10. *Ordinances***

We believe in two church ordinances: Water Baptism by immersion and the Lord's Supper for believers (I Corinthians 11:23-34; Acts 8:35-37; 10:47, 48; I Corinthians 1:14; Acts 8:12).

**11. *Separation***

We believe that all the saved should recognize that they belong to Christ and should be separated unto Him; that they should live in such a manner as not to bring reproach upon their Savior and Lord; and that separation from all

worldly and sinful practices and from all religious apostasy is commanded by God. This would include not supporting the ecumenical National Council of Churches, World Council of Churches, or the Charismatic Movement (I Corinthians 6:19,20; Titus 2:14; I Peter 2:9; II Timothy 3:1-5; Romans 12:1:2; 14:13; I John 2:15-17; 2 John 9-11; II Corinthians 6:14-7:1; James 4:4).

**12. *Missions***

We believe it is the obligation of the saved to witness by life and by word the truths of the Holy Scriptures and to seek to proclaim the Gospel to all mankind (Mark 16:15; Acts 1:8; II Corinthians 5:19,20).

**13. *The Ministry of Spiritual Gifts***

- a. We believe that God is sovereign in the bestowment of all His gifts; and that the gifts of evangelists, pastors and teachers are sufficient for the perfection of the saints today: and that speaking in tongues and the working of sign miracles (healing) gradually ceased as the New Testament Scriptures were completed and its authority became established (I Corinthians 12:4-11; II Corinthians 12:12; Ephesians 4:7- 12).
- b. We believe that God does hear and answer the prayer of faith, in accordance with His own will, for the sick and afflicted (John 15:7; I John 5:14, 15).

**14. *The Personality of Satan***

We believe that Satan is a person, the author of sin and the cause of the fall; that he is the open and declared enemy of God and men; and that he shall be eternally punished in the lake of fire (Job 1:6.7; Isaiah 14:12-17; Matthew 4:2-11; 25:41; Revelation 20:10).

**15. *The Second Advent of Christ***

We believe in the "Blessed Hope," the personal, imminent, pre-tribulational and pre-millennial coming of the Lord Jesus Christ for His redeemed ones; and in His subsequent return to the earth, with His saints, to establish His Millennial Kingdom (I Thessalonians 4:13-18; Zechariah 14:4-11; Revelation 19:11-16; 20:1-6; II Thessalonians 1:10).

## **16. *The Eternal State***

- a. We believe in the bodily resurrection of all men--the saved to eternal life, and the unsaved to judgment and everlasting punishment (Matthew 25:46; John 5:28, 29; 11:25, 26; Revelations 20:5, 6, 12, 13).
- b. We believe that the soul of the redeemed are, at death, absent from the body and present with the Lord, where in conscious bliss they await the first resurrection, when spirit, soul and body are reunited to be glorified forever with the Lord (Luke 23:43; Revelations 20:4-6; II Corinthians 5:8; Philippians 1:23; 3:21; I Thessalonians 4:16,17).
- c. We believe that the souls of unbelievers remain after death in conscious misery until the second resurrection, when the soul and body reunited shall appear at the Great White Throne judgment and shall be cast into the lake of fire, not to be annihilated, but to suffer everlasting conscious punishment (Luke 16:19-26; Matthew 25:41-46; II Thessalonians 1:7-9; Jude 6, 7; Mark 9:43-48; Revelation 20:11-15).

## **3.6 Overseeing Board Members**

Pastor-Teacher/Elder of Maili Bible Church

Elders of Maili Bible Church/Administrator

Members of the Deacon Board at Maili Bible Church

## **3.7 Office Staff**

Administrator/Principal  
(Mr. Larry Estrella)

Secretary  
(Mrs. Joy Inafuku)

# **4.0 Admissions Procedures**

## **4.1 Admissions Information**

Phone 808/696-3038, ask for the school secretary.

