



**2025 - 2026**

**KING'S CHRISTIAN ACADEMY**  
**STUDENT AND PARENT**  
**HANDBOOK**

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King's Christian Academy admits students of any race, color, national origin and ethnicity to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national origin or ethnicity in the administration of its educational and admission policies, its athletic programs, or other school administered programs.

The King's Christian Academy Handbook has been formulated and established by school administration and approved by the King's Christian Academy School Board.

# ***LETTER FROM KCA ADMINISTRATOR***

*All Scripture is inspired by God and profitable for teaching, for reproof, for correction,  
for training in righteousness; so that the man of God may be adequate,  
Equipped for every good work. – 2 Timothy 3:16-17 (NASB)*

Dear KCA family,

We are blessed that you have chosen King's Christian Academy for your child's education. At King's, we partner with parents to provide an excellent education immersed in a Biblical worldview. It is our intention that our work not only reflects Christ, but that students come to know the Lord through staff interactions and discipleship, accountability, intentional prayer and chapels, and in the culture of everything we do. We take seriously our role as part of the body of Christ.

King's Christian Academy's (KCA) mission is to Equip Warriors for Christ. Scripture clearly expresses that our God knows each student individually and has a call and plan for their life. KCA seeks to be an equipping agency, by God's grace, to help prepare students for their calling in Christ. KCA works to demonstrate distinction in all aspects of Spiritual, academic, social and personal development. The school ministry is designed to serve parents who desire a Christian education for their children. KCA's educational process is centered on the development of our students' ability to translate the different facets of their educational experience into Christian living. We believe there is a battle for the minds of today's youth, and it is critical that our children be equipped with a Christian education so that they are not deceived by those desiring to lead them away from God's truth (Colossians 2:4, 8).

We have been blessed with an amazing and Godly staff that pours Christ's love into each of the students, as well as their families and each other. Our staff allows God to guide them in raising future generations of leaders with Godly character, based on Biblical truth and academic excellence, to influence the world for the glory of God.

Our testimony as a school is this: that the Lord has been our faithful, unfailing Provider. We are grateful each day for the work the Lord has called us to do and for our KCA family!

United in Christ,



Administrator

King's Christian Academy

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# **SECTION 1: MISSION/VISION/PHILOSOPHY**

## **STATEMENT OF FAITH**

We believe in the Holy Trinity, composed of the Father, Son, and Holy Spirit, eternally existent in three persons: God the Father, the Son, and the Holy Spirit (Matthew 28:19). We believe these three to be co-equal with each other.

We believe in the one true, living, sovereign God who is all powerful and that His word is powerful and unending and promises eternal (Romans 1:20; John 1:2; Hebrews 4:12, Revelation 1:8; Psalm 147:5). We believe that God is Omniscient, all-knowing, and that He has a purpose and wisdom above all (Psalm 139; Proverbs 15:3; Isaiah 55:8-9; 1 John 3:20). We believe in God's Omnipresence and hold that God works in His time, in His way, and is present everywhere (John 1:1; Jeremiah 23:24; Psalm 139; Job 34:21; Colossians 1:17). We believe that God is the Creator of all things in heaven and on earth and all of creation submits to the Creator. We believe in the seven literal days of creation and that all things were called to be by the mere word of the Lord God (Psalm 33:6; Genesis 1:1-31; Hebrews 11:3)

We believe in the deity of our Lord, Christ Jesus. Jesus is God incarnate and was manifested in human flesh. He was like us in all ways except for one, being free from sin. We believe that the sacrifice of Jesus, the spotless lamb (1 Peter 1:9), on the cross was the fulfillment of the law and that by calling on the blood of Jesus and submitting our lives to Christ, we are saved (Romans 10:9-10). We believe that Jesus was crucified, died, and arose three days later with the keys of death and hell in His hand. We believe that the veil was torn in the temple and we can have a personal relationship with God (Mark 11:24). We believe that Jesus is the only Son of God who gives eternal life to those who believe in Him for salvation (John 3:16). We believe Jesus is coming again (Revelation 1:7) and that Jesus will reign "forever and ever" as Judge and we believe in His eternal rule (Revelation 11:15-18).

We believe in the Holy Spirit; that He is the third person of the Trinity. We believe the Holy Spirit is the "Spirit of Truth" sent to indwell believers as a teacher who will "remind you of everything that I [Jesus] has ever told you" (John 14:6). We believe that the Holy Spirit is the Paraclete, helper, and is present in all who are saved by calling on the name of Jesus to be saved (John 14:26). We believe the Holy Spirit helps us and intercedes for us (Romans 8:26). We believe the Holy Spirit is the "Spirit of wisdom and understanding, the Spirit of counsel and might, the Spirit of knowledge and fear of the Lord" (Isaiah 11:2).

We believe that, "God created man in his own image, in the image of God He created him, male and female He created them" (Genesis 1:27) to have dominion over the earth and to come together, as man and woman, to fill the earth and subdue it (Genesis 1:28; Genesis 2:24; Mark 10:6-9). We believe God created man and woman for holy union and that this is the unquestionable, unchangeable design of the Father. We believe man and woman were created without sin by God in the garden of Eden. We believe in the fall of man, willful sin, and the inherent sinfulness of all humankind as a result of the fall (Genesis 3; Romans 5:12; Ecclesiastes 7:20; Romans 5:19, Romans 3:10; 1 Corinthians 6:9-11) and the redeeming power of the blood of Jesus (Ephesians 1:7). We believe that God has a purpose for each person and desires for them to come to know Him as the Father (Ephesians 2:10; Psalm 139; 1 Peter 4:10). We believe that "there is neither Jew nor Greek, there is neither slave nor free, there is no male and female, for you are all one in Christ Jesus" (Galatians 3:28) and that God loves all of His creation without distinction and equally.

We believe that the enemy, Satan, is a fallen angel who sought to be equal to God and was cast from heaven, along with the angels who followed him (Revelation 12:9) and that his purpose is to steal, kill and destroy (John 10:10). We believe that the enemy seeks to deceive and devour (1 Peter 5:8). We believe God has all authority over the enemy (Romans 16:20) who will ultimately and forever be bound by the Lord (Revelation 20:10).

We believe Scripture is the God-breathed, true testimony, and infallible Word of God (2 Timothy 3:16-17; Hebrews 4:12) that is used to instruct, guide, and speak truth over believers. We believe that God has

revealed Himself in Scripture and that we demonstrate our love and knowledge of Christ through words spoken in love, faith, and in deed (James 1:22-25). We believe the Scriptures of the Old and New Testament, are the verbally inspired word of God and the authority for the believer. We believe in salvation by grace (Ephesians 2:8-9). This is a free gift from God given to all who believe in His Son, Jesus, the Christ, and accept Him as Lord of their lives (Romans 10:9). We believe that salvation through grace alone saves; humans are unable to save themselves through work or sacrifice. We believe that faith and works are outward demonstrations of a life that has been saved by Grace.

## **KING'S CHRISTIAN ACADEMY'S BELIEF**

At King's Christian Academy, we are committed to providing our students with the very best education in preparation for an ever-increasingly complex world in which they will live, work, play, and one day raise families. A strong academic foundation is, of course, one of the keys to success in life, but we believe that such is only one aspect of your child's life-training.

The high standards of King's Christian Academy are always expanding through academic evaluations of curriculum, teaching techniques, and individual classes within our school's program. Also, students are offered educational and career-focused opportunities to become prepared for academic challenges at the college and university level, as well as for any future career choices they might make. The unique aptitudes and abilities of every student demands that we support each one so they may develop a positive self-image and the confidence to achieve.

Coupled with a solid academic program, KCA is focused on the development of the student as a whole person. This means that we are concerned about character development and spiritual growth as well. Our vision is to prepare our students to be men and women of integrity, honor, dignity, and trustworthiness. We believe that these essential characteristics flow out of our faith in and relationship to our Lord, Jesus Christ.

In the same way that our program provides opportunities for students to grow in knowledge and skill, we also stress the physical, social, and spiritual aspects of development in order that they may be maximized. Biblical truths are taught to provide a foundation from which students may draw in order that they have knowledge to make excellent choices which will establish them for a lifetime.

At King's Christian Academy we want to encourage students to become Christ-like in character and excellent in intellectual and vocational development. As a graduate of King's Christian Academy, our students are prepared for life!

## **VISION STATEMENT**

King's Christian Academy believes that those who give their lives to Christ are new creations and is committed to supporting students to become fully committed followers of Christ through providing an excellent education, developing Godly character, and establishing a stable, strong Biblical worldview foundation. King's Christian Academy's vision is committed to preparing students to be men and women of integrity, honor, dignity, and trustworthiness so that they can face a changing and complex world and represent Christ in all aspects of their lives.

## **MISSION STATEMENT**

King's Christian Academy is committed to Equipping Warriors for Christ.

## CORE VALUES

Building Relationships – Equipping - Discipling – Sending – Serving

**Building Relationships:** Developing relationships with peers, the community, local churches and Christian schools, to create a faith network that is world altering

**Equipping:** Developing a personal, meaningful, and lasting relationship with Jesus that creates warriors for Christ.

**Discipling:** Becoming more like Jesus through peer and staff mentors, teachers, chapels, and accountability.

**Sending:** Impacting the community by becoming disciplers in their community engagement opportunities, service, careers, and life beyond KCA.

**Serving:** Serving others and the community in the model of Jesus Christ.

## EDUCATIONAL OVERVIEW

### EDUCATIONAL PURPOSE

Our desire is for Jesus to be in the center of every part of this school and for the Holy Spirit to be free to move. The primary purpose is to glorify God within the school setting by:

- ❖ Providing opportunities for the student's faith to be encouraged and strengthened by example, study, and prayer.
- ❖ Training children in obedience and discipline.
- ❖ Providing a curriculum with high standards, challenging each child to do his/her very best, *"as for the Lord" (Colossians 3:23a)*.

Buildings, desks, books, rules, and regulations do not make a school. People gathered for the purpose of education make a school. People gathered in the name of Jesus make a Christian school. People gathered as servants of Jesus, under the liberty of the Gospel, following the guidance of the Holy Spirit find not only the finest education in a unique setting, but they become changed into the likeness of Christ. *2 Corinthians 3:18* expresses this so well: *"But we all, with unveiled face, beholding as in a mirror the glory of the Lord, are being transformed into the same image from glory to glory, just as from the Lord, the Spirit."* We hope that this also excites you to want to be part of KCA – watching, yielding, and cooperating as the Holy Spirit works His life-changing miracle in you.

### EDUCATIONAL OBJECTIVES

**SPIRITUALLY** – *"Let the word of Christ richly dwell within you," – Colossians 3:16a*

- ❖ To experience regeneration through personal faith in the Lord Jesus Christ.
- ❖ To study and apply the Bible so he/she might be conformed to the image of Jesus Christ.
- ❖ To share his/her spiritual experience with others.
- ❖ To effectively interact with the family as the primary source of spiritual growth.

- ❖ To desire to be pleasing to God in all things.

**MENTALLY** – *“Let this mind be in you which was also in Christ Jesus.” – Phil 2:5a*

- ❖ To be able to reason, conduct academic investigation, and think critically and creatively.
- ❖ To learn to assume responsibility for one’s actions. To acquire common knowledge and skills.
- ❖ To maintain an appreciation for and competency in the scriptures.
- ❖ To inspire a genuine desire to learn.

**PHYSICALLY** – *“Present your bodies as a living & holy sacrifice, acceptable to God,” – Rom 12:1a*

- ❖ To develop coordination, grace, poise in movement, muscle tone and balance, endurance, and agility.
- ❖ To develop worthy use of leisure time.
- ❖ To develop desirable habits in the care of the body.
- ❖ To learn respect for the body as the temple of the Holy Spirit.

**SOCIALLY** – *“For not one of us lives for himself” – Romans 14:7a*

- ❖ To acquire courtesy and respect for parents, teachers, those in authority, and others.
- ❖ To assume responsibility within the family unit.
- ❖ To learn sportsmanship, honesty, and concern for the rights of others.
- ❖ To assume responsibility toward supporting home and foreign missions.
- ❖ To understand, appreciate, love, and respect all people-groups.

**EMOTIONALLY** – *“Be strong in the Lord and in the strength of His might.” – Ephesians 6:10*

- ❖ To grow in emotional maturity and stability.
- ❖ To develop positive attitudes.
- ❖ To develop artistic sensibilities and appreciation.
- ❖ To develop a Christ-controlled personality as the source of true joy.
- ❖ To accept themselves as made by God with a specific purpose.
- ❖ To grow in the fruit of God’s Spirit.

## **EDUCATIONAL PHILOSOPHY**

### **1. Assist parents in educating their children.**

Scripture clearly declares that a child's training and education is the responsibility of his/her parents:

*“Hear, O Israel! The Lord is our God, the Lord is one! You shall love the Lord your God with all your heart and with all your soul and with all your might. These words, which I am commanding you today, shall be on your heart. You shall teach them diligently to your sons and shall talk of them when you sit in your house and when you walk by the way and when you lie down and when you rise up. You shall bind them as a sign on your hand and they shall be as frontals on your forehead. You shall write them on the doorposts of your house and on your gates.”*  
Deuteronomy 6:4-9

*“Children, obey your parents in the Lord, for this is right. HONOR YOUR FATHER AND MOTHER (which is the first commandment with a promise), SO THAT IT MAY BE WELL WITH YOU, AND THAT YOU MAY LIVE LONG ON THE EARTH. Fathers, do not provoke your children to anger, but bring them up in the discipline and instruction of the Lord.”*

*Ephesians 6:1-4*

Parents engage our help in this area, by supporting our authority over their child. In partnership with parents, our authority is legitimate and to be responsibly exercised. We are temporarily standing in the place of the parents and serving the parents in this capacity. Consequently, KCA will:

- ❖ Always uphold and honor parental authority before students. A teacher’s words and actions will be in agreement with the Christian home.
- ❖ Keep parents well-informed about their child's progress. This is more than an institutional requirement for teachers. It is one way we help parents fulfill their God-given responsibilities.
- ❖ Listen to parents.

## **2. Implement a curriculum that is shaped and governed by God's Word.**

To be truly Christian, the educational process at our school must involve much more than the presentation of a Bible-enriched curriculum. It must be a process in which the Word of God governs and informs every subject, activity, and idea we employ. We must actively *“take every thought captive to the obedience of Christ”* (2 Corinthians 10:5). This involves:

- ❖ Continually re-thinking and re-working courses and teaching methods in terms of the framework and principles God shows teachers in His Word.
- ❖ Seeking out the wisdom of other godly men and women in this area.
- ❖ Mastery in subject areas to the extent that we separate the wheat from the chaff in the realm of secular thought and can guide students in developing a similarly discerning Christian mind.

*Therefore, I urge you, brethren, by the mercies of God, to present your bodies as a living and holy sacrifice, acceptable to God, which is your spiritual service of worship. And do not be conformed to this world, but be transformed by the renewing of your mind, so that you may prove what the will of God is, that which is good and acceptable and perfect. Romans 12:1-2*

## **3. Guide students in the path of wisdom as well as of knowledge.**

Repeatedly, the book of Proverbs tells us that the primary objective of parents is to give their children wisdom (Proverbs 2:1-2, 4:1-13).

Wisdom is praised as the greatest treasure one can gain. Nothing desirable can compare with it; all other good gifts – happiness, honor, peace, long life, wealth – accompany wisdom. Wisdom is the special possession of the Lord who stores it up for His children. For these reasons the model father in Proverbs continually urges his son toward wisdom by saying, "seek it, love it, prize it, guard it, heed it."



Imparting wisdom is a central objective, as teachers and staff stand temporarily in the place of the parent. We should never be content merely to pass on information or academic skills with no regard for how those things are to be used for God's glory. Instruction that only furnishes the mind, making the student clever without cultivating godliness, has failed in the most serious way possible. The student has become an educated fool, doubly dangerous to himself and to others. Thus, our efforts must constantly be directed toward developing the following characteristics in students:

- ❖ The Fear of God – Scripture tells us in several places that wisdom begins with the fear of God. *“The fear of the LORD is the beginning of knowledge; Fools despise wisdom and instruction.” “The fear of the LORD is the beginning of wisdom, And the knowledge of the Holy One is understanding.”* Proverbs 1:7; 9:10

This godly fear is a heart attitude of awe, worship, and thanks before God that brings forth obedience to His commands. Because it flows out of the heart or inner person, an individual must be regenerated by God's Holy Spirit before he can truly fear God. This may seem to create a dilemma since instruction, even to begin to attain this objective, waits on something we have no power to do – give the student a new heart. Yet Scripture repeatedly commands parents (and so, KCA staff as well) to teach their children to fear God (*Deuteronomy 4:10, 5:29; Psalms 34:7; Proverbs 2:5*). We are to understand from this that the Holy Spirit normally works in and through people such as ourselves to bring salvation to others. Thus, we should teach the fear of God by precept and example, prayerfully relying on God's concurrent action to change the student's heart.

