



# **PARENT-STUDENT HANDBOOK**

## **KINGDOM CHRISTIAN ACADEMY of Callaway County, Missouri**

**ESTABLISHED 1995**

Providing Quality, Christ-Centered Education for Grades K-8

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## TABLE OF CONTENTS

<b>ABOUT THIS HANDBOOK</b> .....	<b>1</b>
<b>ABOUT OUR SCHOOL</b> .....	<b>1</b>
STATEMENT OF PHILOSOPHY.....	1
STATEMENT OF EDUCATIONAL PHILOSOPHY .....	2
STATEMENT OF PURPOSE .....	2
STATEMENT OF FAITH AND DOCTRINE .....	2
SCHOOL WIDE LEARNING RESULTS .....	4
<b>ADMISSIONS/RE-ENROLLMENT</b> .....	<b>4</b>
REQUIRED PAPERWORK .....	5
ADDITIONAL INFORMATION.....	5
TUITION AND FEES .....	6
SCHOLARSHIP APPLICATIONS.....	8
FINANCIAL AID.....	8
WITHDRAWALS.....	8
TEXTBOOK USE/ABUSE POLICY .....	8
OTHER INFORMATION.....	8
<b>ACADEMICS</b> .....	<b>9</b>
CURRICULUM.....	9
DUAL ENROLLMENT GUIDELINES.....	9
HOMEWORK.....	9
GRADES/REPORT CARDS.....	9
ACADEMIC PROBATION.....	10
GRADES AND EXTRA CURRICULAR ACTIVITIES: SPORTS, STUDENT COUNCIL, DUAL ENROLLMENT.....	11
<b>ATTENDANCE POLICY</b> .....	<b>11</b>
ABSENCES .....	11
ARRIVING LATE OR LEAVING EARLY.....	12
TARDIES.....	12
<b>PARENT/TEACHER RELATIONSHIP</b> .....	<b>12</b>
MAILINGS AND ANNOUNCEMENTS.....	13
BOARD MEETINGS .....	13
<b>STANDARDS OF CONDUCT FOR STUDENTS</b> .....	<b>13</b>
DISCIPLINE POLICY.....	14
<b>STUDENT COUNCIL POLICY</b> .....	<b>16</b>
MEMBER ELIGIBILITY.....	16
OFFICER ELIGIBILITY.....	16
VOTING.....	16
<b>DRESS AND GROOMING</b> .....	<b>16</b>
UNIFORM POLICY.....	17
PERSONAL GROOMING.....	19
SPECIAL CONSIDERATION.....	19
<b>MISCELLANEOUS</b> .....	<b>19</b>
VIDEO POLICY .....	19
ARRIVAL .....	20
DEPARTURE .....	20
ILLNESS/MEDICATIONS.....	20
PERSONAL POSSESSIONS .....	20
CHAPEL SERVICES/ASSEMBLIES .....	21
LUNCH .....	21
<b>SCHOOL CLOSINGS</b> .....	<b>21</b>
INCLEMENT OR HAZARDOUS WEATHER.....	21
HOLIDAYS.....	21
<b>RADIOLOGICAL EMERGENCY PROCEDURE</b> .....	<b>22</b>
<b>DISCLAIMER</b> .....	<b>22</b>

# **KINGDOM CHRISTIAN ACADEMY of Callaway County, Missouri**

## **ABOUT THIS HANDBOOK**

This handbook has been developed primarily to communicate to parents, students and other interested parties the basic guidelines by which we operate Kingdom Christian Academy. It has been our goal to set standards by the Word of God and to look to Jesus Christ as our example for students, staff, and parents. If you have questions regarding any subject which is or is not covered in this handbook, you may contact the Principal or a member of the Board of Directors for information or clarification.