## **4.2 Admissions Policy**

Selection of students is based upon achievement, standardized testing results, and an interview with the administrator. Maili Bible School admits students of any race, color, national and ethnic origin, to all the rights, privileges, programs, and activities generally made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational and admissions policies and in athletic and other school-administered programs. New students will not be allowed admittance during the 4<sup>th</sup> quarter. The administration may grant exception to this policy for students who have recently moved into the Leeward area.

## **4.3 Steps to Admission**

1. Application can be acquired in the Administration Office. Application is submitted with Birth Certificate to the Administration Office.
2. The necessary entrance exam is taken. The grade equivalent achieved on the SAT entrance exam must be within two years of their actual grade level. The basic battery score must be a stanine of 4.
3. No special education or handicapped children can be accepted because of lack of facilities.
4. No student will be accepted who has a history of emotional, social, or behavioral problems.
5. Kindergarten students must be five by December 31.
6. Students applying for grades 1 through 6 must be the correct age by December 31.

#### **4.4 Testing New Students**

1. A student will be admitted to grades kindergarten through six on the basis of successful completion of the previous grade and a stanine of 4 on the SAT admission exam.
2. A student is required to score a grade equivalent on the SAT entrance exam within two years of their actual grade level. The basic battery score must be a stanine of 4.
3. A student who scores more than two years below his grade level on a recognized achievement test will be admitted to one grade level below that for which he has applied.
4. No student will be accepted if his grade placement is more than two years below the normal grade placement for a student of his chronological age.

#### **4.5 Other Requirements**

1. An official Birth Certificate signed by the Department of Health.
2. Immunization records signed by a licensed physician.
3. Recommendation/Evaluation from other school or pastor.
4. Transfer of all records, including request form.
5. Parents are required to sign a Statement of Cooperation at the beginning of each school year.

#### **4.6 Re-enrollment of Current Students for Next School Year**

A letter of intent for the next school year will be provided to current MBS students each February. This letter of intent must be returned by the end of March.

#### **4.7 Enrollment of New Students for Next School Year**

New students can register for enrollment in MBS at anytime of the year. A school packet may be secured from the Maili Bible School Administration Office. (Telephone number: 696-3038)

# 5.0 Finances

## 5.1 Tuition Payment Plans

Mali Bible School neither solicits nor accepts funds of any kind from the government. Therefore, it is necessary that tuition be paid when it is due.

1. **Ten Payments** - August 1 to May 1. Each payment is due on the first day of each month.
2. **Two Payments** - First payment is due on the first day of school. The second payment is due on the first students return from Christmas break. (2% discount)
3. **One Payment** - Payment due on the first day of school. (5% discount)

There will be no exceptions beyond these dates. Failure to pay tuition will put in effect a grace period of **ten calendar days**. After the expiration of these ten days, you will be charged a late tuition fee of \$10.00. We appreciate prompt payments and do thank you for making the sacrifice of sending your child to a Christian school. We do believe your money is well invested in your child's life.

## 5.2 Registration Fee

A Registration Fee is due for all students returning and upon acceptance and is not refundable.

## 5.3 Comprehensive Fee

A Comprehensive Fee is due with the first month's tuition payment. This fee covers consumable books, membership in the American Association of Christian Schools, SAT testing fees, and a yearbook.

## 5.4 Financial Policies

1. In order for delinquent charges not to accrue, payments must be made on the first of every month or ten calendar

days thereafter.

2. There will be a late fee of \$10.00 for any payment made after ten calendar days from the first day of each month. There will be no exceptions beyond this date. There will continue to be late fees of \$10.00 charged every month until the account is brought up to date.
3. If payments cannot be made, a conference with the principal will need to be arranged as soon as the problem is encountered. Do not delay because delinquent charges will continue to add up until the treasurer is informed and arrangements made.
4. Payments one month delinquent will result in a conference with the treasurer.
5. Payments two months delinquent without a conference will result in termination of enrollment.
6. The ultimate decision of this nature will be made by the Church Board.
7. Notice of withdrawals in the first semester must be given at least two weeks in advance. Failure to notify the school will result in obligating yourself to a full semester's payment. Withdrawals after the second semester has begun will result in the entire payment for the semester.