- ❖ A Biblical Worldview – A worldview is the framework of beliefs about God, man, creation, human society, and history held by an individual. This framework shapes and holds together everything the individual claims to know. Because it is his/her basis of understanding or interpreting everything he/she notices or thinks about, a worldview can be compared to a set of eyeglasses through which a person sees himself and the world. Speaking of these matters, Christ says, *“The eye is the lamp of the body; so, then if your eye is clear, your whole body will be full of light. But if your eye is bad, your whole body will be full of darkness. If then the light that is in you is darkness, how great is the darkness!”* (Matthew 6:22-23). The Biblical Worldview starts with the understanding that Scripture provides a normative guide for exploring academic subjects and topics and conceptualizing the material world as well as the world of ideas. Our task is to make clear to the student the framework Scripture provides for each subject. We must sharpen the student's discernment by training him/her in the work of sound thinking, continually prodding him/her to look beneath the surface of the statements and claims he/she encounters so that he/she may examine the underlying beliefs. By this practice, the student will gain experience in distinguishing right from wrong and in detecting the falsehoods that may lurk beneath impressive rhetoric.
- ❖ The Skills of Life-long Learning – Because most of the student's life will take place outside the bounds of formal schooling, most of his/her learning should be the result of self-teaching. If it is not, his/her learning will stop, or at best halt when no teacher takes him by the hand. For this reason, equipping the student to learn for him/herself should be a fundamental objective in all teaching. The student must master certain skills in order to be a life-long learner. These fall into two broad areas. First, the student must enjoy a thorough comprehension and command of communication skills such as reading, writing, speaking, and listening. Second, the student must be able to exhibit critical-thinking skills in research, logic, and ciphering, as well as in perceiving and coping with inference and ambiguity.

- ❖ An Orientation toward Service in God's Kingdom – In an environment as highly social as is a school, there are many opportunities for you to encourage the student toward acts of service and kindness. Students are also capable of performing tasks that would be welcome outside the school property, projects that benefit God's kingdom. Scripture makes clear that everything a person does, not just those acts deemed religious by onlookers, can and should be performed as service to God (*I Corinthians 10:31*). Any work, if it is not against God's Law and if it is carried out as unto the Lord, is service in God's kingdom. For this reason, encourage your students to aggressively pursue their interests and aptitudes as they prepare for future employment. God has some sphere of activity that He wants each student to take in hand for His glory.
- ❖ A Commitment to Excellence – Students are naturally inclined to travel easy paths, not challenging ones. But there is no easy path to excellence. Achieving excellence requires great patience and diligence. This truth will be reinforced in the classroom by maintaining high standards for all student work and behavior. Students will learn that excellence in self-discipline is well worth the cost it takes to achieve. Teachers will praise students as they progress, encourage and prod those who lag behind, and reward the diligent. By doing so, this will help students internalize the standards to which we are holding them. They will come to have joy in a job well done and so prove to be highly valued and sought-after members of society. *"Do you see a man skillful in his work? He will stand before kings; he will not stand before obscure men" (Proverbs 22:29)*. More importantly, they will please the Lord by exercising good stewardship of His gifts.

No teacher or school completely shapes the character and mind of any of the students. They are persons, possessing minds and wills of their own that only God has the power to shape exactly as He wishes. Yet it is clear that God expects parents, and all those who instruct, to have great influence on children. *"Train up a child in the way he should go and even when he is old, he will not depart from it" (Proverbs 22:6)*. The ordinary way God extends the blessings of wisdom to each succeeding generation of young people is through the faithful instruction of parents and teachers.

*Since Abraham will surely become a great and mighty nation, and in him all the nations of the earth will be blessed? For I have chosen him, so that he may command his children and his household after him to keep the way of the LORD by doing righteousness and justice, so that the LORD may bring upon Abraham what He has spoken about him."* Genesis 18:18-19

## SPIRITUAL ACTIVITIES

**Bible Classes:** Bible is a required course at King's Christian Academy. A unit credit per each year of attendance is required for graduation. As part of 7-12<sup>th</sup> grade bible, service hours in the amount of 25 hours per year are required per student.

**Chapel:** Attendance at chapel services (Friday) is required of all students. Chapel will incorporate a variety of media and methods in presenting Jesus Christ and His teachings. Chapel speakers and messages are intentional; they are directed at developing students with a strong Biblical worldview so that students can be warriors for Christ. Student participation is a part of every chapel service.

## BOARD OF DIRECTORS

The purpose of the KCA Board is to provide oversight and accountability for the operation of the school and a strategic plan for the future development of the school. A primary responsibility is the hiring of

the Head of School (Administrator) whose primary responsibilities are attaining pupils, developing personnel, and implementing the program within a board approved budget.

The Board provides guidance and vision for the future of the school. Through an organization of standing committees, the board will protect the integrity of the school by ensuring the school remains true to its mission. The board will set tuition, approve the budget, develop long range planning, and help raise funds through capital campaigns and the annual fund.

Prospective board members should be born again, faithful believers in Jesus Christ and active in their church. They should possess a testimony beyond reproach and have a passion to serve, help, and promote KCA.

King's Christian Academy is indebted to the following individuals who have stepped forward to guide the school through its foundation and beyond:

Pastor David Calhoun, Chair  
Mrs. Vicki Wegner, Secretary  
Mr. John Kennerknecht, Administrator  
Mrs. Faith Peters  
Mrs. Amy Kingery  
Mrs. Melinda Isley  
Mr. Benny Hairfield

## SECTION 2: ADMISSIONS & ENROLLMENT

### ADMISSIONS

King's Christian Academy (hereafter, KCA) is based on several elements reflecting each family's commitment to a Biblical worldview and related practices. KCA is available to families interested in securing a Christian education for students in K5 through 12<sup>th</sup> grade. KCA does not discriminate on the basis of gender, ethnicity, or age in the administration of educational policies, admissions procedures, and other school-administered programs. However, we reserve the right to deny admission or continued enrollment to any individual whom we feel will not benefit from our educational program. We also reserve the right to deny admission or continued enrollment of any student whose lifestyle is not in harmony with the stated philosophy, purpose, or standards of KCA.

### ADMISSIONS DETAILS

Those entering kindergarten should be five years of age by September 30.

Our governing board has established the following standards for entrance into KCA:

- ❖ Parents should be in agreement with our basic objectives and Statement of Faith and should be willing to actively support our educational program. (*Amos 3:3*)
- ❖ The parents and students must provide evidence of a willingness to submit to the standards and regulations of our school by agreeing to the Code of Honor and Contract of Enrollment found in the application package. (*Hebrews 13:17*)
- ❖ New students will be accepted, as space is available. Acceptance is determined from multifaceted criteria. No enrollment request is finalized until all the admission forms are returned to the school office.
- ❖ The applicant's record of behavior in his/her home, community, school, and church must indicate that we, at KCA, can be reasonably confident they will remain faithful to the promises made at the time of admission while associated with our school. (*2 Timothy 3:14*)
- ❖ A student must be in good standing with the former school.
- ❖ Students without standardized test scores may be tested to determine appropriate grade placement.
- ❖ Should the applicant have performed below his/her grade level, evidenced by recent grade reports or standardized achievement test scores, the child may be admitted on academic probation or placed in a lower grade, upon consultation with the parent prior to enrollment or if later determined to be a need.
- ❖ To be admitted, all families must be interviewed. It is desirable for students being admitted to attend the interview. For students in sixth grade or above, attendance at the interview is required.
- ❖ All new students are on probation for the first quarter. Just as parents and students must determine how they fit into KCA's environment; school personnel must evaluate the compatibility of new students with the present learning environment.
- ❖ Grades will transfer according to KCA standards.
- ❖ Parents and students should not be involved in practices that would be considered illegal or considered by KCA as immoral or inconsistent with a Biblical Worldview.

- ❖ KCA does not accept students who are married or pregnant, who become pregnant, or who are either mothers or fathers of a child\*.

\*All admissions are considered on a case-by-case basis.

KCA provides registration for the upcoming school year beginning in February of each year. On February 1st, registration opens to current KCA students and their immediate family members. Those not registering during February risk the possible loss of their place at KCA the following year. KCA will open registration for new enrollments in March. A registration will be deemed completed and received at KCA by submission of:

1. The completed Online Application Form
2. Payment in full of application fees
3. A Code of Honor Pledge signed by both the prospective student and his/her parent(s) and/or legal guardian(s) (part of the application)
4. Contract of Enrollment signed by the prospective students' parent and/or legal guardian(s).

Any registration form not meeting these criteria will be deemed incomplete and will not be accepted by KCA, nor can a spot in that student's grade and/or class be secured until a complete registration form and related fees are paid in full and received by KCA.

- ❖ K5 – 2<sup>nd</sup> Grade (Specific Admission Requirements)

- Submitted at time of interview
  - A completed and signed online application (must be completed prior to interview)
  - Schedule an interview with Administration (student does not need to be present)
  - A completed Code of Honor and Contract of Enrollment
  - A copy of current immunization record
  - A copy of Birth Certificate
  - \$200 Enrollment Fee (non-refundable)
  - \$250 Curricular Fee due by June 1<sup>st</sup>

- ❖ 3rd through 12th grade (Specific Admission Requirements)

- Submitted at time of interview
  - A completed and signed online application (must be completed prior to interview)
  - Schedule an interview with Administration (6th-12th grade students must be present)
  - Student Questionnaire (6th-12th grade only).
  - Most recent standardized test scores (IOWA, Leap, CAT, Terra Nova etc.). If the prospective student does not have a current standardized test result, they may be required to take an entrance test.
  - Most recent transcript/report card
  - A completed Code of Honor and Contract of Enrollment
  - A copy of current immunization record
  - A copy of Birth Certificate

- Entrance Testing Fee (if applicable)
- \$200 Enrollment Fee (non-refundable)
- \$250 Curricular fee due June 1<sup>st</sup>.

❖ Re-Enrollment

During the month of February, applications for re-enrollment of presently enrolled students will be accepted before new applications are processed. If re-registration fee is not paid by March 1<sup>st</sup>, then the student may lose their spot. Enrollment will open to new students on March 1<sup>st</sup>.

- A completed and signed re-enrollment application online
- \$50 Registration due by February 28<sup>th</sup> (\$150 after March 1<sup>st</sup>).

## **FINANCIAL PROCEDURES & ENROLLMENT**

King's Christian Academy (KCA) offers an affordable private, Christian-school education for your family. KCA will continue to strive to keep tuition low and provide high quality education focused on academic excellence and developing a Biblical worldview foundation.

### *FINANCIAL COMMITMENT*

The financial commitment you made to our school represents an investment in your student's education and development of faith. All families are expected during registration to select a payment plan and to remain current in their payment of tuition and fees during the year. *It is better that you should not vow than that you should vow and not pay (Ecclesiastes 5:5).*

Please be aware that no account credits are offered in payment (cash/check/etc.) for overages related to pre-paid tuition/overpayments (including when a student leaves mid-semester) or due to scholarships/financial aid. All such decisions are made on a case-by-case basis. The re-enrollment and enrollment forms contain financial agreements. An additional contract for the school year specifying the amount of tuition will also be needed. Note: withdrawal after application will result in withdrawal fees (below).

Tuition must be paid by the 15<sup>th</sup> of the month in which it was issued. If payments are not made by that date late fees may be issued / discounts withdrawn. Please contact the accounts manager to request extensions and fee waivers (note: these require approval). Delinquent accounts may be required to be put on autopay.

In all cases of withdrawal, whether voluntary, involuntary, or otherwise, families are responsible for the entire month's tuition that withdrawal occurs and \$600 per student, along with any late fees and any unpaid balance on the account (including, but not limited to: before/aftercare fees, uniform purchases, field trips, sports fees, prepayment discounts, etc.), and that the family is agreeing to pay those fees, along with the full account balance, at the time my child leaves. If there is an outstanding tuition balance, transcripts, diploma(s), and final report cards will be withheld until all payments have been reconciled.

## **STUDENT RECORDS**

### *LEGAL CUSTODY*

If there is a legal custody dispute involving a student, the legal custodian of the student must supply KCA with a current copy of the court decree. Release of the student from that point forward will be determined by the instructions in the court decree. Without such a legal document in the student's file, in accordance with Virginia law, the student may be released to either parent, upon presentation of proper identification. KCA will not intervene, nor take sides in a disagreement between parents as to who shall have custody, who shall be able to visit the student at school, or who shall be able to pick up the child, until courts have decided the legalities of the issue. One parent instructing staff that the other parent is not to see or receive the student will not be accepted without a current legal document or a restraining order. **School administrators will only use the current document that is on file at KCA.**

#### *STUDENT INFORMATION FOR OUR RECORDS*

Parents/Guardians are to keep the office informed as to any change of address, telephone numbers, place of employment of both mother and father, and the current name, phone number, and address of the person to be called in case of an emergency so that your child's records may be accurate. All records are kept confidential.

### **BEFORE & AFTERCARE**

Parents must register through Praxi for students to attend Before care and/or Aftercare. Before care and Aftercare is for 5–12-year-old students\*. If your student is received the weekly rate for before and/or aftercare, adjustments to the weekly rate can only be requested after 2 or more days of closures.

*Students 12+ can be considered for aftercare on a case-by-case basis.*

#### *BEFORECARE*

Before care begins at 7:00 a.m. Please make sure to pack a breakfast or small treat before arriving.

#### *AFTERCARE*

It is our philosophy to provide a safe, caring environment that offers each child a sense of belonging and bridges the gap between home and school. Our aftercare program is designed to do just that. Aftercare ends at 5:30 PM. Please be aware that if students are not picked up at or before 5:30 pm, there is a charged fee of \$5 per minute until they are picked up. After the first incident of a late pick up an additional \$25 is charged on top of this each time.

#### *BEFORE / AFTERCARE DISCIPLINE POLICY*

1. All KCA rules and regulations apply while students are in the Before/ Aftercare Program.
2. Wiggling is OKAY! But we do ask students to be respectful of others and the activity going on.
3. KCA avoids group consequences; instead, individual students found to be unwilling to follow the rules/activity at the time may have individual consequences that can include missing part of (up to all of) an activity and a note home

## **SECTION 3 – ACADEMICS**

### **ACCREDITATION**

King's Christian Academy is accredited by Association of Christian Teachers and Schools (ACTS) which encompasses Cognia /Southern Association of Colleges and Schools which is one of the most prestigious accrediting agencies of higher education.

### **CURRICULUM**

#### *ELEMENTARY PROGRAM (K5 THROUGH 6<sup>TH</sup>)*

The elementary program offers students the opportunity to excel academically through biblical based curriculum with the emphasis on critical thinking. Bob Jones Press as well as various novels are used for the program. It is the goal for the elementary program to make school a valuable and rewarding experience for your child as it considers the whole person – body, mind, and spirit.

#### *JUNIOR AND HIGH SCHOOL PROGRAM*

It is the goal of both the junior and the high school program to equip every student for the maximum fulfillment of their potential. Emphasis is placed on problem-solving and interpretation, as well as comprehension of academic and real-life situations. KCA offers a standard, skills, and advanced diploma path. The primary objective of KCA's curriculum program is to provide the best overall instruction for KCA families and students. Given KCA's goal of integrating biblical worldview principles, Christian publishers will be used as often as possible. Curriculum development is an ongoing process with annual evaluations to ensure KCA remains both fundamentally sound and innovative in its approach. The continuing pursuit of academic rigor and excellence remains a priority at KCA. Incorporation of a variety of extracurricular activities serves to enhance every student's personal interests.

#### *TEXTBOOKS/WORKBOOKS*

All textbooks and/or workbooks are rental books and are considered to be the property of King's Christian Academy and will be collected at the end of the school term or upon a student's withdrawal from KCA. If a rental book is lost or destroyed, a fee will be assessed to pay for the difference between the rental price and the replacement cost of the book. The tuition account will be billed for the balance. All decisions are left to the discretion of the administration. KCA does have an annual curricular fee of \$250.