## **ABOUT OUR SCHOOL**

As an evangelistic and discipleship nurturing Christian school, Kingdom Christian Academy seeks to admit students of parents who will support the school's Mission and educational philosophy. KCA instructs students under the delegated authority of their parents in harmony with their various local congregations. KCA exists to assist parents in fulfilling this God-given responsibility to properly train and formally educate their children (Ephesians 6:4)

Kingdom Christian Academy is a private, interdenominational, nonprofit Christian school. Our policies are not governed by any church or denomination, but rather by a corporate Board of Directors composed of Christians from various denominational backgrounds. Under the leadership of the Holy Spirit, KCA was organized by a Steering Committee in November of 1994. The following year the school incorporated, a Board of Directors was selected, and enrollments began to be accepted for the 1995-96 school year. We attribute all of these accomplishments to Almighty God and give Him the praise and glory!

### ***Our Mission***

The mission of Kingdom Christian Academy is to glorify God by providing a quality, Christ-centered education for our students to enable them to become godly leaders for our community incorporating the core values of integrity, love, obedience, respect, humility, and servant-hood.

### ***Our Vision***

Kingdom Christian Academy will be the first choice of parents in Callaway County, Missouri who seek to provide their children with a solid foundation and Christ-centered education. KCA will offer reasonable and affordable tuition rates, while providing quality education through well qualified Christian teachers and state of the art equipment and facilities.

### ***Our Motto***

“Where Academics and Faith Unite”

## **STATEMENT OF PHILOSOPHY**

Kingdom Christian Academy is devoted to operating a Christian school which provides academic and religious instruction to glorify God through the lives of our students, families, and staff.

We are dedicated to enhancing godly parenting and spiritual training of the Body of Christ by serving as an extension of the Christian home and church. We believe that parents are ultimately accountable to God for the instruction and training of their children in all matters.

Therefore, we do not in any way seek to assume God-given parental responsibilities or usurp parents' Biblical authority, but rather are committed to assisting parents in equipping their children spiritually, academically, and physically to become godly, productive citizens, parents, and servants of God.

We are committed to providing a spiritual and academic environment of Christ-centered love, discipline, and forgiveness in which personal growth in body, mind, and spirit will flourish. We also are committed to seeking out those individuals who have realized God's call to serve in ministry to children and families in the areas of spiritual and academic teaching with discipline through Christ-like love and encouragement.

## **STATEMENT OF EDUCATIONAL PHILOSOPHY**

We believe that all scripture is God breathed and is useful in teaching, rebuking, correcting and training our children in righteousness. (2 Timothy 3:16)

It is our desire to develop the students' God-given minds, bodies, and spirits in way according to His Word. We believe that training and educating a child is a special ministry unto the Lord. Our educational process is based on God's Word and nurtures a personal relationship with Christ

We believe it is essential that students spend their developing years in an atmosphere of Christian love, Christian learning, and Christian values so that no one will take them captive through hollow and deceptive philosophy, which would depend on human tradition and the basic principles of this world rather than on Christ. (Colossians 2:8)

We believe that high quality education in a Christ-centered atmosphere can only be achieved with the continual and diligent partnership between the school and the students' parents.

## **STATEMENT OF PURPOSE**

The purpose or purposes for which the corporation is organized is

- to establish and operate a Christian school for educational and religious instruction to glorify God through the lives of our students, families and staff
- to provide a spiritual and academic environment of Christ-centered love, discipline and forgiveness in which personal growth in body, mind and spirit will flourish
- to seek out those individuals who have realized God's call to serve in ministry to children and families in the areas of spiritual and academic teaching and discipline though Christ-like love and encouragement
- to enhance Godly parenting and spiritual training at the church by serving as an extension of the Christian home and church to assist parents in equipping their children spiritually, academically and physically to become Godly and productive citizens, parents and servants of God without assuming God-given parental responsibilities or usurping the Biblical authority of parents.

## **STATEMENT OF FAITH AND DOCTRINE**

We believe the Bible to be the inspired, the only infallible, authoritative Word of God. We believe in a closed canon of Scripture. That is, we believe that the canon of Scripture ceased with the completion of the book of the Revelation and that no further "special revelation" has been given since that time. (*II Tim. 3:16,17; II Peter 1:19-21; Luke 21:33*)

We believe that there is one God, eternally existent in three Persons: Father, Son and Holy Spirit. (*Ex. 3:14; John 1:32-34; John 8:58*)