## **5.5 Other Possible Charges**

1. Lost report card - \$1.00
2. Lost report card folder - \$.50
3. Lost textbook or workbook - full charge to replace the book plus shipping.
4. Damaged book or property - each item will be examined for extent of damage and an appropriate charge will be assessed.

## **5.6 Telephone**

Students are to ask permission from the secretary in order to use the phone. No calls can be made if a student forgot their homework, signed papers, or P.E. uniforms.

# 6.0 Attendance

## 6.1 Absences

Regular attendance is essential to successful class work. A student who is absent must:

1. Bring a **written excuse from parents, or guardian, or physician to the office.**
2. A maximum of 25 absences per year are permitted. More than 25 absences will result in the student being retained in that grade.
3. A student will be counted **absent** if he is not in school **for at least three and a half academic class hours.**

## 6.2 Excused Absences

The following shall constitute as valid excuses for a student's absence provided that satisfactory evidence of the excuse is provided to the office:

1. Illness or injury.
2. Death in immediate family.
3. Quarantine.
4. Medical or dental appointments. (Parents are requested to make doctor's or dentist's appointments for times outside of school hours, (if at all possible.)
5. Court or administrative processing.
6. Religious observance.
7. Educational opportunity with proper advance notice.
8. Poor weather conditions agreed upon by the principal.
9. Pre-approved family trip with necessary conference with teacher and principal.

## 6.3 Unexcused Absences

Any absence from school which is not listed in the **Excused Absences** section above is classified as an unexcused absence. **Even though a student's absence is unexcused he is still required to do makeup work.**

## 6.4 Excessive Absences

When a student exceeds **15** absences, a conference will be scheduled with the principal. More than 25 absences will result in the student being retained in that grade. Special allowances may be made for extenuating circumstances such as hospitalization, surgeries, etc.

## 6.5 Makeup Work

The teacher will arrange any makeup work with a student who has been absent. The general guide will be the number of days absent, plus one. This guideline will not be used as punishment but will be used by the teacher to assure work to be completed.

## 6.6 Tardy and Late to Class Defined

Regular attendance is essential to successful class work. A tardy is any student who is not in class by 8:10 a.m. A student will be counted absent if he is not in school for at least three and a half academic class hours. A student who is tardy must bring a **written excuse** from parents, guardian, or physician to the office.

## 6.7 Tardy Penalty

A tardy penalty does not begin until a student has been tardy **5 times in a semester** grading period. Every **5 unexcused tardy** to class will count as **1 unexcused absence** on a student's attendance record.

## 6.8 Unexcused Tardy

Any tardy to school which is not listed in the Excused Absences section above is classified as an unexcused tardy.

## 6.9 Chapel Services

Maili Bible School has regular chapel programs twice each week. Chapels will be held on Tuesday for the elementary. Attendance is

mandatory, and no student is excused from regular or special chapel programs. Parents are invited to attend all chapel services. Both chapels begin at 8:10 a.m.

## **6.10 Emergency Forms**

1. Every student will need to have an emergency form filled out by parents and returned to the office. These forms are used for contact if an emergency arises during the school day.
2. Teachers will keep a copy of this form in their classroom.

# **7.0 Behavior**

## **7.1 Student Conduct and Discipline Policy**

7.1.1 **Major Offenses** - For any major offense, the child will be spanked by the principal and a letter sent home from the teacher. (Parental spanking will be considered) The principal reserves judgment on each matter case by-case.

- a. List of offenses: **These offenses must be witnessed by the teacher.**
  - 1) Lying
  - 2) Stealing
  - 3) Willful harm to people or property of the school
  - 4) Direct disobedience to the teacher
  - 5) Swearing and profanity
  - 6) Fighting
  - 7) Cheating on a test
  - 8) Other offenses at the principal's discretion
- b. Commit a "second" major offense - **spanking** by the principal and a three-day suspension.
- c. Commit a "third" major offense - permanently suspended (expulsion).