#### *HONORS CLASSES/PROGRAMS*

The primary goal of the honors program is not only to challenge high school students, but also to enable



them to test out of certain college courses they would otherwise be required to take as college freshmen. Placement is based on teacher recommendations, previous grades, and special placement test scores. These courses are on a 5.0 scale.

KCA Honors Programs include:

Titus Honors Program (1<sup>st</sup>-6<sup>th</sup> grade),

ACTs Honors (12<sup>th</sup> grade)

A Honor Role and A/B Honor Role Recognition (Elementary/Middle school)

Administrator's List (3.65-4.0) and Distinguished List (3.3-3.64) (Honors recognition, High school)-  
Semester

### ***DUAL ENROLLMENT PROGRAM***

King's Christian Academy works with Liberty University, Virginia Western, and Regent University to offer dual enrollment courses. Placement is based on teacher recommendations, previous grades, and special placement test scores. These courses are on a 5.0 scale and require KCA administration approval.

***Academic Graduation Guides** provide detailed curriculum for KCA high school students.* They are available through the Student Support Office. These are necessary tools when determining course paths.

### ***ENRICHMENT PROGRAM***

Students are offered a wide range of enrichment programs including music, art, media, and world language.

### ***PHYSICAL EDUCATION***

- All high school students must have 2 credits in health and physical education in health, unless excused in writing by a medical doctor.
- P.E. uniforms are required for all P. E. activities. All students in grades 7th through 12th are required to dress out. A written doctor's excuse is necessary for non-participation in P.E. class. If a student is not dressed down, they may lose participation points and/or have to complete a writing assignment.

## **GRADING**

Grading is a form of feedback, which helps students to understand and reflect on their own learning. Our grading practices align with the objectives being taught and are easy for students to understand. Rubrics may be used for projects and other activities. Grades will be given back and updated using PraxiSchool in a timely manner.

### ***REPORT CARDS***

Report cards are issued each quarter. The report cards are emailed home each quarter. Conference days for K5-6<sup>th</sup> grade students will be set aside in the fall and spring for teachers, parents, and students to review student performance for the proceeding period.

### ***PROGRESS REPORTS***

When a student is continuously not performing well, teachers will notify the parents through a phone call, email, a note mailed home, or a request for a personal conference.

### ***GRADING SYSTEM***

All grades are recorded numerically (percentages) and placed on the report cards and transcripts as letter grades. Students in K5-8<sup>th</sup> grade will not be promoted to the next grade if they fail ELA and/or math for the year. Seventh grade students must score at least an 85% in Math, pass the Algebra I entrance exam, and be recommended by the math teacher in order to take Algebra I in the eighth grade.

A	Outstanding	90-100%	4 quality points
B	Good	80-89%	3 quality points
C	Satisfactory	70-79%	2 quality points
D	Poor	60-69%	1 quality point
F	Failure	Below 60%	0 quality points

Students in grades K5 – 4th will take home a weekly folder. The purpose of this folder is to provide parents with an ongoing report of their child(ren)’s progress. This folder is to be reviewed and returned to school the following school day.

### ***ASSESSMENTS/EXAMS***

- Grades are numeric and letter values ascribed to a performance in response to specific criteria that assesses the level of learning by a student.
- A zero is the student’s failure to perform ANY of the criteria required by the assessment instrument. Zeroes are not acceptable, and all students are required to complete all assignments.
- No new material will be introduced on an assessment instrument. Graded daily work, homework, quizzes, and tests are not to be learning vehicles. They are designed to reinforce what has been learned through lecture, class discussion and other classroom activities.
- Only failing (F) test grades may be raised. This must be done by retesting and the average of the two tests will be recorded. This rule is only applied by teacher discretion. The teacher will average the two tests together and replace the failing grade with the average of the two. This rule does not apply to cumulative exams and is very limited in use.
- If a student is struggling with workload, please contact the teacher immediately. Do not self-reduce work.
- Students must complete assignments independently (with age-appropriate help allowed).
- Each subject will have no less than nine grades per quarter.
- Students who routinely score below 67 may have a test modified at the discretion of the teacher. Long-term modifications require permission and ongoing consultation with the administrator and student support office. In addition, extra credit may be provided at the teacher’s discretion. However, the extra-credit assignment must be fulfilled within the same quarter of the grade.

(This does not apply to high school students)

- There will be no more than three tests scheduled in one day, except for make-up and special circumstance for K5-6<sup>th</sup> grade students.
- Examinations allow us to evaluate student's progress. The best way to demonstrate progress is to apply effective study techniques, conscientiously and consistently.
- Study guides provided are NOT considered comprehensive. Students should study the material on the guide, alongside the text, major definitions, covered materials, notes, etc.

### *SEMESTER EXAMS – 7th – 12th grade*

Exams cannot count for more than 20% of the nine-weeks' grade. While the actual form of the test is left up to the teacher's discretion, the test is intended to be comprehensive. Any material covered in class during the semester should be considered as appropriate for inclusion on the exam.

### *ACHIEVEMENT TESTS*

Students in grades K5 through 8<sup>th</sup> are given the Terra Nova standardized test in the spring of the school year to determine their progress and scholastic strengths and weaknesses. The results of these tests, as well as overall results of the school, will be made available to the parents.

**King's Christian Academy's College Code Number is: 470084.** It is important that you record this number accurately on your ACT or SAT application form.

## **COLLEGE VISITS**

Students are encouraged to visit colleges of interest during school holidays. Seniors and Juniors are allowed two excused absences for college visits during the academic school year. Written notes from a parent or guardian must be given to the Student Support Office and the school office at least one week prior to the college visit.

## **HONOR ROLL**

Academic honors have been established to recognize students who have demonstrated excellence in academics. These honors are determined and posted each grading period. The following are the two categories that are used at KCA:

- |  |   |   |
|--|---|---|
| <b>A Honor Roll</b>  | – | Each subject for the period has a letter grade of an A.         |
| <b>A/B Honor Roll</b>  | – | Each subject for the period has a letter grade of a B or higher |
| <b>Administrator's List and Distinguished List</b> (Honors recognition, High school) |   |   |

## **HOMEWORK**

Homework is an opportunity to assess and reinforce student learning. It will be purposeful and will not be busy work. KCA believes that family time is extremely important. We do not want to take away that time from the family by giving unnecessary homework and/or projects. Some purposeful projects or assignments may need to be completed at home at the discretion of the classroom teacher. Each teacher is at liberty to give homework to aid the students to advance in their studies. Therefore, students are required to complete their homework assignments on time. Homework is given for several reasons:

1. **For drill** – We believe that most students require solid drilling to master material essential to

their educational progress.

2. **For practice** – Following classroom explanation, illustration, and drill on new work, homework is given in order that the material will be mastered.
3. **For remedial activity** – As instruction progresses, various weak points in a student's grasp of a subject becomes evident. Homework is given to overcome such difficulties.

**Homework must be turned in on the day it is due. Parents are encouraged to check that homework is done completely and accurately and to give help when needed.**

**If a student has 3 non-completed homework assignments by the date of progress reports, and there are no extenuating circumstances explained to and approved by the student's teacher, the student will receive a "0" for a quiz grade.**

If a child is consistently spending several hours a night on assigned homework. Administration asks that the parent keep a record for two weeks of how much time is spent in each subject and then discuss the matter with the instructor. It is important however that the amount of homework be distinguished between actual assigned homework and unfinished classwork. Students may have additional homework that consists of classwork that was not completed during class time. It is the responsibility of the student to use their class time wisely.

Homework will be graded and factored into the student's overall grade. The manner in which homework is applied to the overall grade will be based on a rubric as identified by KCA Administration.

Faculty will attempt to decrease homework on program nights, holidays, and Wednesday nights in consideration of church services.

## **MAKE-UP WORK**

When a student receives an assignment and subsequently misses a day of school (i.e., suspension, illness, etc.), the assignment is due the day he returns to school.

If the student has had a prolonged absence (three or more days) and was unaware of certain assignments, the teacher will make arrangements to have that student complete any work due in the days equal to the amount of time missed (maximum of 5). However, a zero will be recorded for work that is not made up on time. Extensions for make-up work are determined on a case-by-case basis and are not guaranteed.

Excessive or repeated absences can seriously impact school performance; if absences are determined to be impacting school performance and/or student functioning, families will be required to meet with the teacher and/or KCA Administration.

## **LATE ASSIGNMENTS POLICY:**

Elementary school (3<sup>rd</sup>-6<sup>th</sup> grade) policy: Assignments are considered late when they are not turned in on their due date. If a student missed class, the assignment will be considered late if not turned when their missed assignments are due (students have equal to the number of days missed; a maximum of 5 days are offered). The following points are taken:

1 Day Late: 10 points

2 Days Late: 20 points

3 Days Late: 30 points

Assignments more than 3 days late will receive a "0" grade.

Middle and high school policy: Assignments are considered late when they are not turned in on their due date. If a student missed class, the assignment will be considered late if not turned when their missed assignments are due (missed assignments should be made up in the number of days equal to the time missed (5 days maximum).): The following points are taken:

1 Day Late: 12 points

2 Days Late: 24 points

Assignments more than 2 days late will receive a “0” grade.

\*If the teacher sets a firm due date, late assignments will not be accepted / will receive a 0.

**It is strongly recommended that students complete homework when absent from school. There are two (2) options to acquire homework when your child is absent: check PraxiSchool or email the teacher. Parents/students may request books by calling the school office; this request must be made by 10 AM.**

## **DETERMINING CLASS RANK**

In determining a senior’s class rank, the following will be done:

- GPA will be determined on work completed from grade 9 -12. (If high school credit was awarded prior to 9<sup>th</sup> grade, these courses will be included also according to KCA discretion.)
- Course by course evaluations will be made for honors credit for classes not taken at KCA.
- Only those who have all classwork and assignments completed will qualify for either of these positions.
- Valedictorian and Salutatorian designations shall be given to the students with the highest GPAs (minimum of 3.3 GPA for Valedictorian) in their senior class, respectively.
  - Students entering after the first quarter of their junior year are not eligible for these ranks.
  - Students who graduate early may be eligible for rank IN ADDITION to the students qualifying for rank in the current graduating class.

## **ACADEMIC WARNING AND PROBATION**

Students who have failed a course during a nine-week period are given an academic warning. Parents should note that the academic warning is automatically communicated through a failing grade on the student’s report card.

If after receiving an academic warning the student continues to do poorly and fails again the next grading period, the student will be placed on academic probation for the remainder of the school year. Once placed on academic probation, the probation status cannot be removed until a full semester of work has been completed without any failing grades.

A student will be accepted to KCA on academic probation. The student has one semester to demonstrate that he can perform at an acceptable level at our school. Once a student has successfully demonstrated his/her ability, he/she will be removed from academic probation. If he/she does not demonstrate ability to perform in that time, he/she may be recommended for dismissal.

## **RELEASING RECORDS**

Grades, student records, diplomas, etc., will not be released until all textbooks and workbooks have been returned and/or tuition account has been cleared and appropriate documents signed.

## CLASS PLACEMENT

Students will be placed in classes by the administration and the previous classroom teachers' recommendation. We attempt to balance our classes by academic and social maturity. Parental requests for a particular teacher are not entertained as placement criteria.

## GRADUATION REQUIREMENTS

<i>Course Requirement</i>	<i>Standard Diploma (24 credits)</i>	<i>Advanced Diploma (28 credits)</i>	<i>Skills Diploma (24 credits)</i>
Bible	4	4	4
English	4	4	4
History and Social Sciences	3	4	3
Economics & Personal Finance	1	1	1
Mathematics	3	4 Algebra I, Geometry, Algebra II, Pre-Calc, Calculus	3
Laboratory Science	3	4 Earth Science, Biology, Biology A/P, Chemistry, Physics	3
Health / PE	2	2	2
World Language	2	3	2
Fine Arts / Technology	-	1	-
Electives	4	3	4

- Advanced diploma math courses must include Pre-Calculus with a B or above for all courses completed.
- Advanced diploma science courses must include Chemistry with a C or above for all courses completed.
- Economics is separated because of the new graduation requirements in VA.

KCA offers a variety of advanced courses. These classes are on a 5.0 scale.

KCA offers dual credit classes in a hybrid format. These classes are on a 5.0 scale.

## SECTION 4 – ATTENDANCE

### ARRIVAL AND DEPARTURE

#### *SCHOOL HOURS*

K5 through 6<sup>th</sup> = 8:00 a.m. – 3:00p.m.

7<sup>th</sup> through 12<sup>th</sup> = 8:15 a.m. – 3:25 p.m.

#### *MORNING ARRIVAL BEFORE CARE*

Before care students may be dropped off from 7:00-7:40 a.m. at the KCA entrance in the rear/side of the building. Between 7:40 and 8:30am, parents will need to park in the parking lot and walk their child in through that entrance. The student will be escorted to their classroom by a teacher on duty.

#### *MORNING ARRIVAL LOWER & UPPER ELEMENTARY STUDENTS (K5 through 6th grade)*

K5 through 6<sup>th</sup> grade parents form one line in front of the office between 7:40-8:00

a.m. Students must not be dropped off unless a duty teacher is receiving students at the designated area. School will begin promptly at 8:00 a.m. If a student arrives between 7:00 a.m. and 7:40a.m., the student will have to go to Before care/Aftercare and will be charged the Before care/Aftercare fee. If a student arrives at or later than 8:00 a.m., he/she will be marked tardy. Excessive, unexcused tardiness will result in absences, parent conference and/or discipline of the student. Parents are not allowed to drop the students off in the parking lot. Parents must drive through the carpool line; this is to keep our children safe at all times.

#### *MORNING ARRIVAL JUNIOR & HIGH SCHOOL STUDENTS (7<sup>th</sup> through 12<sup>th</sup> grade)*

Junior and High school students may be dropped off from 8:00-8:15 a.m. in front of the school office. Students must not be dropped off unless a duty teacher is receiving students at the designated area.

Junior and high school students should not arrive between 7:00 a.m. and 8:00 am (parents of students in both elementary and junior/high school should consult the front office). Students will be tardy if they do not enter the building by 8:15 a.m. If a student arrives later than 8:15 a.m., he/she will then be marked tardy. Parents are not allowed to drop the students off in the parking lot. Parents must drive through the carpool line. This is to keep our children safe at all times.

#### *AFTERNOON PICKUP AFTERCARE*

After 3:15, parents can pick up students by going through school office entrance. **Students must be picked up no later than 5:30 pm.**

#### *AFTERNOON PICKUP LOWER & UPPER ELEMENTARY STUDENTS (K5 through 6th grade)*

K5 - 6<sup>TH</sup> grade students will be dismissed at 3:00pm. These students can be picked up between 3:00-3:15 p.m. After 3:15 p.m. students will be sent to Aftercare. Each family will be issued three (3) car tags with the child's last name. Please place the car tag around your rear-view mirror. Anyone picking up a student that does not have a car tag, will report to the office to pick up the student; this will ensure

their safety. Also, parents will have to pay an extra dollar to receive another set of car tags if they are misplaced. Please be aware that there is a \$5 fee charged per minute if a student is picked up after 5:30 pm and a flat fee of \$25. If a student has been picked up late, there is an additional \$25 fee each time after.

#### *AFTERNOON PICKUP JUNIOR & HIGH SCHOOL STUDENTS (7<sup>th</sup> through 12<sup>th</sup> grade)*

7<sup>TH</sup> – 12<sup>TH</sup> grade students will be dismissed at 3:25pm. These students can be picked up between 3:25-3:35 p.m. Each family will be issued three (3) car tags with the child's last name. Please place the car tag around your rear-view mirror. Anyone picking up a student that does not have a car tag, will report to the office to pick up the student; this will ensure their safety. Also, parents will have to pay an extra dollar to receive another set of car tags if they are misplaced.

#### *CAR LINE PROCEDURES*

- In order to make the car line safer for all children, we must enforce that cell phones not be used while driving through the drop-off/pick-up line.
- The KCA Car Tag **MUST** be clearly displayed in the vehicle's front window. Without a KCA Car Tag, the student will have to be picked up in the office by an authorized person previously listed on the student's office card with proper identification.
- Students will not be allowed to load the vehicle until it comes to a complete stop.
- Parents are to remain in the car line, stay off cell phones, and have the car in park.
- Please do not park and walk up to get your child.