We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and His personal return to power and glory. (*John 1:1-5, 14, 29, 14:1-4; 20:24-30; Isaiah 7:14; 53:1-12; Matt. 1:23; Mark 16:1-7; Luke 24:1-7; Acts 1:1-11; Col. 3:1; I Thess. 4:13-18; Rev. 22:20-21*)

We believe that for salvation of lost and sinful man, regeneration of the Holy Spirit is absolutely essential. (*John 3:1-17; Rom. 8:1-2, 14*)

We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life. (*Rom. 8:9-10; Gal. 5:19-26; I Thess. 4:3-8*)

We believe in the resurrection of the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation. (*John 5:28-29; Rev. 20:4-6, 11-15*)

We believe in the spiritual unity of believers in our Lord Jesus Christ. We believe that the true Church has existed in an unbroken succession since its birth in the first century A.D. It has never ceased to exist and, therefore, has never been restored by any religious leader or organization. (*John 17:20-23; I John 2:7-11*)

Furthermore, due to our interdenominational position and our awareness that the Church, the Bride of Christ, is composed of saints from all denominations, we desire to have a doctrinal position that will not offend the Body, but will rather enhance the spiritual training of the Church regardless of individual denominational or nondenominational preference. Therefore, we have seen that the following five doctrinal areas could lead to division among us, and they will be handled as stated:

**Baptism** - We support the scriptural teaching that baptism is a step of obedience by one who wishes to identify with the death, burial, and resurrection of Christ. Staff will be directed to avoid the controversies related to this doctrine.

**Gifts of the Holy Spirit** - We recognize that the Spirit gives gifts to men as He chooses. We also recognize the controversies associated with these gifts. Teachers will be instructed to avoid these controversial areas.

**Filling of the Holy Spirit** - In this matter we will take a stand on Romans 8:9, which teaches that any person who does not have the Holy Spirit living within him is not of Christ. Therefore, to be born of God is to have His Spirit dwell within. We will go no further than this.

**Eschatology** - Here our teaching will be limited to Christ's statement in John 14 that He will come again. We will not go beyond this in terms of establishing a time table or sequence of events. We will not seek to establish a position relative to a tribulation or millennial period of time.

**Eternal Security** - We recognize the two major doctrinal positions on this matter and take no official position on this doctrine.

Questions or concerns in these areas expressed by students will be warmly received. Teachers/staff will be prepared to accept such a question in the following positive manner: "That's a very important question, Jim, and I want to be sure you find an answer. The people best able to answer your question are your parents and

your pastor/minister. I will be sure to inform them of your concern.” This response will be followed by communication between the teacher and the parents and pastor/minister, referring Jim and his question to them.

## **SCHOOL WIDE LEARNING RESULTS**

Students of Kingdom Christian Academy will be able to or will have experience in:

1. Recognize the Bible as God's inspired Word, worthy of study and respect.
2. Have the assurance that each individual is "*fearfully and wonderfully*" created in God's own image.
3. Achieve their fullest academic potential in the areas of reading, language arts, mathematics, science, and history so that they will be prepared for the challenges ahead.
4. Demonstrate an understanding of our national heritage as a nation "*under God*" with Christian responsibilities.
5. Have a firm foundation of truth and values that will allow them to lead lives which bring glory and honor to God.
6. Promote an awareness of and participation in projects that address the needs of the local community and seek to improve the quality of life for others.

## **ADMISSIONS/RE-ENROLLMENT**

*“Let the little children come to me, and do not forbid them, for such is the Kingdom of God.” Matthew 19:14*

The admission procedure at KCA is the same for all applicants. There are two types of applicants that come to the school: the applicant/family that is new to the school and the applicant that is a sibling of an existing student.

### ***FOR RE-ENROLLMENT***

Re-enrollment applications must be submitted by the **first Thursday of May** along with a current pastoral recommendation. Student(s) will not be re-enrolled until all appropriate paperwork is returned to the office.