7.1.2 **Minor Offenses** - For the following minor offenses the teacher will use the step program of discipline.

- a. List of classroom rules:
  - 1) Raise your hand before you talk.
  - 2) Raise your hand before you leave your seat.
  - 3) Be kind to one another.
- b. Steps:
  - 1) “*Step one*”- **Four** infractions in one week’s time will result in a letter being sent home from the teacher. Move to step two.
  - 2) “*Step two*”- **Three** infractions in one week’s time will incur a conference with the principal, teacher, student, and parents. Move to step three.
  - 3) “*Step three*” - **Three** infractions in one week’s time will result in the child being spanked and suspended for three days. A note from the office will be sent home. Move to step four.
  - 4) “*Step four*” - **Three** infractions in one week’s time and the child will be expelled. A note from the office will be sent home.
- c. All notes must be made in **triplicate** form with one to the parents, one to the principal, and one to the secretary to be filed.
- d. If a student does not reach the total amount of infractions allowed for the week, the student will begin at zero the following week.
- e. Once a student passes one step he cannot return to the previous step.

## **7.2 Appearance and Dress Code**

As a Christian school, we believe we must insist on certain standards of dress and appearance. Therefore we have school uniforms which each student must purchase. What we desire is the clean-cut, wholesome, and academic look for our boys and girls. Student's uniforms must be neat and modest at all times. Your child will not be allowed to enter class without a uniform. Parents will be called to pick up a student or bring a change of clothes.

### 7.2.1. **Girls:**

- a. Girls' uniform skirts are to be modest in length (knee length at minimum). Polo shirts must be worn with the skirts. Uniform culottes are permitted at school.
- b. Physical education uniforms will need to be purchased for Physical Education classes. There may be exceptions to this rule when going on class excursions, depending upon the activity required during the trip.
- c. Shoes or dress sandals are to be worn to school. Dress sandals must have the strap behind the heel.  
**Socks must be visible.**
- d. Please, **NO SLIPPERS.**
- e. No makeup.
- f. Jewelry is not recommended, but parents are responsible for any personal damages if they are brought to school with parental permission.
- g. Hair cannot be of unnatural color or multi-colored.

### 7.2.2 **Boys:**

- a. Boys are required to purchase and wear uniform polo shirts with uniform pants or shorts and a belt.
- b. No baggy pants or baggy shirts. Clothing must always be appropriate sizes.
- c. Shoes or sneakers are to be worn to school. **Shoe laces must always be tied.** Please, **NO SLIPPERS.**  
**Socks must be visible.**
- d. No jewelry is allowed, except for watches. Parents are responsible for any personal damages.
- e. Hair must not touch the collar on the back of the shirt nor touch the ear or the eyebrows. Sideburns must not extend below the lowest point of the opening of the ear. No special hairstyles are allowed. Hair must be evenly cut with no designs, excessive baldness, caps, or tails. If a student's haircut is unacceptable, the hair will need to be cut correctly before entering school the next day. Hair

cannot be of unnatural color or multicolored..

### **7.3 Physical Education Uniform**

Students in grades 1-6 are required to wear a MBS physical education uniform for Physical Education class. Grades will be lowered if a student is not dressed properly. Gym wear is available at the Administration Office.

### **7.4 Dress Guidelines and Parental Responsibility**

Cooperation between the home and school regarding the matter of dress guidelines will strengthen the school. Any time a parent does not understand a dress infraction he should feel comfortable talking with the teacher involved. The administrator encourages communication so these matters are clearly understood by students, parents, and faculty.

## **8.0 Academics**

### **8.1 Academic Curriculum**

1. ***Kindergarten:*** Two Christian school curriculums are used in the five-year-old kindergarten grade level - A BEKA Book curriculum and the Bob Jones University Press curriculum. These curriculums are traditional with a strong emphasis on phonics.
2. ***Elementary:*** A blend of two qualified Christian curriculums is used in grades 1-6. The Bob Jones curriculum is used primarily and is supplemented by the A BEKA Book curriculum.