#### *STUDENT SUPERVISION AFTER SCHOOL*

ALL students will be expected to be off of the school premises by 3:35 p.m. The only exception will be students who are staying after school due to their involvement in KCA activities or Aftercare students. If the student is involved in KCA activities, they will need to be supervised by an adult. Students will not be able to roam campus.

#### **STUDENT DRIVING**

- Students of driving age are allowed to drive their cars to school as long as they are responsible drivers and complete the **King's Christian Academy Student Driver Agreement and Guidelines** form. Any incident of reckless driving by students or adults may result in a revocation of driving privileges on campus. Student drivers may never leave campus during school unless approval has been received by the office from home and with office approval. **A car tag will be issued and must be displayed.**
- Students will be allowed to park in designated areas only. Violations of parking regulations, careless operation of a vehicle, or failure to register a vehicle may result in temporary or permanent suspension of driving privileges at school.
- Students that drive to school must provide the following information to the school office; car make/model/year/license plates, insurance, driver's license, and permission. This will be kept in the student file and it will be the student's responsibility to keep the form updated.

#### **ATTENDANCE**

Regular attendance is essential to success; students should make every effort to be consistent in their attendance. Schoolwork involves participation in discussions, demonstrations, laboratory activities, development of study skills, interactions among students and teachers, and visual and oral presentations that are difficult, if not impossible, to repeat. Consequently, a student who has an excessive number of absences will miss out on a large percentage of the learning process at KCA. Weather conditions and



other obvious reasons will provide exceptions as determined by the Administrator. Each teacher will keep accurate records of absences and tardies in PraxiSchool. Family vacations and trips should be scheduled during school vacations since it is often difficult for a child to make up work. Should it be necessary for a student to miss school for personal reasons, it is the parent's/student's responsibility to obtain all work that is to be made up from the respective teacher(s). Make-up work is given upon return.

### *PROCEDURE REGARDING ALL ABSENCES AND TARDIES*

The student's parent or legal guardian is to notify the school as early as possible on the day of the student's absence. If the office is not alerted, it will be marked as "unexcused". A parent can correct this by contacting the office as soon as possible.

Absences of 3 days or more will require a doctor's note upon return. If the absence was related to a medical need/illness, a doctor's note may be required.

If a student is 15 minutes or more later to a class, it is considered an absence at the teacher's discretion.

KCA is responsible to records, report, and monitor absences (excused/unexcused) and tardies. Students in K5-6<sup>th</sup> must be in their classrooms and ready to work by 8 am and 7-12<sup>th</sup> grade by 8:15 am to avoid a tardy (7-12<sup>th</sup> graders may also be considered tardy for being late to each class period). Students with excessive absences / tardies will receive notes home and may have to attend a meeting regarding attendances. Private schools are not exempt from reporting truancy and thus we want to work together to ensure each student's success!

### *Helpful tips:*

Avoid scheduling vacation during in-school days

Alert KCA the morning of a student's illness if they will not attend school that day

Give advanced notice (2 weeks) for any trips that will cause a student to miss 3 or more days

Stay on top of missed assignments (see section of make-up work)

### *EXCUSED ABSENCES*

Excused absences will be granted for the following reasons: illness, death in the family, or previously arranged doctor's appointments. Requests for extended absences should be sent to the administration in writing at least one week prior to the absence when notice is possible. Excused absences are included in the calculation of maximum allowable days missed. It is recommended that a student meet with teachers prior to leaving to make a plan for make-up work if possible. Make-up work is not given in advance and only upon return.

A family trip (1 per year) that is 5 days or less can be considered excused under the following circumstances: advanced notice (2 weeks) given, the trip is 5 days or less, the teacher(s) and administration have been notified, and administration signs off and approves the absence. Please note that teachers are not required to give work in advance for upcoming trips. Students are responsible to make up any missed work within an equal number of days to the days missed (5 days maximum).

### *PARTIAL DAY ABSENCES*

If a student misses a portion of the day, he must present a note to the office explaining the reason for his

or her absence. The office will give the student an admit slip to enter class. A student checking out during the school day must have parental permission in order to be released.

### ***MEDICAL ALLOWANCE***

A student who experiences a long-term illness or hospitalization (five or more consecutive school days). Or who has a physical impairment and/or medically substantiated problem which entails repeated absences can be granted and attendance medical allowance based upon a review of the individual case by the Administrator. Documentation from a doctor or other medical professional may be requested in these situations. In those cases, absences are waived and may not count toward the maximum allowance permitted.

Extended Absence Protocol (EAP): Due to COVID, King's Christian Academy is enacting the EAP to address longer term absences related to COVID, potential COVID exposures/COVID symptoms, or to illnesses that result in longer term absences. EAP will require continued parental contact with the school, administrative approval, and up to needing a doctor's note (depending on the circumstances). Approved EAP will result in excused extended absences. The work required to make up during that time may be reduced.

### ***SCHOLARSHIPS***

All students who are receiving scholarships are required to miss less than 10 days unless there is a reason that is Administration approved. Any student who misses more than 20 days is considered truant and may not be allowed to advance to the next grade level and may be ineligible for the tax credit scholarship.

### ***AFTER SCHOOL ACTIVITIES***

No student can participate in a sports event or any other extra-curricular activity unless he or she is present for that entire day. These situations can be assessed on a case-by-case basis.

### ***MAKEUP WORK FOR EXCUSED ABSENCES***

#### **Elementary (K5-6<sup>th</sup> Grade)**

Students are required to make up all missed assignments in the number of days equal to the time missed (5 days maximum). Exceptions to this make-up time must be approved by the student's teacher and/or Administration. Students are responsible for securing a list of assignments missed by either accessing PraxiSchool, Google classroom, and/or contacting classmates. A student absent only on the test day should be ready to take the test the day he/she returns to school.

Virtual learning is not offered at this time.

#### **Junior School/High School**

Students may make up and receive full credit for assignments missed during absences provided that the absence is excused, and an accompanying note or email is on file. The following guidelines apply to make up work for excused absences:

1. Students are responsible for securing a list of assignments missed by either accessing Student/Parent PraxiSchool, Google Classroom, and/or contacting classmates.
2. A student absent only on the test day should be ready to take the test the day he or she returns to school.
3. Students are limited to four (4) make-up tests per semester unless a doctor's excuse is submitted

verifying a long-term illness.

4. Students are required to make up all missed assignments according to class policy. Exceptions to this make-up time must be approved by the student's teacher and/or Administration.
5. Special consideration must be approved by the administration and will be applied only in the event of legitimate and appropriately documented periods of extended absence.
6. Virtual learning is not offered at this time.

### *UNEXCUSED ABSENCES*

Unexcused absences are absences for which approval was not granted, or a note explaining the absence was not submitted. Unexcused absences include but are not limited to the following: absences for personal or family convenience, students out of class without permission, or students leaving campus without permission. Students who are not in class or have left campus without permission will be disciplined.

### *MAKEUP WORK FOR UNEXCUSED ABSENCES*

All students will be expected to bring a note signed by a parent/guardian **upon their return to school** in order to be allowed to make up work when the absences are 3 or more days. It is the parent's responsibility to notify the school of unexpected absences of more than one day by calling the office and emailing the teacher. If a student is out the day an assessment is scheduled (not missing prior to that day), the student will complete it the day they return to school. If a student is out several days and returns on an assessment day, the student and teacher should work out a make-up date at the teacher's discretion. This will give them time to get the information that they missed and prepare for the assessment. In addition, a list of the number of absences in each class will be given on all report cards and progress reports, which will provide further notification of the student's status.

### *EXCESSIVE ABSENCES*

A formal letter of concern will be sent to the parent(s) of the student(s) whose absences have become excessive. Excessive absences may result in a parent/teacher/administrator conference. Excessive absences that continue may further result in academic probation, retention in the current grade, or being asked to withdraw from school.

### *TARDY POLICY K5-12<sup>th</sup> Grade*

Students will be considered tardy if they are not in their assigned classroom when the bell rings to start class. KCA's upper school location utilizes a bell system, which clearly informs students of class start times.

- ❖ 5 unexcused tardies will result in a \$25 fine.
- ❖ Tardies will start over each quarter.
- ❖ Tardies impact education and can impact grades.

Being on time to school is important for the following reasons:

1. Learning to be punctual is an important issue in training and discipline.
2. Teachers begin important tasks with their students at 8:00am (8:15 am for Junior/High school).  
Tardy students require teachers to repeat instruction and take time away from the entire class.
3. Being on time shows consideration and respect for others.

### *LATE ARRIVAL & LEAVING DURING SCHOOL HOURS*

If a student has to check out of school early, they must be signed out in the school office. The person

picking the student up must be 18 years or older, have a proper picture ID, and be listed on the student's office registration as authorized to pick the student up. Please do not be offended when asked to show an ID as this is a protective measure to keep our students safe.

If a student arrives to school late after an appointment, the parent must sign the child in at the office and provide a written excuse. Students are responsible for class work missed due to appointments.

### *LEAVING CAMPUS*

Students are to remain on campus from the time they arrive in the morning until they leave at the end of the school day. Permission to leave campus will require a written request from one of the student's parents or guardians plus the approval of the administration. Student drivers require written permission to leave the campus at times other than school start and end times.

Students aged 12 and under cannot be on campus without supervision. After 3:15 pm, students will be sent to aftercare and the aftercare fee applied. Students cannot be released to walk or leave campus without the express written permission of a parent, waiving all liability on behalf of the school, and approval of Administration. Students who remain on campus for sports must remain under the supervision of their coach. Students aged 12 and older who remain on campus after 3:40 pm are no longer under the supervision or care of the school and all liability remains with the parent/guardian. Students must be released to a parent/guardian-approved individual who is 18+. They may be released as student drivers if all document is submitted and approved to do so. No students may remain on campus past 5:30 pm.

### *PERFECT ATTENDANCE*

For a student to receive perfect attendance for a school term, the student must attend school every day, all day (if a child checks out, it will be considered an absence). **If a student returns with a doctor's excuse, the absence will be considered an excused absence; however, it will disqualify them from perfect attendance. An absence due to a school-related activity will not affect perfect attendance.**

### *WITHDRAWALS AND DISMISSALS*

Withdrawals must be done through the school office by a parent or guardian. A student will be considered absent until a withdrawal form and a parent exit interview has been completed. These absences will be made a part of the student's official record.

## SECTION 5: COMMUNICATION

Good communication among faculty, students, and parents requires effort, mutual concern, and trust.

- ❖ K5 through 6<sup>th</sup> grade parents are asked to check their student's take-home folder daily.
- ❖ Parents are asked to use email to communicate with the teachers. Please allow 24 hours for the teachers to respond. **Please do not text, contact teacher's personal numbers, or use messenger apps.**
- ❖ Grades will be posted promptly.
- ❖ 7-12<sup>th</sup> grade students can request PraxiSchool access. Parents are able to access grades; it is recommended that parents of students in all grades check PraxiSchool regularly.

### COMPLAINT PROCEDURE/APEAL PROCESS

If you become dissatisfied with the school in any respect, please use the *Matthew 18* principle and seek to resolve the matter with the person or persons involved, rather than begin to spread criticism, listen to criticism, or hold a negative attitude in your heart. *"If your brother sins, go and show him his fault in private; if he listens to you, you have won your brother. But if he does not listen to you, take one or more with you, so that BY THE MOUTH OF TWO OR THREE WITNESSES EVERY FACT MAY BE CONFIRMED (Matthew 18:15-17).*

The following procedure is used by the faculty and taught to the children. Parents are requested to use this procedure any time there is a complaint.

1. **Pray about it.** First and foremost, go to the Father for wisdom, insight, and guidance. Bathing the entire situation in fervent prayer is a must. Ask God to help you make your complaint in such a way that it will result in the betterment of our school, and thus, in the glory and growth of His Kingdom. Read and think about such passages as *Ephesians 4:1-3* and *Colossians 3:12-13*.
2. **Do not broadcast it.** Express your complaint only to the person who should hear it. Unnecessary worry, harm, and hard feelings result when problems and dissatisfactions are expressed to persons other than those directly involved with the problem. This includes not broadcasting it on social media.
3. **Tell it to the right person.** Complaints about school policy or operations should be expressed first to the individual in question, and should be expressed to the administrator only if you cannot work it out between yourselves or if you feel she should know about it.
4. **Express it promptly.** Keeping it to yourself can cause ill feelings. Get it out of your system. *Matthew 5:23-24*
5. **Express it clearly.** Make sure the person you are expressing your complaint to knows all of the details of the situation and exactly what you are complaining about and why. Misunderstanding of complaints could lead to further problems and needless hard feelings.

Here are a few more principles to follow to help create peace and unity:

1. Do not jump to conclusions. Do not unconditionally take the child's side. Do not criticize or put down the teacher in the presence of the child. Remember, children often perceive events and words differently than intended.
2. Remember the teacher is the professional hired to conduct instruction in the classroom and maintain an atmosphere conducive to learning. There are many good philosophies, instructional

strategies, techniques, and methods. Just because the teacher does not conduct the class in a way you would does not make him/her wrong.

3. Leave the conference with a positive attitude to show that even though things may not be worked out exactly the way you believe they should be, we are all brothers and sisters in the Lord.
4. Begin and end the conference with prayer. This may be initiated by either party and allows for the proper attitude.

If a complaint is made to or about you, understand what the complaint is and why it is being made. Give it prompt attention and make it a growth experience. Pray about it and ask God's wisdom in solving the problem.

"Be completely humble and gentle; be patient, bearing with one another in love. Make every effort to keep the unity of the Spirit in the bond of peace." (Ephesians 4:2-3)

## **MATTHEW 18 PRINCIPLE**

The *MATTHEW 18 PRINCIPLE* is the approach to be taken for problem solving and is to be used by faculty, staff, parents and students as follows.

**Level 1:** Parent and Teacher - a conference is set up between the parent and teacher to discuss the complaint, concern, or the matter in question. Both parties are to make every effort to solve the problem here.

**Level 2:** If the problem cannot be adequately solved at Level 1, the parent and teacher will agree to take the problem to the administrator who shall set up an appointment for a conference, listen to both sides of the situation, and attempt to offer a solution to the problem.

**Level 3:** If the problem cannot be adequately solved at Level 2, the parent, teacher and will agree to take the problem to the board who shall set up a conference with all parties, listen to the components of the problem, and attempt to offer a solution to the problem.

1. The Board elects to allow administrative decisions to be the final step in matters discussed in the handbook where the school has specific written guidelines and the consequences are stated when the guidelines are not met. Some examples may be punishment resulting from an accumulation of days absent and/or tardy and matters of grade retention. No appeal will be granted by the Board unless, in the opinion of the Administration and an appointed Board Moderator, there are extenuating circumstances which warrant the Board's decision.
2. The Administration is authorized to suspend and/or expel students who are in violation of school policy in the use of tobacco, drugs, alcohol, vaping, in matters of sexual misconduct, violation of the attendance policy, in cases of open and defiant rebellion, and in other incidences where the immediate removal of a student from the student body is in the best interest of the student and the student body. These matters can be appealed to the Board within one week of the suspension or expulsion of the student.
3. Appeals to the Board shall be submitted in writing to the Chairman of the Board. In the letter of appeal, the individual should give the necessary background of the situation being appealed. The written appeal should include the steps that have been taken to the point of appeal and the results

of each step taken. State in the letter of appeal exactly what is being asked and state the reason for the appeal. The Board will act on the appeal at the next scheduled board meeting, unless at the chairman's judgment a special meeting will be called to consider the appeal. The chairman may elect to have the parties making the appeal appear before the Board. If this is the case, the individual will be notified of the time and place to appear to make a personal appeal before the Board. The Board may act on the matter using information given in the written appeal. The party making the appeal will be notified by letter of the Board's decision in the matter after the Board has considered the appeal. The decision of the Board in the matter is final.

## **SLANTED NEWS**

One of the most critical areas of parent-school communication involves "slanted news." Slanted news is information regarding the school that is reported by a child from his perspective for his benefit. A parent should carefully weigh each comment made by his child because, at some time, almost every child will report events at school in a manner favorable to himself and unfavorable to others. In front of the child, the parent should support the school, even if what the child says is alarming or upsetting. Later, in private, the parent should call the teacher or administrator involved in order to get an accurate view of the situation.