### ***FOR “NEW” APPLICANT / FAMILY***

Admission begins with the submission of all appropriate paperwork as outlined below for enrollment. Until KCA officials receive this paperwork, nothing further can be done on admission of the applicant. Upon receipt, KCA officials will arrange for a family interview to discuss privately the needs and expectations of each prospective student. A parental interview is held to ensure a clear understanding of the school’s philosophies, policies, and protocols. It is our conviction that through this process, God will give guidance and wisdom to the parents and school officials as to whether enrollment at KCA is appropriate for each child. *Parents wishing to enroll their children in KCA must affirm their commitment to the policies, statement of purpose and faith and doctrine by signing the "Parents' Commitment" form attached to the application for enrollment.* It is our policy that the parent or guardian that lives with the prospective student be a committed Christian who is *actively* involved in a Bible believing local church. If the family is in a transitional situation, they must be actively seeking a local church.

### ***FOR APPLICANTS THAT ARE SIBLINGS OF EXISTING STUDENTS***

Admission begins with the submission of all appropriate paperwork as outlined below for enrollment.

Until KCA officials receive this paperwork, nothing further can be done on admission of the applicant.

## **REQUIRED PAPERWORK**

### ***PAPERWORK NEEDED FOR ALL APPLICANTS***

- Completed application form for each prospective student.
- A certified copy of the applicant's birth certificate.
- Up-to-date immunization records for the applicant.
- Where applicable, transcripts from applicant's prior school and any formal discipline records.

### ***ADDITIONAL PAPERWORK FOR "NEW" APPLICANTS***

- A completed pastoral recommendation form (OR a character reference form and written statement that explains the parents' desire for a formal education that is based on Judeo-Christian values as found in the Bible and reflected in the life and teachings of Jesus Christ. The character reference form must be from an educator, such as a teacher or Principal.)
- Pay a onetime \$25 application fee.
- Signed parental commitment form.
- Have had a pre-interview with acting Principal or Board member.

## **ADDITIONAL INFORMATION**

- To qualify for admission, students must not be married, not be actively parenting, and must be living under the authority of their parent(s) or guardian(s).
- Prior to admission or re-enrollment, parents must sign a Substance Abuse Testing Consent Form for all enrolling junior high and high school students.
- To be admitted to KCA, the student's attitude and behavior must be determined acceptable by the school. The student shall display proper behavior and academic potential.
- To enroll in kindergarten a child must be five years of age by August 1 of the current year.
- Parents enrolling a child, must cooperate with the teachers and support the school.
- All students and parents should be encouraged to regularly attend a congregation of their choice. Students may be admitted if the parents and student(s) are supportive of Christian values and KCA.
- As mentioned above, any student transferring from another school will be required to provide copies of transcripts and achievement test scores prior to admission. Pre-entrance testing may be required in some cases.
- At the present time, KCA does not provide special services for children who have been diagnosed with various behavior, learning, or attention disorders. However, we are happy to accept applications for such children and will evaluate on a case-by-case basis whether or not the child could benefit from attending KCA. Due to limited school resources, parents may be required to secure outside assistance (e.g., therapy or tutorial) as a condition of student acceptance.
- In order for a student to qualify for admission to Kingdom Christian Academy, they may not be more than six months behind in grade level overall or more than one year behind in any one subject.
- Cutoff date for new student's applications is July 1. After that date you will be put on a

Rev. 1/20/09

waiting list. Special exceptions will be reviewed and approved on a one by one basis by the Board. Teachers will be consulted prior to the application process for any families interested after July 1st.

- ❖ ***Notice of Nondiscriminatory Policy:*** *KCA admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, color, national and ethnic origin in administration of our educational policies, admissions policies, scholarships, loan programs, athletic, or other school-administered programs.*

## **TUITION AND FEES**

*“...for God loves a cheerful giver. And God is able to make all grace abound to you, so that in all things at all times, having all that you need, you will abound in every good work.”*  
*II Corinthians 9:7-8*

### ***APPLICATION FEE***

An initial application fee of \$25.00 is required per family and must accompany the application for enrollment. This is a one-time non-refundable fee and is not required for re-enrollment each year. This fee will be required if a child should be withdrawn from KCA and apply for re-enrollment at a later date. Additionally, a newly completed application packet will be required as well. Siblings of current students will be required to complete an application, but the \$25 fee will be waived.