### **8.2 Grading Scale**

The following grading scale is used in preparing report cards for the students of MBS.

A = 90 –100

B = 80 – 89

$$C = 70 - 79$$

$$D = 60 - 69$$

$$F = 0 - 59$$

### 8.3 Report Cards

1. **Kindergarten:** Report cards will be distributed at the close of each quarter at the Parent-Teacher Conferences. The teacher is always ready to meet with parents by appointment to discuss the student's progress.
2. **Elementary 1-6:** Report cards will be distributed at the close of each quarter at the Parent-Teacher Conferences. These dates can be found on your school year calendar. Report cards will be given to parents and not to students. Teachers are always ready to meet with parents by appointment to discuss the student's progress.

### 8.4 Progress Reports

Progress reports will be sent home **every three weeks**. These tri-weekly reports are an excellent means of keeping parents up to date on the student's academic progress.

### 8.5 Homework

Homework is an integral part of the school program. Each teacher is at liberty to give homework to aid each student in their studies. Students are expected to complete homework assignments on time. Homework is given for the following reasons:

1. *For drill.* Most students require solid drilling to master material essential to their educational process.
2. *For practice.* Following classroom explanation, illustration, and drilling on new work, homework is given so material will be mastered.
3. *For remedial activity.* As instruction progresses, various weaknesses may become evident.
4. *For special projects* such as book reports, compositions, special research assignments, and projects.

## 8.6 Probations

There are three types of probation given at Maili Bible School:

1. A student must maintain a grade point average of C- or better at the semester. If not, they will be put on **ACADEMIC PROBATION** for the second semester. If they cannot improve his grade to the C- average, he will be **asked not to return** the following year.
2. A student must maintain a C- average in the subject of Bible for the semester. If not, they will be put on **BIBLE PROBATION** for the second semester. If they cannot improve the grade to the C- average, he will be **asked not to return** the following year.
3. A student must maintain an average of “Good” in behavior on the character portion of the report card at the semester. If not, they will be put on **CHARACTER PROBATION** for the second semester. If he cannot improve his behavior, he will be **asked not to return** the following year. Grades will be averaged every quarter by the teacher. If a student is failing, the teacher is responsible to notify the principal and parents in an adequate amount of time.

## 8.7 Graduations

The administration of MBS schedules, organizes, and presents two graduation services. Both graduations are held at the auditorium of Maili Bible Church.

1. ***Kindergarten:*** A graduation ceremony will be held for those students completing our five-year-old kindergarten program. Kindergarten students will present a program demonstrating their various abilities. Graduation diplomas will be presented at the conclusion of the graduation program.
2. ***Sixth Grade:*** The sixth graders graduate each year on the last day of school. A Friday commencement is open to all friends of MBS.

## **8.8 Field Trips**

Teachers may plan a field trip for their class or the entire grade division. Grade divisions are grades K-2 and 3-6. These trips are always educational and are coordinated with units of study. The supervising teachers and parent chaperones help make each trip a thought provoking and enriching experience.

## **8.9 Class Trips**

Students who do not go on a class trip will be counted absent for the day.

# **9.0 Emergencies**

## **9.1 Early Dismissals**

Students needing an early dismissal from school because of medical or dental appointments should bring a note from their parents. An early dismissal form in the office will need to be filled out before a student is allowed to leave campus.

## **9.2 Health Reasons**

If a student should need to lie down in the office, he may stay for 15 minutes. Then a decision must be made to phone the parents or have the student return to class.

## **9.3 Health and Safety**

Before entering school, all students are required by law to:

1. Complete a physical examination by a licensed physician within a year before the first day of school.
2. Receive immunization by the Department of Health and a tuberculin test or x-ray.

# **10.0 Arrival/Departure**

## **10.1 School Office**

The school office is opened from 8:00 a.m. until 4:00 p.m. each school day. The office staff is here to help you in any way possible. Please do not hesitate to ask them for help.

## **10.2 Class Sessions**

Classes will start at 8:00 a.m. and end at 3:00 p.m.