## **SOCIAL MEDIA**

Using social media to discuss school concerns is against KCA's policy and can be cause for dismissal from the school. This will include private message groups, discussions about other students even when names are not mentioned, questioning other adults how "they feel" about certain policies, etc. If posts reach the office, the leadership team will confront the parent and/or student and decide on a course of action. Our heart is stay unified. The enemy is there to steal, kill, and destroy and he will use any means necessary especially social media. Refer to the above policy on the Matthew 18 principle.

## **PARENT/TEACHER CONFERENCES**

Any time a parent wishes to have a conference, he/she may make an appointment with the student's teacher through email. If you would like to speak with an administrator, please make an appointment with the front office. **Please do not attempt to see the administration without an appointment.**

- **K5 – 6th Grade** – There is a required Parent/Teacher conference at the end of the first and third nine-weeks' period for all students.
- **7th – 8th Grade** – Conferences are held on an "as-desired basis." Personal conferences with parents and telephone conferences should be followed with a brief/dated report kept by the teacher.
- **High School Students** – Conferences are held on an "as-desired basis." Personal conferences with parents and telephone conferences should be followed with a brief/dated report kept by the teacher.

## **PARENT INVOLVEMENT/VOLUNTEER**

The key to success for any school is strong parental involvement in the education of their child. KCA expects a superior level of parental involvement and appreciates our parents for being supportive. By choosing to send your child to KCA, you are making an invaluable investment in your child's future. The Bible tells us we reap what we sow in life. Therefore, the quality of your experience at KCA is largely dependent upon how well you and KCA partner in the education and training of your child. The

following is a suggested list of helpful tips for parents seeking to make the most of their KCA experience.

1. Train-up a child in the way of the Lord by having home devotions, instruction and regular church attendance (Prov. 22:6).
2. Guide the child to develop socially acceptable standards of behavior, to exercise self-control, to be honest, and to be accountable for their actions.
3. Teach the child, by word and example, respect for law, for authority of the school, and for the rights and property of others.
4. Instill in your child a positive and enthusiastic attitude and encourage a personal desire to learn. (Keep in mind that parental attitudes and opinions often become those of their child.)
5. Discuss with your child the rules for which they are responsible and as a family become aware of the consequences of specific violations as outlined in this handbook.
6. Be sure your child's attendance at school is regular and punctual and all absences are properly excused.
7. Encourage your child to be responsible for their appearance.
8. Provide a consistent time and a location at home where your child can do their homework in a quiet atmosphere and stimulate your child with assigned projects, drills and activities.
9. Make every effort to attend your child's school activities and events.
10. Pray continuously for your child.
11. Volunteer to help with activities and duties at or for the school.

## **PARENT TEACHER FELLOWSHIP (PTF) – LION'S PRIDE**

The Parent-Teacher Fellowship (PTF) is an organization formed by parents, teachers, and board members. The purpose is to bring the school and home closer together by means of fellowship and a real partnership in the education of the children. The PTF sponsors may fund raise throughout the year and offer a variety of social functions for the families. All events and funding should be submitted for approval. Parents are encouraged to sign up as school/classroom volunteers. All school families are expected to be involved and take an active role by choosing a "job" to perform for the school.

PTF Roles: President, Leadership Team Rep, and general members.

PTF Roles are voted on by PTF members and confirmed by the Administration, who can also make changes as deemed necessary.

## **SCHOOL CALENDAR AND HOLIDAYS**

We align our school calendar with the local school districts as closely as possible. This includes, but is not limited, to the following vacation days: **Labor Day, Thanksgiving, Christmas, MLK day, Spring break, and Easter.**



## SECTION 6: DISCIPLINE/DISCIPLESHIP

We believe that discipline is an integral part of the educational process. We understand discipline to be an environment in which students can best learn to follow the Lord and respect authority. Discipline is a total environment where growth is maximized by drawing proper boundaries and enforcing the necessary policies for personal development. The KCA philosophy regarding student behavior is based upon the merits of discipleship. A disciple of Jesus Christ seeks to follow rules and regulations because of a heartfelt response to honoring God. Therefore, teachers will strive to encourage discipleship and student growth when handling discipline issues.

Rules and procedures are used to encourage proper habits, enabling the student to become self-disciplined. These rules will be clearly and concisely presented to the student. KCA faculty will provide an atmosphere and order that is essential in allowing a student to strive for a Spirit-controlled, Christ-like life. Faculty will also strive to document patterns of misbehavior or bad habits in order to provide objective information available for conferences. Teachers are responsible for addressing inappropriate behavior.

Firsthand knowledge of things like cheating, fighting, vandalism, theft, or any illegal behavior must be reported to the administration. It is the intention of King's Christian Academy that the administration shall handle serious disciplinary matters.

KCA faculty will be trained in and practice biblical practices for discipline.

**KCA expects full cooperation from both students and parents in the education of the student. If at any time the school feels that this cooperation is lacking, the student may be requested to leave the school. Also, if a student's behavior indicates an uncooperative spirit, he/she may be requested to leave the school.**

Failure to follow KCA's student expectations will result in several consequences, some of which may include theme writing, removal from classroom, demerits, suspension, and/or expulsion. We expect to follow scriptural guidelines for giving correction in order that our children will become self-disciplined individuals. Parents will be informed during all levels of disciplinary action.

The Bible declares that we should, *"Train up a child in the way he should go and when he is of age, he will not depart from it."* We feel that it is a God-given responsibility for us to educate, train, and discipline each child in such a way as to bring him to spiritual and social maturity. The application of discipline and correction is painful for both the recipient and administrator, but it is nonetheless imperative. Discipline is a demonstration of love.

Hebrews 12:6 declares, *"Whom the Lord loves, he chastens. God deals with you as with sons . . . now no chastening for the present seems to be joyous, but grievous; nevertheless, afterward it yields the peaceable fruit of righteousness unto them who are exercised thereby."*

There are five (5) basic convictions that the school attempts to instill in students. These convictions are the basis for all discipline performed at our school. A student who is disciplined for misbehavior is disciplined for having failed to demonstrate an acceptance of one of these five convictions. These

convictions are respect for God, respect for authority, respect for others, respect for property, and respect for school rules.

### **1. Respect for God**

We are a Christian school. We believe in a supreme God who holds men accountable for their actions, their words, and the thought of their hearts. He is a God who is to be loved (because He first loved us), worshiped (because He only is worthy), honored (for all that He is and has done) and entreated (because of His many promises). At KCA, we desire to develop a deepening relationship with God through Jesus Christ. Any student who demonstrates a lack of respect for God is of great concern to the school. Such a student will be jointly counseled by parents and staff. Such a counseling session may result in the student's dismissal.

### **2. Respect for Authority**

Respect for God leads to respect for authority. The development of humility and submission to authority are essential qualities necessary for receiving God's grace for growth and service (I Peter 5:5). Everyone needs to grow in humility and submission. Students must learn to demonstrate a willingness to submit to those who have been placed in authority over their lives, including their parents, teachers, administrators, coaches, pastors, and governmental authorities. A student's lack of respect for authority is of great concern to the school because, through his attitude, the student is challenging the order of authority established by God. A student who demonstrates a lack of respect for authority will be counseled by school staff. Such a counseling session may result in the student's being suspended or being asked to leave the school.

### **3. Respect for Others**

Jesus teaches us that the two greatest commandments are "to love the Lord your God... and to love others as yourself." In practice, these commandments teach us that we need to be sensitive to those around us and to act in a manner that edifies, encourages, strengthens, and assists our neighbor. Students, at times, can hurt, degrade, or hinder others by their actions. Such students will be corrected immediately once the problem is made known. Students demonstrating a pattern of such behavior will be dealt with according to the best judgment of the administration. Students need to realize that Jesus made love for others the chief characteristics which enable the unbelieving world to recognize His followers. Honesty and trustworthiness are two virtues that demonstrate respect for others. The individual who lies or is untrustworthy manifests a lack of concern for others. When others cannot trust a person's words or actions, his own witness toward God becomes suspect. Honesty and faithfulness will be encouraged at KCA by every reasonable means that is available.

### **4. Respect for Property**

A large portion of any country's laws has to do with property. Students who steal, cheat, plagiarize, vandalize, or put graffiti on walls are expressing a disregard for other people's property. A student exhibiting such behavior will be promptly disciplined.

### **5. Respect for School Rules**

In any institution, certain rules unique to that institution must exist for the purpose of accomplishing the institution's goals and purposes. These rules are only necessary at a given time or place. At KCA, there are some rules designed to promote our goals and purposes which do not apply to other areas of life. Such rules include our uniform guidelines, classroom procedures, absence notes, and tardies. Students need to learn to respect man-made rules that are designed to accomplish beneficial goals. To say that these

rules can be ignored because they are not God-given or are not universally applicable would at times cause chaos and prevent a teacher from accomplishing the tasks of educating students. Therefore, some degree of discipline is necessary to prevent the violating of school rules. The discipline is usually mild since the behavior is not considered as severe as breaking a moral law. A student, however, who consistently refuses to respect school rules, who consistently disrupts a class, who is often out of class, or who in some other manner shows a disrespect for the school may be suspended or even asked to withdraw from KCA.

#### *CODE OF HONOR PLEDGE (6<sup>th</sup> through 12<sup>th</sup> grade)*

Upon entering school, students are expected to maintain the highest standards of integrity, honesty, and morality. Further development of responsible behavior is a basic tenet of the Code of Honor pledge. Both dress and behavior should exemplify the high standards of Christian example. A person's conduct should never be an embarrassment to others.

***The Code of Honor Pledge was signed as part of the Registration Process. It is placed herein as a reference for you and as a reminder of your commitment as a student of King's Christian Academy.***

#### *CODE OF HONOR PLEDGE*

In signing the Code of Honor, I fully recognize that King's Christian Academy was founded to be and is committed to being a Christian institution, and that it stresses a lifestyle of commitment to Jesus Christ of Nazareth as personal Savior and Lord. This lifestyle of Christian commitment is an integral part of KCA's philosophy and ministry. It is, therefore, my personal pledge to be a person of integrity and to have respect for what King's Christian Academy represents in this community.

1. **I Pledge** to apply myself wholeheartedly to any intellectual pursuits and to use the full powers of my mind for the glory of God and the full development of my abilities. *Luke 2:52; Philippians 2:5; I Corinthians 1:5.*
2. **I Pledge** to grow in spirit by developing my own relationship with God. I will exemplify Christ-like character through daily personal prayer and consistent study of the Word of God. *Matthew 7:7-11; James 1:22; I Peter 1:13-16; II Peter 1:10-11; Galatians 4:7.*
3. **I Pledge** to develop my body through good health habits and by participating in wholesome physical activities. *I Corinthians 3:16-17; Romans 12:1.*
4. **I Pledge** to cultivate good relationships socially with others and to seek to love others as I love myself. I will not lie. I will not steal. I will not curse. I will not be a talebearer. I will not cheat or plagiarize. I will do my own academic work and will not inappropriately collaborate with other students on assignments. *Matthew 23:19-20; Matthew 10:8; John 15:17; I Corinthians 15:58; II Corinthians 5:18; I Corinthians 9:22.*
5. **I Pledge** to keep my total being free from all immoral and illegal acts and habits, whether on or off campus. To this end, I will refrain from the use of profanity, smoking, gambling, cheating, drinking alcoholic beverages of any kind, engaging in sexual immoral activities, using illegal drugs, listening to vulgar or satanic music, and attending dances. I will not engage in other behavior that is contrary to the rules and regulations of King's Christian Academy. *I John 1:5, I John 3:3, Hebrews 7:26; I Corinthians 5:7-8; James 4:8, I John 1:7*
6. **I Pledge** to faithfully give heed to the call of God on my life and develop the gifts and abilities God has given me. *I John 2:20; I Corinthians 12:18-31; Ephesians 4:11-12.*

7. **I Pledge** to attend class, all required chapel services on campus, and to attend the house of worship of my choice where God is honored and lifted up. *Matthew 7:7-11; James 1:22; I Peter 1:13-16; II Peter 1:10-11; Galatians 4:7.*
8. **I Pledge** to obey and be under submission to those placed in authority over me by King's Christian Academy. *Matthew 6:9-10; Job 22:21; I Peter 5:6; Hebrews 12:9; I Corinthians 15:21-28; Hebrews 13:17*
9. **I Pledge** to share the love of Christ through personal witness and specific ministry on a regular basis in an area of Christian service where I feel led or called. *Matthew 23:19-20; Mathew 10:8; John 15:17; I Corinthians 15:58; II Corinthians 5:18; I Corinthians 9:22.*
10. **I Pledge** to abide by the rules and regulations that may be adopted in the future by the KCA's administration. I understand King's Christian Academy is a private school, and therefore I have no vested rights in the governing of the school. I accept my attendance at KCA as a **privilege** and **not** a right, and I accept that the Academy reserves the right to require the withdrawal of a student, at any time, if in the judgment of the administration such action is necessary to safeguard KCA's ideals of scholarship or its spiritual and moral atmosphere as a Christian institution. I will keep the **Honor Code** carefully and prayerfully. I understand that my signature below is my acceptance of the entire Code of Honor and completes a contract between me and King's Christian Academy. I know this is a prerequisite for matriculation and that the contract becomes a part of my permanent file.

### **POSITIVE BEHAVIOR**

KCA will implement a positive behavior policy to help students learn to be good disciples. *"But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, self-control; against such things there is no law."* (Galatians 5:22-23). When a student is seen exhibiting a fruit of the Spirit, that child will receive a Cub Cash coupon to be used to cash in for various awards. These awards are given through our Cub Cart.

### **DISCIPLINE – ELEMENTARY STUDENTS**

At King's Christian Academy, we believe that our greatest treasure is your child. It is our sincere desire to nurture every aspect of his/her total development. At times however, certain misbehaviors may necessitate the use of a predetermined plan of discipline.

A discipline referral will be completed in Praxi and messaged to parents. Discipline is a partnership between the home and the school. Good communication is a deterrent to inappropriate behavior. Parents will be called upon to assist in corrective disciplinary measures as needed.

It must be understood that King's Christian Academy cannot tolerate the following:

- ❖ Refusal of parents for their child to be disciplined.
- ❖ Repeated aggressive and/or intimidating behavior by one student to another or towards a teacher.
- ❖ Repeated disruptive behavior that hinders the learning/teaching process.

At the close of any disciplinary action, it is our goal that forgiveness be stressed, and the child reassured of his/her personal worth and importance in the classroom. We want the child to know that he/she remains in relationship with teachers, classmates, and school administration.

### **Bullying/Intimidation**

KCA considers bullying or intimidating behavior a serious offense. Every KCA student has the privilege to be safe from bullying behavior and physical, verbal, or cyber harassment while in the care of

KCA. Verifiable incidents of bullying or intimidation either physical, verbal, or cyber will be disciplined. Parents and students should contact the teacher and administration when an incident occurs.

### **Medication**

There are conditions for which students may take a prescribed medication; however, medication will not be an excuse for inappropriate behavior.

### ***ELEMENTARY, JUNIOR HIGH, AND HIGH SCHOOL DISCIPLINE CONSEQUENCES***

The purpose of discipline is to bring about corrective behavior and restore the errant student to good with the Lord, KCA, administration, the faculty and his or her peers. To that end, KCA has developed a system of progressive discipline which provides a framework of corrective consequences for violations of school rules.

KCA may utilize a variety of behavior and disciplinary tools in order to accomplish desired results. In like manner, KCA may modify or amend these disciplinary guidelines at its sole discretion in order, again, to bring about the desired behavioral results. The administration reserves the right to administer a variety of sanctions, based on the seriousness of the offense and the student's behavioral and disciplinary history with the school.