### ***ENROLLMENT FEE***

A non-refundable enrollment fee of \$100 per student is payable by June 1. This fee will be applied to the first month's tuition. Rev. 2/06

### ***BOOK/CURRICULUM FEE***

Each student that is enrolled at Kingdom Christian Academy will be required to pay a book/curriculum fee to help defray the cost of books and curriculum. Charges are as follows:

- \$100 fee for the 1<sup>st</sup> child in the family
- \$50 fee for the 2<sup>nd</sup> child in the family
- 3<sup>rd</sup> child \$50
- If there are additional children in the family, no family will be assessed more than \$200.
- These fees may be paid at the beginning of the school term or on a graduated basis. All fees are due at the end of the 1<sup>st</sup> semester. Rev. 1/10

### ***TUITION DISCOUNT***

As an incentive for those who prepay tuition for the entire school year, KCA will waive the book/curriculum fee. The full tuition must be paid by August 10 of the current school year. Rev. 2/10

### ***NEW TUITION PAYMENT POLICY***

Tuition and fees may be paid on a ten-month schedule, beginning August 1 and ending May 1. A discount is available to families wishing to pay their total annual tuition prior to August 1. Rev. 5/09

Payments may be made by cash, check, money order, etc. made payable to Kingdom Christian Academy. We will provide you with a receipt for payments. We do not accept credit cards. You may mail your payments to our post office box or bring them directly to the school office during

normal business hours. During the summer months, we will have someone in the office on a semi-regular basis.

Monthly payments are considered due and payable on the first of each month, and will be considered overdue after the 15th day of the month. At that time, a late fee of \$15 will be assessed.

Families with an overdue account will be contacted by the school office staff in the following manner:

- 1) Accounts that are 1-30 days overdue: After the 15<sup>th</sup> of each month, the school bookkeeper will determine the accounts which are overdue for the month. Such accounts will be contacted by letter (generated and signed by the board treasurer; a template for this letter is in the computer system). The letter will state that the account is currently overdue and that payment is expected, in addition to the late fee. A print-out of the statement will accompany the letter with the current amount due highlighted.
- 2) 31-60 days overdue: If no response or action has been noted, a second letter will go to the family stating that the account is now 31-60 days overdue and that the family needs to contact the school office to make payment arrangements. Statement will be sent with letter, with amounts due highlighted.
- 3) 61-90 days overdue: If no response or action has been noted and the family has not made arrangements with the school office, the family will be notified by certified letter that they are required to meet with the board to discuss the issue. A time will be set by the board treasurer for this meeting. Accompanying statement will be attached.
- 4) 90+ days overdue: If agreed arrangements are not being met or the family has yet to acknowledge outstanding debt and/or has not kept the scheduled meeting with the board, the parents will be notified by certified letter that their students will be terminated from the roster until such time that the account is made current. Account may be turned over for collections if so determined by the board at that time.
- 5) In the event that the school year ends during any of the above scenarios: Enrollment for the following school year will not be accepted and no records will be released to a requesting school until such time as the account is paid in full, or payment arrangements are in place and requirements are being met. A cashier's check or money order will be required for payment. It will be at the board's discretion whether any of the above steps will need to be expedited due to the end of the term.

Parents will be encouraged throughout the process to contact the school office to make payment arrangements or to seek financial aid where applicable.

It will be the responsibility of the school bookkeeper to track overdue accounts and issue the required correspondence. This will be accomplished in a timely manner in order to keep parents abreast of any arising issues with their accounts. Since the school bookkeeper maintains the bookkeeping and has access to the records on any given day, the responsibility to generate letters, provide a copy for the student file, and inform the principal and treasurer of overdue accounts will lie with the bookkeeper. All arrangements and decisions must be approved by the board.

In addition to the above policy for overdue accounts, I would also like to add a clarification for returned checks. This will not be a change in the handbook, but rather office policy on the handling of checks returned for insufficient funds, closed accounts, or stop payments. If approved, it will be the responsibility of the bookkeeper or office secretary to contact the parents by letter stating that a check has been returned to the school and that payment is expected in cash with an additional fee of

\$25. A copy of the letter will be retained in the student's file.  
& 2/10

Rev. 5/09

## **SCHOLARSHIP APPLICATIONS**

Scholarship applications will be available April 1. In order for the Scholarship Committee to give them full consideration, applications need to be turned into the office by May 1.