## **10.3 Before and After School Policy**

1. Students arriving before 7:30 a.m. are required to sit in the front of the building. There is to be no running or playing of balls at that time. At 7:30 a.m. teachers will open the classroom doors, and students are required to go directly to the classroom.
2. Students remaining on the school grounds after 3:00 p.m. are required to stay in the kindergarten classroom until parents come or until 4:00 p.m. Students are required to do constructive work during this time. Discipline is also given out to those who disrupt the after school class.
3. Students are not to be on the school property after the faculty and staff has left for the day. This is a safety precaution for the school and your child.

## **10.4 Transportation**

Maili Bible School does not provide transportation to and from school. Parents are encouraged to carpool or bring their child personally. Children may ride bicycles to school.

# **11.0 Parent-School Communications**

## **11.1 Parent-Teacher Conferences**

Parent-Teacher Conferences are scheduled at the following times throughout the year:

1. At the beginning of the school year to acquaint you with the teacher.
2. At each quarter when report cards are handed out.
3. At the end of the year to review your child's SAT scores.
4. At any other time, you as a parent may schedule a meeting with the teacher.

## **11.2 Problems**

Problems in any area must be first dealt with at the teacher's level. Parent and teacher must be able to try and work out the problem first. If the problem is not satisfactorily taken care of, a parent can then make an appointment with the principal. If the problem persists, it may be taken to the Elder Board of Maili Bible Church for the final decision.

## **11.3 Parental Involvement**

We appreciate and encourage parental involvement. Some suggested ways of doing this are:

1. Eating lunch with your child. **Parents are allowed to take their child off campus for lunch two times per quarter. Please notify the office one day in advance.**
2. Chaperoning field trips.
3. Helping with programs.
4. Bringing lunch, goodies, or birthday treats for the class.

## **11.4 Parent's Visits**

Parents who wish to visit a classroom, are asked to go to the office where assistance can be provided. Any parent wishing to bring the class a birthday cake may do so during the regular lunch period.

## **11.5 Visitors**

MBS students may bring visitors to school on the following conditions:

1. Only adults or *prospective* students may visit during the school day.
2. Permission must be secured from the school office one day in advance. This includes visitors for lunch.
3. The visitor must abide by all the school rules as to conduct and dress.

## **12.0 Student Organizations**

### **12.1 Student Body**

1. Student Body meetings will be held quarterly. Grades K-6 will attend. The purpose of these meetings is to generate school spirit and promote unity in the student body.
2. The spirit squad will consist of third through sixth graders. There will also be one alternate. Students will need to audition before being chosen.
3. The Sharktones will consist of second through sixth graders. Students will need to audition before being chosen.
4. All students participating in extracurricular activities must maintain a 2.0 GPA with a recommendation from the teacher.

## **13.0 Asbestos Notification**

The Environmental Protection Agency has required all schools to be asbestos free or asbestos maintained. MBHS has employed an EPA Management Planner, Hall and Kimbrell, to write our Management Plan. The Health Department has accepted our Management Plan and our school has been asbestos free ever since the initial inspection. Our schools Asbestos Management Plan is

available in the office for any parent to review. If you would like to learn more about our plan, please make an appointment and the administrator will review the Management Plan with you.

## **14.0 Electronics**

No electronics allowed except for cell phones. Cell phones must be turned in to the teacher at the beginning of each school day. If the student does not turn in their cell phone to the teacher, the cell phone will be confiscated when discovered. Parents will need to claim the cell phone from the office.

## **15.0 Storms and Disasters**

Parents should use sound judgment as to their child's welfare. Do not send your child to school if Maili or your neighborhood is under a "Flash Flood Warning." In most cases, the school will attempt to notify parents if the school is to be closed. You may also listen to the radio for announcements, as well. If an emergency occurs at school, all attempts will be made to evacuate from our school grounds, but if found to be unsafe, the school will evacuate to Maili Elementary School and will notify you where to pick up your child. This is part of a reciprocal emergency contingency plan worked out between Maili Bible School and Maili Elementary School.