1. **Discipline by Teacher** – The first line of discipline is the teacher. Each teacher will establish a criterion of behavior for his or her classroom. The teacher may give a warning or corrective assignment(s), may contact parents by phone or in writing, hold parent conferences, or may refer the student to the office when the situation will not allow for resolution within the classroom.
2. **Referral** – Teachers may refer a disruptive student to the Discipline Committee. The committee will employ a variety of disciplinary measures in order to effect a positive change in the child's behavior. This could include the loss of certain special privileges, loss of free time, isolation, or detention. The goal of any disciplinary measure is to quickly restore the student to the classroom environment as a productive member.
3. **Counseling** – students involved in certain offenses such as threats of violence, intimidation, vulgarity, etc., may be required by the administration to have counseling by administration and/or a party designated by the administrator.
4. **Detention:** Students referred for discipline may receive a detention. 3 detentions in a quarter or behavior deemed deserving will result in suspension (in/outside of school). Detention is fully silent and requires an essay completion.
5. **Probation** – a contract of behavior and expectations will be signed by the student and parent. Any violation of the probation could result in expulsion.
6. **Suspension** – Suspension from classes may vary from 1-5 days depending on the severity of the offense and may be served at school or at home as best serves the purpose. Suspension is an extreme measure of discipline reserved for extreme acts of misbehavior, disobedience and disrespect.
7. **Withdrawal** – Student is given the opportunity to resign and withdraw from KCA.
8. **Expulsion** – Student is removed from KCA by administrative decision.

### **CRITICAL – OFFENSES (Terms for Dismissal)**

1. **Second episode of unacceptable off-campus behavior.**
2. **Theft**
3. **Assault and Battery**

Any verbal or physical assault on faculty/administration/or student, or the destruction of their

personal property.

**4. Drugs/Illegal Substances/Vaping**

- KCA is a drug free and vaping free zone. Any confiscated drugs, drug paraphernalia, and individuals involved will be turned over to the police.
- Possession of prescription medication with intent to distribute or possession of falsely represented or illegal or counterfeit drugs will be grounds for legal prosecution.
- On campus possession, sale or use of drugs.
- Vaping and any materials related to vaping (including paraphernalia) are expressly forbidden on campus and in student conduct on/off campus.
- Distribution of over-the-counter drugs or synthetic drug substitutes.
- Any drug dealing or use—on or off campus.
- All medication will be brought to the office immediately upon the student's arrival on campus and will be administered by the office staff.

**5. Occultism**

Identification with or involvement in occult practices, display of symbols, or recruiting/influencing others.

**6. Weapons**

No dangerous weapons may be brought on campus nor be in the possession of any student including, but not limited to such items as guns, knives, etc., nor shall there be any use of any object as a weapon or the possession of a look-alike weapon such as water guns, paper guns, rubber or plastic knives, etc.

**7. Explosives**

No explosives or explosive devices shall be brought on campus nor be in the possession of any student including, but not limited to such items as fireworks, ammunition, or bombs of any type.

**8. Bullying/Intimidation**

Aggressive behavior or intentional harm-doing which is characterized by an imbalance of power and carried out over time.

**9. Inappropriate Use of Computer/Internet/Social Media**

Computer hacking, cyber-bullying, possession or distribution of inappropriate pictures/images

**10. Pornography**

Accessing, possession of, or distribution of pornographic images or materials

**11. Sexual Harassment**

Sexually suggestive statements or materials, gestures, inappropriate touching, molestation, indecent behavior, sexual advances made verbally or by physical conduct of a sexual nature, or request for sexual favors shall be considered sexual harassment.

**12. Arson**

Setting fire to school, church, or private property.

**13. Indecent Behavior**

**14. Gambling**

**15. Smoking/Vaping off campus**

**16. Drugs off campus**

**17. Cell phone conversations/text messages concerning drug use or sale**

**18. Drinking alcoholic beverages off campus**

**19. Possession of tobacco products or any product containing nicotine and/or alcohol**

**20. Cell phone conversations/text messages involving sexual content**

*DISCIPLINE – JUNIOR AND HIGH SCHOOL STUDENTS (6<sup>th</sup> through 12<sup>th</sup> grade)*

## **On Campus Communication**

- No student has the right to slander or libel another person.
- No student has the right to distribute written material or circulate a petition without the prior written approval of the administrator.
- No student has the right to establish an on campus or off campus organization. All organizations must be approved, in advance, by the administration of KCA and may meet only with faculty supervision.

## **Punctuality**

- Time governs our everyday lives; therefore, a KCA student is expected to be at school and in class on time. In order to foster punctuality, excessive tardies will have consequences. **There will be a \$25 fine for every 5 days.**

## **Academic Integrity**

- KCA upholds high standards of academic integrity. Students are expected to take personal responsibility for all academic work. Student work should be a product of that student's efforts and abilities and not result from unethical assistance from parents, other students, or AI tools. Sharing assignments or copying another student's work is considered inappropriate collaboration and will result in a grade of zero for that work. Teachers have the responsibility to enforce this principle and will do so as individual circumstances dictate.
- Verifiable incidents of cheating or plagiarism will be subject to severe penalty. The following first actions are at the discretion of the teacher (a zero grade will be required):
  - Zero grade for the assignment/project/test.
  - Referral to the office
  - Remediation
  - Note in the student's file
- Upon the second documented incidence of an academic integrity violation, the student faces additional and more severe penalties that could include suspension or expulsion.

## **Bullying/Intimidation**

- KCA defines bullying as "aggressive behavior or intentional harm-doing which is characterized by an imbalance of power and carried out over time".
- KCA considers bullying or intimidating behavior to be a serious offense. Every KCA student has the privilege to be safe from bullying behavior, or physical, verbal, or cyber harassment while in the care of KCA.
- Verifiable incidents of bullying or intimidation whether physical, verbal or cyber will be disciplined.
- Parents and students should contact the teacher and administration when an assumed bullying incident occurs.
- The administration will weigh each incident according to the previously stated definition to determine if bullying has occurred. Incidents of bullying will be dealt with severely. Consequences will vary depending on intensity, number of occurrences and/or length of time the action has been ongoing.

## **After School Supervision**

- Students who are not under the direct supervision of their coach or club sponsor must report to room the Aftercare room at 3:15 pm if they are under the age of 12. Students over the age of 12

not under the supervision of a coach or club sponsor are to be picked up from campus at or before 3:40 pm. If an event such as a practice, game or club activity ends, students must be immediately picked up.

- Should a student be found in a location other than aftercare without acceptable supervision by a staff member, the full charge of an afternoon of before/aftercare (if applicable) will apply to the student's account in addition to demerits.
- The minimal charges KCA imposes should not be a factor in whether students attend Cub Care. Cub Care is required for afterhours security and liability.

### **Off Campus Conduct**

- Students are expected to conduct themselves off campus in a manner consistent with their status as members of KCA.
- Felony and misdemeanor - Violations of civil or criminal law involving conduct which would cause discredit to the reputation of KCA by being contrary to the moral, religious, or orthodox ethical principles of King's Christian Academy or the policies, goals, and commitments of King's Christian Academy make a student subject to disciplinary action, including suspension or expulsion
- Activities proscribed by this regulation shall include, but will not necessarily be limited to the following:
  - Attending, sponsoring, or participating in parties where alcoholic beverages or narcotics are sold, purchased, possessed or consumed.
  - Committing or attempting to commit acts of vandalism or assault which affect a person's life, health, or property. Anyone violating this regulation is subject to disciplinary action, including possible suspension or expulsion. The school's interpretation of rules and of conduct shall be final and binding.
- Internet Activity – involvement in internet activity that is considered contrary to the standards of conduct of KCA students is prohibited. This includes inappropriate e-mails, internet harassment, posting inappropriate pictures of students, or providing information that could potentially endanger the student body.

***“Abstain from all appearance of evil.” (I Thessalonians. 5:22)***

### ***DEFINITION OF SUSPENSION***

Suspension from school is defined as temporarily removing a student's privilege of participating in and attending school, school activities and sports for a specified period. Faculty are not required to re-teach lessons to suspended students.

The first suspension attempt for corrective behavior will usually be through In-School Suspension (ISS). In this case, the student would report to the Administrator at the beginning of the day and work on assignments until the close of the day without interacting with other students.

Out-of-School Suspension (OSS) may result from repeated violations of school expectations or a single serious violation of school expectations. The length of suspension is determined by the frequency and/or



severity of the offense and may be from one (1) to five (5) days. Any suspension requires a parent conference with the administration prior to the student being allowed to return to classes.

All suspensions should only be given by the Administrator. Any suspension for five (5) days or longer will automatically result in a recommendation by the Administration whether to proceed with expulsion or not. Certain offenses may receive automatic suspension without prior attempts at remediation. Suspension from school may place the student on behavioral probation.

OSS from school automatically places the student on behavioral probation, which lasts for 90 calendar days starting with the student's return to school. Any further violations of school expectations within the 90-day probation period will automatically increase the seriousness of the situation and may result in expulsion.

#### **DEFINITION OF EXPULSION**

Expulsion will be recommended if it becomes apparent the school will not be able to meet the needs of a student, or if the student repeatedly violates school policies. Expulsion may also be recommended for unresolved academic or disciplinary probation. If a student is expelled, tuition remains non-refundable.

**Note:** *The above descriptions of unacceptable behaviors and their penalties are general guidelines. KCA reserves the absolute and unconditional right to reprimand, suspend, dismiss, and/or expel any student whose social or academic performance is deemed to be unacceptable and/or inappropriate. Further, KCA reserves the absolute and unconditional right to require any student to withdraw whose parents or guardians behave in a way that is not in the best interest of their child or the School.*

#### **HONOR CODE/PLAGIARISM**

Students who submit work that is not their own or that fails to properly cite/attribute work will have committed an Honor Code violation. Students found to have committed an Honor Code violation may receive the following penalties at the discretion of the teacher: the assignment receives a failing grade that cannot be recompleted/dropped from the students' average, referral to the office, remediation, note in the student's file, and/or referral to review the need for suspension or expulsion. It is critical that students understand that plagiarism is not honoring to God and constitutes the stealing of another's work and lying in stating it as their own.

#### **PROPERTY DAMAGE**

Children doing damage to property that is not theirs will be asked to replace the damaged property. This may mean a note to the parents, a phone call placed, an email, or a fee for replacement of the item added to their tuition bill.

#### **SEARCH AND SEIZURE**

With reasonable cause a teacher, administrator, or school official may search a student or the personal property of a student to seize anything that is in violation of the law, KCA rules, or any policy of KCA. Random search may be conducted of lockers, book sacks, and automobiles by school personnel or law officers. Refusal to cooperate with the school or law may result in dismissal from KCA.

## SECTION 7: DRESS CODE

True, the Bible does tell us that whereas man looks at a person's outer appearance, God looks at our heart (*1 Samuel 16:7*). We know that how God views us is the most important thing! Nevertheless, man does look at our outward appearance! Even as we have an obligation to see that our hearts are clean and pleasing to God, we also have an obligation to see that our appearance is clean and pleasing to man. Therefore, standards of dress are of utmost importance to KCA. Modesty, safety, appropriateness, and good taste should characterize the clothing for students at KCA. The following dress code is clearly defined to promote consistency and allow enforceability. KCA looks to parents as being responsible to adhere to dress code guidelines for their child.

<b>KCA K5 – 6<sup>th</sup> STUDENT UNIFORM DRESS CODE</b> KCA expects all students to honor God through modest, humble, and clean attire. Uniforms eliminate unnecessary distractions, promote school unity, and cultivate a responsible and respectful community presence. We rely on our partnership with families to encourage our students to make wise decisions concerning our dress code policy. <b>If students arrive not dressed in compliance, please see the end of this section for our policy regarding correcting dress code violations.</b> The school administration will serve as the final authority in interpreting and enforcing the dress code.		
<b>General Information</b>	All uniforms should be in good repair without frays, rips, holes, or significant stains. Students should wear appropriate outerwear during the cooler months, including coats, hats, gloves, etc.	
	WEAR	DON'T WEAR
<b>Pants, Shorts</b>	<ul style="list-style-type: none"> <li>Uniform pant options include khaki, gray, navy, or black with a maximum of four pockets. <i>Khaki, gray, and black bottoms can be jean material with no rips or designs. No legging material.</i></li> <li>Uniform shorts must be no more than two inches above the knees in standard pant colors.</li> <li>Cargo pants are acceptable for 5-12<sup>th</sup> graders</li> <li>For Girls, capris in pant colors</li> </ul>	<ul style="list-style-type: none"> <li>Sweatpants</li> <li>Stretch / yoga pants, skinny jeans, jeggings, leggings without a skirt/under a skirt 2" above the kneecap</li> <li>Low-riding pants</li> <li>No cargo pants for K5-4th</li> </ul>
<b>Shirts</b>	<ul style="list-style-type: none"> <li>KCA collar shirt only in school colors.</li> <li>Shirts can be worn underneath KCA polo shirts; avoid patterns that are not school appropriate (i.e. shirts with character patterns on the sleeves).</li> <li>Girls: Plain-colored cardigans ; Boys: Plain ¾ zips or plain crew necks <b>with KCA polos underneath.</b></li> </ul>	<ul style="list-style-type: none"> <li>T-shirts</li> <li>Collar shirts without KCA logo</li> <li>Jackets</li> <li>Non-KCA hoodies or unapproved warm-wear</li> </ul>
	WEAR	DON'T WEAR
<b>Dresses, Skirts, Skorts</b>	<ul style="list-style-type: none"> <li>Jumpers (khaki, navy, or black)</li> <li>Polo dress (any approved school shirt colors)</li> <li>Skirts / Skorts (khaki, navy, or black) <b>-leggings MUST be worn under all skirts, skorts, dresses</b></li> <li>Polo dresses and skirts should fall within 2" above kneecap</li> <li>For Girls, leggings can only be worn under skirts, skorts, and dresses (knee length leggings are fine)</li> <li>Leggings must be worn underneath</li> </ul>	<ul style="list-style-type: none"> <li>Skirts/skorts more than 2 inches above knee</li> <li>Skirts without leggings</li> <li>Skirts below mid-calf/floor length.</li> <li>Skirts/Dresses/Skorts without leggings</li> <li>Jeggings, leggings without skirts/under skirts or dresses more than 2" above the kneecap, skinny jeans, or sweatpants</li> </ul>

<b>Shoes</b>	<ul style="list-style-type: none"> <li>• Rubber soled</li> <li>• Solid-color boots</li> <li>• Sneakers / tennis shoes on gym days</li> </ul>	<ul style="list-style-type: none"> <li>• Flip flops</li> <li>• No slides / shoes without backs</li> </ul>
<b>Field Trips</b>	<ul style="list-style-type: none"> <li>• School shirt with uniform bottoms</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• For Boys, hair should be out of the eyes and off the shirt collar</li> </ul>	<ul style="list-style-type: none"> <li>• For Boys, no earrings</li> <li>• Visible tattoos</li> <li>• Body piercings</li> </ul>
	<ul style="list-style-type: none"> <li>• For Girls, hair should be a natural color, neatly groomed, and out of face (headbands, ribbons, hair clips, and bows are allowed)</li> <li>• For Girls, moderate ear piercing</li> <li>• Any color socks</li> </ul>	<ul style="list-style-type: none"> <li>• Hats and sunglasses should not be worn in the buildings.</li> </ul>

### KCA 7<sup>th</sup> – 12<sup>th</sup> STUDENT UNIFORM DRESS CODE

KCA expects all students to honor God through modest, humble, and clean attire. Uniforms eliminate unnecessary distractions, promote school unity, and cultivate a responsible and respectful community presence. We rely on our **partnership with families** to encourage our students to make wise decisions concerning our dress code policy. **If students arrive not dressed in compliance, they will be instructed to correct the situation. Demerits will be issued when in non-compliance.** The school administration will serve as the final authority in interpreting and enforcing the dress code.