Rev. 2/06

## **FINANCIAL AID**

It is our desire that any child that God leads to KCA have the opportunity to be enrolled, regardless of financial ability. God is providing funds through some of His people to make this possible. If you would like to apply for financial aid, please contact the school office or the Board of Directors for information regarding availability of funds. Your inquiries will be kept in strictest confidence.

If God has blessed you in such a way that you are able to provide funds for financial aid, your tax-deductible donations may be sent to the school office. (I John 3:17)

## **WITHDRAWALS**

We do not want anyone to consider withdrawal from KCA, but we do realize circumstances such as a job change or a family move may cause this. In the case of withdrawal from KCA, we will not issue a refund of any portion of the monthly payment for the month of withdrawal. If, however, the full annual tuition had been paid in advance, we will issue a monthly, pro-rated refund. No credits will be given for days a student was absent. Please give at least two weeks' notice before withdrawing a student from KCA if possible. In the event a student is withdrawn from school after enrollment, there will be a \$200 withdrawal fee per student.

Rev 2/06

## **TEXTBOOK USE/ABUSE POLICY**

Non-consumable textbooks will have a label in them for the student's name and the condition of the book at issue and return. Books will be rated New, Excellent, Good, Fair and Poor.

We expect normal use will reduce the book condition by one step. If books are returned more than one step lower, the following fines will be assessed: 2 steps lower--30% of replacement cost, 3 steps lower--60% of replacement cost and 4 steps lower--replacement cost.

## **OTHER INFORMATION**

The operation of this school is dependent on timely receipt of tuition and fees. Just as you would rightly expect our teachers to be on time to work with your children, we would anticipate timeliness on the part of our families when paying fees.

Tuition and fee payments cover only part of the total cost of operation of KCA. We see KCA as a ministry arm of the local churches and rely totally on the Holy Spirit to direct His people to support us financially and make up any difference not covered by tuition and fees.

Although tuition and fees are not tax-deductible, any financial gifts to KCA or to the scholarship fund are tax deductible to the maximum extent of the law. We will provide a tax receipt for such gifts at your request.

## **ACADEMICS**

*“Study to show thyself approved unto God, a workman that needeth not to be ashamed, rightly dividing the word of truth.” II Timothy 2:15*

### **CURRICULUM**

We believe our curriculum should challenge our students to reach their academic potential while teaching Biblical truths as well. The A Beka Book curriculum, published by the Pensacola Christian College, and the Bob Jones curriculum, published by BJU Press, is the primary base of our school materials. This program integrates academic development (with God at the center of each subject) with Christian character building-- to obey, to do right, and to love God and country. Rev. 2/10

In the spring of each year, a nationally standardized test will be administered to all students. Results will be sent out to your home during the summer. Rev. 2/09

### **DUAL ENROLLMENT GUIDELINES**

- A. Students may not take a course at the high school or middle school that will replace a course offered at KCA.
- B. An elective may not be taken at the high school or middle school at a time that interferes with a KCA course.
- C. See section of GRADES AND EXTRA CURRICULAR ACTIVITIES: SPORTS, STUDENT COUNCIL, DUAL ENROLLMENT for eligibility requirements. Rev. 1/08
- D. Requests for dual enrollment must be submitted in writing to the KCA board, and approval must be obtained prior to enrollment.
- E. Parents must arrange for and provide transportation.
- F. Students in grades 6-8 may dual enroll only for band at the middle school. Rev. 1/07

### **HOMEWORK**

Homework is one of our most valuable learning tools. It is useful to reinforce daily lessons, to build good study habits, and to provide opportunity for parental involvement in student learning. We encourage parents to provide a suitable environment for the completion of daily homework. In order to support our local church ministries, we have a policy of limiting homework on Wednesday nights.

### **GRADES/REPORT CARDS**

Report card will be issued quarterly approximately one week after the end of each quarter. Parent/teacher conferences will be held at the end of the first and second quarters to discuss each student's progress, at which time report cards will be given to the parents. Report cards need to be signed by a parent and returned promptly. Rev. 1/07

The following grading scale will be used for report cards and on each student's permanent scholastic record.