<b>General Information</b>	All uniforms should be in good repair without frays, rips, holes, or significant stains. Uniforms should be clearly visible during the school day. Heavy or long coats, shawls, blankets, etc. are not acceptable coverings during the course of the school day.	
	<b>WEAR</b>	<b>DON'T WEAR</b>
<b>Pants, Shorts</b>	<ul style="list-style-type: none"> <li>• Uniform pant options include khaki, gray navy, or black with a maximum of four pockets. <i>Khaki, gray, and black bottoms can be jean material with no rips or designs. No legging material.</i></li> <li>• Uniform shorts must be no more than two inches above the knees in standard pant colors.</li> <li>• Cargo pants are acceptable for 5-12<sup>th</sup> graders</li> <li>• For Girls only, capris in pant colors are acceptable.</li> </ul>	<ul style="list-style-type: none"> <li>• Sweatpants</li> <li>• Stretch / yoga pants, skinny jeans, jeggings, leggings without a skirt/under a skirt 2" above the kneecap</li> <li>• Low-riding pants</li> <li>• Pajama bottoms</li> </ul>
<b>Shirts</b>	<ul style="list-style-type: none"> <li>• KCA collar shirt only in school colors.</li> <li>• Shirts can be worn underneath KCA polo shirts; avoid patterns that are not school appropriate (i.e. shirts with character patterns on the sleeves).</li> </ul> <p>Girls: Plain-colored cardigans ; Boys: Plain ¾ zips or plain crew necks <b>with KCA polos underneath.</b></p>	<ul style="list-style-type: none"> <li>• T-shirts</li> <li>• Collar shirts without KCA logo</li> <li>• Jackets</li> <li>• Non-KCA hoodies or unapproved warm-wear</li> </ul>

<b>Dresses</b>	<ul style="list-style-type: none"> <li>• Polo dress length should be no shorter than 2” above the knee when sitting and standing. Not below mid-calf in length. This standard also applies to any slits/openings on the sides of dress.</li> <li>• Must be capped sleeved or regular short sleeve length, with modest neck.</li> <li>• Polo dresses or jumpers must be khaki, navy, or black in color.</li> <li>• Leggings must be worn underneath all dresses</li> </ul>	<ul style="list-style-type: none"> <li>• Sleeveless, spaghetti strap, strapless or open back (even with jacket).</li> <li>• Floor length or prom style dresses.</li> <li>• Dresses without leggings underneath</li> </ul>
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	<b>WEAR</b>	<b>DON'T WEAR</b>
<b>Skirts/Skorts</b>	<ul style="list-style-type: none"> <li>• Skirts / Skorts (khaki, navy, or black)- <b>leggings must be worn under all skirts (leggings can be knee length)</b></li> </ul>	<ul style="list-style-type: none"> <li>• Form-fitting/tight skirts</li> <li>• Skirts/Skorts without leggings</li> </ul>
	<ul style="list-style-type: none"> <li>• Skirts should fall within 2” above kneecap</li> <li>• For Girls, leggings can only be worn under skirts</li> <li>• Shorts, tights or leggings are recommended underneath dresses and skirts.</li> </ul>	<ul style="list-style-type: none"> <li>• Mini skirts</li> <li>• Skirts below mid-calf/Floor length</li> </ul>
<b>Outerwear (over dress-code shirt)</b>	<ul style="list-style-type: none"> <li>• Hoodies/ Sweatshirts with KCA LOGO only.</li> <li>• For Girls, button down, cardigan type sweater in plain colors; For boys, plain-colored ¾ zip.</li> <li>• Heavy Jackets and winter coats must be removed prior to the start of school</li> </ul>	<ul style="list-style-type: none"> <li>• Any outerwear with offensive content (language, symbols or pictures).</li> <li>• Hoodies without KCA LOGO.</li> <li>• Blankets/ Shawls</li> </ul>
<b>Shoes</b>	<ul style="list-style-type: none"> <li>• Rubber soled</li> <li>• Solid-color boots</li> <li>• Modest ballet-type slippers (girls only)</li> </ul>	<ul style="list-style-type: none"> <li>• Heels over 2” high</li> <li>• Flip flops</li> <li>• No slides / backless shoes</li> </ul>
<b>Field Trips</b>	<ul style="list-style-type: none"> <li>• School shirt with uniform bottoms</li> </ul>	
<b>Dress Down Days</b>	<ul style="list-style-type: none"> <li>• Spirit Shirt, Service Shirt, Scripture Shirt</li> <li>• Jeans</li> </ul>	<ul style="list-style-type: none"> <li>• Jeggings, leggings without skirts/under skirts or dresses more than 2” above the kneecap, skinny jeans, or sweatpants</li> <li>• Shorts more than 2’ above the knee</li> <li>• Tight, low cut clothing</li> <li>• Shirts must extend past waist</li> <li>• Shirts with offensive words</li> <li>• Jeans with holes</li> </ul>
<b>KCA Athletes on Game Days</b>	<ul style="list-style-type: none"> <li>• Coach discretion, <b>still adhering to School Dress Code policies.</b></li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• For Boys, hair should be out of the eyes and off the shirt collar</li> <li>• For Girls, hair should be a natural color, neatly groomed, and out of face (headbands, ribbons, hair clips, and bows are allowed)</li> <li>• For Girls, moderate ear piercing.</li> <li>• Any color socks</li> </ul>	<ul style="list-style-type: none"> <li>• For Boys, no earrings</li> <li>• Visible tattoos</li> <li>• Body piercings</li> <li>• Hats and sunglasses will not be worn in the school/church buildings.</li> <li>• Dresses/skirts/skorts without leggings underneath</li> </ul>

## KCA 6<sup>th</sup> – 12<sup>th</sup> STUDENT PE/Sports Activity DRESS CODE

We rely on our **partnership with families** to encourage our students to make wise decisions concerning our dress code policy. **If students arrive for PE not dressed in compliance, they will be instructed to correct the situation. Students will receive a loss of points in participation (up to all points for the day) and/or may be required to write a paper instead of participating. If a student does not have the appropriate attire for their sports activity, they may be unable to participate.** The school administration will serve as the final authority in interpreting and enforcing the dress code.

Medical/religious exceptions can apply.

<b>General Information</b>		KCA has a PE uniform that is required for all PE classes. Students participating in afterschool sports should respect general guidelines and wear uniforms as determined.
	<b>WEAR</b>	<b>DON'T WEAR</b>
<b>PE/Sports activity bottoms/Shorts</b>	<p>FOR PE:</p> <ul style="list-style-type: none"><li>• PE Uniform bottoms (Leggings under uniform bottoms are permissible)</li></ul> <p>FOR SPORTS ACTIVITIES:</p> <ul style="list-style-type: none"><li>• Sports wear pants/shorts (be mindful of KCA policy on modest wear)</li><li>• Uniform bottoms (if assigned)</li></ul>	<ul style="list-style-type: none"><li>• Cargo type pants</li><li>• Jeans</li><li>• Sweatpants</li><li>• Stretch / yoga pants, skinny jeans, jeggings, leggings</li><li>• Low-riding pants</li><li>• Non-uniform bottoms when uniforms are assigned/required.</li><li>• Skirts</li></ul>
<b>Shirts</b>	<p>FOR PE:</p> <ul style="list-style-type: none"><li>• PE Uniform top</li></ul> <p>FOR SPORTS ACTIVITIES:</p> <ul style="list-style-type: none"><li>• Sports top</li><li>• Uniform sports shirt (if assigned)</li></ul>	<ul style="list-style-type: none"><li>• Tank tops as shirts</li><li>• Tight, low cut clothing</li><li>• Shirts must extend to/past waist</li><li>• Shirts with offensive words</li></ul>
<b>Shoes</b>	<ul style="list-style-type: none"><li>• Athletic Shoes</li><li>• Uniform shoes (if assigned)</li></ul>	<ul style="list-style-type: none"><li>• Non-athletic shoes (boots/crocs/heels/sandals/etc.)</li></ul>
<b>Outerwear</b>	<p>WHEN PERMITTED BY A TEACHER/COACH</p> <ul style="list-style-type: none"><li>• Uniform jackets for the sports activity</li><li>• KCA sweatshirts</li><li>• Plain cardigans</li></ul>	<ul style="list-style-type: none"><li>• Heavy Jackets</li><li>• Non-KCA hoodies</li><li>• Non-uniform outerwear where uniforms are assigned</li></ul>

Please note that the administration's interpretation of the dress code is the final arbiter in any areas of dispute. Students are encouraged, whenever in doubt as to a style, to ask a school administrator for clarification.

### Dress Code Violations:

**1<sup>st</sup> Offense: Warning** – note/email home (non-KCA jackets/hoodies will have to be taken off)- *If wearing a non-uniform shirt or non-uniform bottoms, parent will be called to bring a change of clothes.*

**2<sup>nd</sup> Offense: Need to change** (call home if no options at school)

**Additional offenses may require meetings with the student and/or parent with Administrator.**

## SECTION 8: SERVICE HOURS

### *Service Hours*

KCA students in junior high and high school (7-12<sup>th</sup> grader) will be required to complete 25 service hours annually. Service hours begin at the start of the school year and are required to be completed no later than the last day of the school year. **These must be filled out by the student. Late hours will not count. Incomplete forms may result in hours not being counted.**

10 of these hours will be required to be completed by the time each student takes their Bible midterm; this will count as 2 test grades.

The final 15 hours will be required to be completed by the time each student takes their Bible final; this will count as 2 test grades.

*Students are responsible for turning in all hours (including KCA hours) and tracking hours.*

### *Service Hours- Breakdown*

10 service hours will be completed with KCA. Service hours completed with KCA cannot count for more than 10 of the required service hours.

10 service hours can be completed in church ministry. This can be through volunteering to clean, help with children, volunteering in existing church ministries, leading small groups or Bible studies, etc. These hours cannot count for more than 10 of the required service hours.

4 service hours must be community-oriented. While a student is not required to serve these hours in person (such as volunteering at the rescue mission or Agape Center), these hours must directly benefit the community, such as through food or coat drives. These hours must be approved by administration.

*All 25 hours can be community service hours.*

All service hours must be signed off on by the supervising ministry leader or parent and a form must be completed for all hours- these forms **MUST** be filled out by the student only. Incomplete or unclear forms are not accepted.

## SECTION 9: EXTRACURRICULAR ACTIVITIES

### ATHLETICS, CLUBS, AND PROGRAMS (Junior/High School)

#### *ATHLETICS*

KCA participates in a variety of sports activities. Under the rules and regulations of the Virginia High School Athletic Association (VACA), KCA participates in basketball, volleyball, cross country, and soccer. Each student who participates in an interscholastic team will be required to pay an athletic fee for each sport in which he/she participates; these fees will be posted to PraxiSchool. Please see the athletic handbook for further details, expectations, and requirements.

#### *CLUBS AND ORGANIZATION*

KCA's various clubs afford each student an opportunity to explore areas of interest. These clubs also provide interchange between our students and those in other schools. Membership requirements will vary accordingly:

Titus Honors (1<sup>st</sup>-6<sup>th</sup>)  
Media/Journalism  
Student Government

Worship Team  
Acts Honors

#### **Student Government**

Beginning at the freshman level, class officers and student council representatives are elected by and from the student body following staff recommendations. Students in 7-8<sup>th</sup> grade can act as Junior Officers. The student council organizes and sponsors such activities as: events to build up the student body, See You at the Pole, and Spirit Day(s).

#### **Special Activities**

KCA makes every attempt to provide its students with a variety of wholesome and entertaining social events. Extracurricular activities will be supervised by one or more faculty members. Parent volunteers are welcome to assist faculty sponsors. Appropriate dress code must be followed by all volunteers in addition to an interview with school staff.

#### *CHAPEL PROGRAM*

The KCA Chapel program is an integral part of KCA school life. All students must attend. This allows faculty to be connected with student life and topics of discussion. The students will meet in the sanctuary on Thursday from 8-8:40 am for grades K5 through 5<sup>th</sup> grade and 9:05-10 am for grades 6<sup>th</sup> through 12<sup>th</sup> grade.

KCA Chapels will also be utilized for awards/honors.

## SECTION 10: HEALTH GUIDELINES

### IMMUNIZATION REQUIREMENTS

By Virginia law, a record of completed immunizations, a letter from a physician stating that the procedure is contraindicated for medical reasons, or a letter of dissent from the student or his/her parent/guardian must be kept on file for each student enrolled at KCA. These immunization records must be updated for: Kindergartners, new students, student starting 7<sup>th</sup> grade, and students starting 12<sup>th</sup> grade. It is essential that these forms are turned in prior to the start of school.

### HEALTH INFORMATION

Every reasonable provision is being made to provide a wholesome, healthful atmosphere for each child during his/her stay at school. We have found that there is a correlation between a child's health and his/her enjoyment of school and ability to profit from it. To prevent sickness from spreading to other students and teachers, if a child is brought to school sick, or becomes ill during the day, his/her parents will be called and asked to pick him/her up. The following recommendations are provided to you for your consideration.

- **Fever** – Students with fever of 100.4 or greater should remain home until they are fever free for 24 hours.
- **Vomiting/Diarrhea** – Students who are vomiting and/or have diarrhea should remain home until he/she has not vomited or had diarrhea for 24 hours.
- **Pink Eye/Conjunctivitis** – Students who have redness in the white of the eye, watery or thick drainage with mucus and pus that causes the eyelids to stick together, and complains that their eye burns, itches, or feels as if they have something in it, should remain home from school. Pink eye is a highly contagious condition. In order for your child to return to school, he/she must receive a note from the doctor stating that it is no longer contagious, and he/she can return to school.
- **Colds** – A typical cold lasts about one week, causing a stuffy nose, mild cough, and low-grade fever, generally less than 100 degrees. If your child has a temperature above 100.4 degrees, a bad cough, sore throat, earache, or headache, he/she should remain home.
- **Nasal Discharge** – A doctor should see students who have a yellow/green discharge from the nose for more than three days, a yellow/green discharge accompanied by a fever, or who are coughing up yellow/green mucus.
- **Ringworm** – The infection manifests itself usually in the form of one to four flat, ring-shaped sores that can be dry or scaly, or crusted and moist. Ringworm can be transmitted as long as untreated sores remain on the skin. In order to return to school, you must send proof of treatment. A note from your doctor is acceptable. Your child will not be admitted back to school without this note. Upon return, the affected area must be covered.
- **Unidentified Rash** – If your child is referred to the school office with an unidentified rash, your child may not be able to return to school until the rash is determined non-contagious by a physician. Proof from a physician is necessary to return to school.
- **Lice** – Students found to have lice must undergo treatment.

If a parent or guardian is unavailable by phone, the next designated contact person will be called until someone is reached who can retrieve the student.

A student may return 24 hours after their first dose of an antibiotic.



## **ADMINISTRATION OF MEDICATION**

Any medication that has to be administered daily, during school hours, must be in a suitable container and brought to the office by a parent.

- Written orders, appropriate containers, labels, and information
  - Medication shall not be administered to any student without an order from a physician or dentist licensed to practice medicine in Virginia or an adjacent state.
  - Medication shall be provided to the school by the parent/guardian in a prescription container that meets acceptable pharmacy standards.
  - Parents must also give written permission for the school to administer medications.
- Administration of medications – General Provisions
  - During the period when the medication is administered, the trained person administering medication shall be relieved of all other duties.
  - Except in life-threatening situations, trained unlicensed school employees may not administer injectable medications.
  - All medications shall be stored in a secure area.
  - School medication orders shall be limited to medications which cannot be administered before or after school hours.
  - Students who carry epi pens or have seizures/seizure protocols must provide written instructions to the school office.
  - *NO STUDENT SHOULD HAVE ANY MEDICATION ON THEIR PERSONS*

## **ALLERGIES**

Please advise the school administration and classroom teacher of any known allergies.

## **CONFIDENTIALITY**

Confidentiality is always a point of concern in cases involving student, family and employee related matters. Confidentiality will be honored as permitted by law.

## **COVID Policy**

COVID guidance will be issued as updated mandates are given.

## **SECTION 11: SAFETY & EMERGENCY GUIDELINES**

### **CLASSROOM SAFETY AND SECURITY**

- A Crisis Management Plan has been prepared and teachers will keep it readily available at their desks.
- In each classroom, near the entrance, is a diagram depicting routes and procedures for fire and tornado evacuation.
- The emergency/safety action plan is strategically located around the school.
- Currently, KCA schedules drills during the school year for fire and tornado, active shooter lockdowns and is working with law enforcement for the purpose of awareness and continued refinement of our CMP.

#### *EMERGENCY SCHOOL CLOSING*

In the event of an emergency situation, KCA will make decisions regarding the closure of school that are in the best interest of the safety and security of the students and staff. Generally, KCA will follow the lead of the counties served by KCA. As much as possible, KCA will indicate emergency plans through the local news media, email, text messaging, and on the school website. If the school is closed due to emergency situations, all scheduled extra-curricular activities will be cancelled.

#### *EMERGENCY PROCEDURES*

In case of severe storm warning or other unusual disturbance, students will be taken by their teachers to the safest parts of the building. In most cases, this will be the hallway. Special cooperation will be required from all students for quietness and orderliness.

### **MANDATED REPORTING**

In cases where a member of faculty suspects that a child is a victim of physical or emotional abuse or neglect, he or she will immediately report the suspicion to the Administrator. That suspicion may then be shared immediately with the appropriate County and State authorities. KCA Administration, Teachers, and Staff are mandated reporters and have a legal responsibility to make necessary reports.