100-98%	A+	4.0	<b>WORKING ABOVE GRADE LEVEL:</b> Student's work is beyond grade level and is learning advanced new skills.
97-94%	A	4.0	
93-90%	A-	3.667	
89-87%	B+	3.333	<b>MASTERED GRADE LEVEL SKILLS:</b> Student has completed required work
86-84%	B	3.0	

83-80%	B-	2.667	and has ability to successfully apply skills.
79-77%	C+	2.333	SATISFACTORY PROGRESS: Student is working on skills at a satisfactory level of performance.
76-74%	C	2.0	
73-70%	C-	1.667	
69-67%	D+	1.333	DIFFICULTY AT GRADE LEVEL SKILLS: Student is working below 70% accuracy on a consistent basis.
66-64%	D	1.0	
63-60%	D-	0.667	
59-0% F	Failure	0.0	

Rev. 1/07, 1/08

## ACADEMIC PROBATION

Academic probation policies apply to all students. A student may be placed on academic probation for the following reasons:

1. A grade of D or lower at quarter's end in two core academic subjects, to include English, Math, History, Science, and Bible, or
2. An overall grade point average of less than 2.00 on a 4-point scale (a C average), or
3. A combination of these factors.

Should a student be placed on academic probation, KCA will use the following sequence of events:

1. 1. The teacher will notify the student. This may be either in verbal or written form. The written record for documentation purposes is preferred.
2. The principal, upon notification from the teacher, will notify the parents by letter. Space will be provided for each parent's signature.
3. The parents need to sign and return the letter within three calendar days of receipt (this date will be listed in the parent's signature block). The letter will remain in the student's file until he or she is removed from academic probation or withdraws from KCA.

If the next quarter's grades are brought up to a C or above, the student is off probation. The principal will send a follow-up letter to the parents to this effect.

If the next quarter's grades show a definite improvement but are not up to the overall C average, the student will remain on probation for a second quarter. The teacher and principal will follow the sequence of events as listed above. Any letters sent home should indicate the student is on the second quarter of academic probation and that improvements in grades are strongly recommended.

If the student's grades do not improve, or if after a second quarter of probation are not up to a C average, a parent/teacher/student conference will determine if the student will be placed at a lower grade level or an individualized plan to catch up to grade level will be submitted to the Board for approval.

A student in grades K-6 may be put on academic probation upon teacher recommendation following a conference with the parents. This will be decided on an individual basis for students with a D or lower in two or more core subjects.

Any student whose tuition is not up-to-date by the 30<sup>th</sup> of the month may be suspended. If this situation arises, the student can only be readmitted to school when his/her bill is paid in full. (See Tuition and Fees.)

Rev. 6/05

## **GRADES AND EXTRA CURRICULAR ACTIVITIES: SPORTS, STUDENT COUNCIL, DUAL ENROLLMENT**

In order to remain in competitive sports, student council, or dual enrollment, students must:

1. Have no grade below a C- at quarter's end in any subject, and
2. Have an overall grade point average of at least a 2.00 (a C average)

If both requirements are not met at the end of the quarter, he/she will not be allowed to participate in an extracurricular activity until such time as the end of the following quarter grades meet both criteria.

Determination of eligibility will be made based on the end of quarter grades reported on the student's report card.

Declarations of eligibility will carry over to the next year based on the fourth quarter grades.

If a student receives more than two (2) office referrals in a quarter, the student will not be allowed to participate in extracurricular activities for the remainder of that quarter and the following quarter.

Those participating in any extracurricular activities will receive a copy of this policy at the start of the activity. The student and a parent/guardian will be required to sign stating that they have read and understand the policy.

Rev. 1/08

## **ATTENDANCE POLICY**

“Whatever you do, work at it with all your heart, as working for the Lord, not for men.” Colossians 3:23

Regular and prompt attendance is important for effective teaching and learning to occur. Academic achievement depends on classroom activities and participation. Therefore, students must be present to receive full benefit of the school.

## **ABSENCES**

The basic rule here is: IF YOU KNOW YOU WILL BE ABSENT, MAKE ARRANGEMENTS WITH YOUR TEACHER! Also, students must always be signed out on the office sign-out sheet when leaving school early whether leaving for medical or non-medical reasons.