### **SEXUAL HARASSMENT**

KCA is adopting a policy strictly prohibiting sexual harassment. Harassment of any kind at KCA violates the goals of our philosophy as well as respect for the individual. As a school community it is important for every individual to recognize the value of every individual. Incidents of sexual harassment will be thoroughly investigated, and guilty parties will be disciplined in an appropriate manner. Sexual harassment is defined as any unwelcome sexual advances, requests for favors of a sexual nature, or other verbal or physical contact of a sexual nature, to include harassment in a written context.

Reporting an incident of sexual harassment:

- a. A student can report an incident of sexual harassment to any teacher, a leadership team member, or to the Administrator.
- b. It is important to include as much relevant information as possible, such as time, place, witnesses present and a clear description of the offensive behavior.
- c. The victim is requested to keep the incident confidential after reporting it.

- d. Students should feel free after an initial incident to tell the offender the behavior is offensive (Matthew 18 principle).

After an incident is reported:

An investigation of the incident will begin as soon as possible. If an incident is deemed to be sexual harassment, Administrator will decide how to proceed. Once an incident is found to be a sexual harassment violation, appropriate disciplinary action will be taken.

Penalties of sexual harassment:

Due to the ranges of the ages and maturity of the students, penalties will reflect the severity of the incident as it relates to the age and experience of the offender. Penalties can range from reprimand to expulsion.

## **SAFETY AND SECURITY**

KCA acknowledges its primary responsibility, beyond the stated mission, is to provide a safe and secure environment for our school community. To that end, KCA will strictly enforce the following guidelines:

- a. Students will not be allowed in the building alone.
- b. Younger students should not cross the parking lot without direct adult supervision.
- c. Once the school day begins, no student will be allowed to exit the building without adult supervision.
- d. All drivers must carefully follow stipulated carline pickup/drop-off procedures.
- e. Students must be picked up within 15 minutes of the end of the school day unless arrangements have been made and only on an exceptional basis (this precludes any organized after school activity). Students aged 12 and under will be placed in aftercare if not picked up at 15 minutes past the end of the school day.
- f. No student will ever be left alone at the end of the school day.
- g. Students in grades K5 through 12 may go to the bathroom unescorted.
- h. No student will be allowed beyond the school area without adult supervision.
- i. Security cameras are installed around the exterior of the building.
- j. All exterior doors to the school will remain locked throughout the school day.
- 1. Students and Staff cannot open exterior doors to parents/peers.
- k. An intercom may be installed at the entrance door with a locking mechanism controlled by the office staff.
- l. Visitors and parents must report directly to the office to sign in upon arrival and sign out when leaving.
- m. Parents will not be allowed to enter classrooms without making prior arrangements and MUST enter through the school office.
- n. Volunteer staff of KCA will be required to undergo a criminal background check. Any discrepancy found in the check will be cause for suspension, dismissal, and further review.
- o. All paid faculty and staff will have references checked and be subject to a panel interview process.
- p. Parents and others who volunteer on an infrequent basis may not be required to undergo certain background checks but no person, other than faculty and staff will be allowed contact with students without additional adult supervision.

- q. All enrolled students will be required to complete an information sheet that includes approved names to pick-up the students after school.
- r. Anyone other than the parents will be required to produce a photo ID for their first visit.
- s. Student(s) of divorce must submit copies of a court order outlining custodial arrangements and who has authority over the student(s).
- t. Students who must leave early should turn in a note at the beginning of the day which is signed by a parent / guardian stating the reason for leaving, the time of dismissal and approximate time of return. If it is a doctor's appointment, the note should also include the time of the appointment and location. Parents / guardians must sign the student out when leaving and sign in when returning.
- u. Students arriving late must be accompanied by an adult when entering the school and sign in.

## **REPORTING CONCERNS / BULLYING**

KCA defines bullying as "... the use of force, coercion, hurtful teasing or threat, to abuse, aggressively dominate or intimidate. The behavior is often repeated and habitual. One essential prerequisite is the perception of an imbalance of physical or social power. This imbalance distinguishes bullying from conflict."

KCA does not tolerate bullying and has the following procedure for addressing bullying concerns:

1. **DEFINE AND ACT:** If your student reports concerns with a peer, please check this concern according to the definition above before labeling it as bullying. Bullying is serious and needs to be addressed directly. However, the term comes with an immediate heaviness that can impact students. By using definitions and delineating between conflict and bullying, we can ensure that bullying is dealt with the strongest hand and that other behaviors, such as peer conflict that can be frustrating, are also addressed, but so students don't live in fear of making a mistake and being labeled as a bully.
2. **DON'T WAIT, REPORT:** If you are concerned that your child is being bullied, please report it immediately to the classroom teacher with as much information as you can provide.
  - a. Please do not bring this to other parents or withhold from the school as these prevent KCA from taking action and will only cause negative feelings. It is critical that we model the Biblical model for addressing concerns.
  - b. Avoid second-hand reports when possible so that the most appropriate action can be taken.
3. **ESCALATE CONCERNS:** If you find that your initial report to the classroom teacher has not fully resolved the concern, please contact the school office and request a meeting with Mr. K.
4. Students found to be bullying will be referred for discipline by the school board. Bullying can result in significant consequences, such as expulsion.

Have a concern? Report a concern:

**BULLYING REPORTING TOOL:** <https://forms.gle/N2rLyFZb7kG3yH5BA>

**CONCERN REPORTING TOOL:** <https://forms.gle/8heyuNV2TBgKkQrY9>

## SECTION 12: MISCELLANEOUS

### DELIVERIES

**All deliveries are to be made to the school office.** When parents need to drop off books, PE uniforms, etc. they are to be labeled and brought to the school office. Flowers, balloons, etc. can be delivered to the school office for special occasions. **All deliveries will be brought to the student during breaks so the class will not be disturbed. Lunches will not be delivered on a regular basis.**

### PUBLIC DISPLAYS OF AFFECTION

**Public displays of affection are not permitted between students at KCA or at KCA sponsored events.** In an effort to ensure an environment that is God-honoring and education-focused, students must refrain from displays of affection that include, but are not limited to: holding hands, hugging, physical touch, etc... This is for the protection of each student.

### FIELD TRIPS

Educational field trips are planned throughout the school year. All students are required to attend the field trips. Failure to attend a field trip is recorded as an unexcused absence.

- ❖ Field trips are directly connected to educational objectives/curriculum.
- ❖ Parents will be notified and given a full description of purpose and organization of the trip, time of departure and return.
- ❖ Parents will be sent permission slips to sign and return to KCA. If it is not returned by the due date, the student will not be allowed to participate in the activity.
- ❖ Parents will be made aware of charges for the trip through Praxi, email contact, or papers sent home with the student.
- ❖ Parents may be asked to help with transportation to and from the trip and/or chaperoning students on the trip and will be asked to complete a driver acceptance form.
- ❖ In order for the student to leave campus before the designated dismissal time, parents must check out the student from the teacher by signing the class roster.
- ❖ Because of potential insurance liabilities, no small children, additional family members, or guests are allowed. Enough chaperones will be invited to provide proper supervision.

### FUND-RAISING

Tuition payments do not cover all the cost. KCA endeavors to keep tuition rates low to make Christian education affordable for as many Christian families as possible. KCA depends on your support and God's blessing to keep our program operating. All families are expected to participate in King's Christian Academy's fund-raising events. Students and staff are not permitted to fundraise on campus or before or after church service unless approved by the school leadership team.

### LOST & FOUND

Items will be placed in the office for up to 24 hours, and then moved to the official lost and found. Parents/students are responsible for retrieving personal items. **Please label all items with first and last names.** At the end of each month, unclaimed items will be donated/sold. **KCA CANNOT BE RESPONSIBLE FOR LOST OR STOLEN ITEMS AT SCHOOL OR ON SCHOOL GROUNDS.** Students are discouraged from bringing valuables or excessive cash to school.

## LUNCH

Students are required to bring their lunch each day. The following are KCA's Lunch Program guidelines:

- ❖ Trading lunches is not allowed. No overt nut products are permitted.
- ❖ Students will not be able to leave for lunch unless accompanied by parent/guardian and they have checked out at the front office. Students must return to school in time for their next class or they will be marked tardy/absence (unexcused).
- ❖ Students who forget their lunch will be provided a lunch in which the parents will be billed the cost of the lunch in PraxiSchool.

## MEDIA & TECHNOLOGY

- The Internet can be very helpful but can also be harmful. KCA recognizes that the Internet can be used as a tool of evil, e.g., giving predators access to our students and homes, etc. or as a tool for the edification of God's children in learning.
- KCA will seek only to use Internet technology for the glory of God in learning and encourages students and parents to do the same. Therefore, KCA computers will seek to block all sites deemed inappropriate/harmful by the school's administration, leadership, and teachers.
- *Ephesians 5:1-21* "...live a life of love ... there must not be even a hint of sexual immorality ... nor should there be obscenity ... coarse joking ... live as children of the light ... find out what pleases the Lord ... have nothing to do with the deeds of darkness, but expose them ... be very careful, then, how you live, not as unwise, but as wise ... find out what pleases the Lord ... etc." gives very helpful principles which inform our use of internet technology or any technology for that matter.
- Furthermore, KCA holds its reputation and name dear. "*A good name is to be more desired than great wealth, Favor is better than silver and gold.*" *Proverbs 22:1*.
- The school expects KCA parents to monitor their student's home Internet use and considers them responsible for ensuring their students are using the internet according to biblical principles.
- KCA students are expected and required not to visit or participate in websites/social chat rooms which do not fall in line with *Ephesians 5:1-21*.
- The school's administration and leadership reserve sole discretion in all ethical judgments concerning student Internet use. Students who do not adhere to these scriptural principles in their Internet use, as determined by KCA, may be subject to disciplinary action, including dismissal from KCA.

## PHONE USE/CELL PHONES

The office phone is available to be used by students for school business or emergencies. Students that bring cell phones into school must turn phones into the school office each day. Cell phones of any type, that are not turned in, and are found/seen in any way will be confiscated for the entire school day. If cell phones are confiscated a \$50 fine will incur for the first infraction. A second infraction will result in a \$100 fee. A third infraction will result in a \$150 fee and detention.

**No air pods/headphones/wireless headphones/etc are permitted to be out (except for Dual Enrollment students with permission). You don't need headphones if you don't have your phone and school computers cannot be used for any kind of music. If out for ANY reason, even if not being used, they will be removed and a \$100 fee will apply and be due in cash for the return of the item. Further violations will result in a fee of \$150 per incident and will include detention / parent meetings. Sound proof headphones as student accommodations approved through the Student Support Office are an exception.**

**Watches that are not being used as watches only can be banned and fines issued if being used like a cell phone.**

## **PARTIES AND BIRTHDAYS**

Children are welcome to celebrate their birthdays at school by bringing a small treat for their class. Birthday party invitations may be distributed to the class as long as an invitation is extended to **ALL classmates or by all of the same gender**. Please contact the classroom teacher for guidelines in each classroom for treats.

## **VISITORS**

All parents and visitors are required to check in at the front office and obtain a visitor's pass before entering the school grounds. Office hours are from 7:30 AM to 3:45 PM. If a visitor to our campus is on school grounds without a visitor's pass, they will be asked to go to the school office. If you are asked to do this, please do not be offended. The safety of our students comes first and foremost. Only parents and those persons listed on the student's office card can come visit a student for any reason. If you would like to meet with the administration and/or teacher, you must call for an appointment.

## **ACCEPTABLE USE POLICY**

The following is a set of regulations that govern the appropriate use of computers while enrolled at KCA. While it cannot cover every aspect of computer use, it does address many of the major concerns. It is the attempt of this policy to detail general expectations for all members of the KCA community for using computers and the network in a safe, responsible, considerate and appropriate manner.

1. Hacking of any sort is illegal. It is prohibited at any time and in any place. Hacking is a criminal act and will necessitate the involvement of the FBI by the School.
2. No instant messaging, blogging or journaling at school is permitted outside of instructional use. Email is to be used for academic purposes only during the school day.
3. Students are never to access someone else's email or Internet account. In addition, students must never reveal their password to anyone.
4. The Internet is to be used for scholarly research and as a means of obtaining information for school approved purposes. Students are not to join chats at school unless they have a teacher's permission to do a legitimate class project. Chats offer opportunities to develop relationships with people through the Internet and students should realize that certain safety measures must be considered when communicating via the internet. It is not always possible to know with whom students are communicating; therefore, students are not permitted to reveal any personal information (name, address, phone #, etc.). The Internet offers access to information that is inappropriate and the use of filters or blocking systems is not foolproof. However, KCA attempts to use filters to prevent students on campus from accessing inappropriate information online. Any student who accidentally accesses inappropriate sites or information must immediately report the situation to the student's teacher or to an administrator of the school.
5. Students may not access their personal subscriber online services using school lines.
6. Material obtained through research on the Internet and then used in academic work for KCA is to be properly documented. Plagiarism is inappropriate and prohibited. Teachers have access to plagiarism tools and may use them to validate student work and assignments. Since some material is unique to the Internet and can disappear overnight, documentation might necessitate the student saving data to their hard drive.
7. Students are to establish and maintain secure passwords that protect the privacy of the information on their computers and email accounts. Students are to respect the need for this security / confidentiality and make no efforts to bypass security systems to gain access to information they

do not have a right to see. Likewise, the school will have information on the server that is not open to the public and/or school community. Students are not to make any effort to bypass security systems and/or gain access to this information. Violation of this is a form of hacking.

8. The playing of games and music on the laptops is prohibited during the school day, unless authorized by a faculty member.
9. The school strongly recommends students take great care when loading any software on laptops. There is a risk new material may carry viruses.
10. The sharing of disks and flash drives is strictly prohibited. Students may not transfer information without permission from a teacher.
11. Students shall observe all copyright laws. Any software you have not purchased should not be installed on your computer.
12. Software belonging to KCA installed for specific courses is required to be returned or deleted at the end of the designated term.
13. Computers may not be used to make sound recordings without the consent of all those who are being recorded.
14. Sound must be turned off, except when it is being used as part of the class.
15. Both printed and electronic media containing sexually explicit information, vulgarity and violence are not permitted and will be grounds for dismissal.
16. Student selection of appropriate, tasteful screensavers and wallpaper is expected. Violence, vulgarity and nudity may not be depicted on screens. KCA faculty reserves the right to request the removal of material deemed offensive.
17. Students are not to change the name on their computer without approval.
18. Students who maintain or post inappropriate text, visuals, graphics, photographs, etc. on a website or in blogging journals (such as Instagram or Facebook), etc. are subject to dismissal.
19. Students who post threats or statements not in accordance with the school's philosophy are subject to disciplinary action.
20. Tunneling is prohibited and may result in dismissal.
21. Upon request by a faculty member or administration, a student must provide access to his/her computer. KCA reserves the right to review any information stored on a student's laptop or USB device and to review the content of all information, emails, messages, searches, etc. on student computers or over the school's network. Access to KCA's network and Internet is a privilege that will be suspended at any time if deemed necessary.

## **SELLING ITEMS ON CAMPUS**

Selling items on the KCA campus is not permitted unless permission is given by KCA administration (such as a fundraising event). Students found selling items (clothing, drinks, food items, etc.) without such permission will forfeit the items (will not be returned or refunded) and may be subject to discipline.

## **ENERGY DRINKS**

Energy drinks are not permitted on campus.

## **COUGH DROPS/OTC COUGH MEDICATIONS**

Cough drops/OTC cough medications cannot be given out by the school office or be brought on to campus by students. The benefits of cough drops and cough medication are contested and carry some risks; as such, our policy will be that these items cannot be on campus. A cough medication can be considered with



a doctor's note specifying the brand/dosage/frequency/end date. Approved cough medications must be kept in the school office and administered by the school medication administration team.

## **LOGO**

The KCA logo(s), "KCA", KCA Lion, variations of the KCA logo, or name "King's Christian Academy" can no longer be used create individual clothing or other items and can no longer be used to create items for sale. Any use of the aforementioned associations can only be used with advanced written authorization from the KCA Administrator. Use of these representations of KCA are not guaranteed and authorization is at the full discretion of the Administrator and may be withdrawn at any time for any reason. If authorization is withdrawn, the items must immediately cease to be made. If an authorized item is not made to the approved specifications, the item is not able to be used in any manner.