Each hour rounded to the nearest hour that a student is absent will be counted as a full hour absent. A total of four hours equals a half day; more than four hours equals a full day. (Three and a half hours will be considered a full day for half day kindergartners.)

## **ARRIVING LATE OR LEAVING EARLY**

### ***FOR MEDICAL APPOINTMENTS***

Because our school days are Monday through Thursday, we request that you make every effort to arrange doctor, dental, or other appointments for Fridays to avoid taking students out of class. However, if it is necessary for a student to be dismissed early or arrive late, written permission from the parent must be presented prior to such an instance. In emergencies, written permission may refer to signing the child out on the office sign-out sheet. Medical appointments are considered excused absences.

### ***FOR REASONS OTHER THAN MEDICAL APPOINTMENTS***

The principal will determine if the absence will be counted as an excused or unexcused absence. This decision will be based partially on whether make-up work is already completed upon return to school.

Rev.

10/05

### ***EXCUSED ABSENCES***

If your child must be absent from school for any reason, parents should call the school office to report the absence; otherwise it will be deemed unexcused. If you know in advance of a required absence, (i.e. family trip) please make prior arrangements with your child's teacher so that his academic work will not suffer. It is the responsibility of the student to inquire about any work missed due to an absence. One make-up day will be allowed for each day of absence. When absences occur, we encourage a family member to contact the teacher and pick up any assignments that may be done at home, for example in the case of extended illness preventing the student from attending class.

### ***UNEXCUSED ABSENCES***

In the event of an unexcused absence, parents will be notified. **Tests and/or assignments missed due to unexcused absences may not be made up.**

### ***MAXIMUM NUMBER OF ABSENCES***

If a student has eight (8) or more absences in the quarter, the student will not receive credit for that quarter. In such cases, the parents may appeal to the school Board explaining the absences and requesting the student receive credit for that quarter.

## **TARDIES**

Tardy is defined as a student not in his or her seat when class begins. For grades six and up, this means for each class period. After three tardies, a warning note will be sent home to be signed and returned by the parents. This note will remind them of the tardy policy.

After the fourth and each tardy thereafter, in each quarter, the student will serve a one hour detention for each tardy. This means a one hour detention for tardy number four and another one hour detention for tardy number five, and so on. The parents will pay \$20 to the office which will be given to the teacher serving detention with the student. If the tardy is the parent's fault, the parent may serve as a classroom helper and/or observer instead of detention.

## **PARENT/TEACHER RELATIONSHIP**

“And let us consider how we may spur one another on to love and good deeds.” Hebrews 10:24

We consider a strong parent/teacher relationship to be both desirable and necessary to our total program. Parents are encouraged to familiarize themselves with all school policies. Classroom observations by the parents are permitted and welcome when prior arrangements have been made. **You must sign in at the office.**

When arrangements have been made and you have signed in, parents, visitors or Board members (except for class parties) are asked to sit quietly and not to walk about the classroom. This could create a distraction for

the teacher and students alike. Please come to the office to pick up your child's homework, unless arrangements are made for another student to bring assignments to you.

Parent/Teacher conferences will be scheduled and announced at least once yearly. Spring conferences may be called as needed by the Teacher or Principal. Parents may request additional meetings as scheduling allows.

Rev. 1/08

We feel this is essential for the effective training of our children. We will do our best to keep you informed of what is going on in the classroom, especially if it concerns your child. In turn, we ask that you come to us when you feel there is a problem with the way things are handled at school or if you have a concern regarding your child. Our school is here to "assist" the parents, not replace them! Working together with good communication will help us best meet the needs of you and your child.

## **MAILINGS AND ANNOUNCEMENTS**

All mailings and announcements containing the KCA letterhead or representing KCA, excluding teacher notes to parents, must be approved by the office or the KCA Board before mailing as to content, punctuation and spelling.

Any requests for donations or fees, including costs required for participation in an event, must be approved by the KCA office or the KCA Board.

Rev. 2/06, 1/07

## **BOARD MEETINGS**

All Board meetings are open to KCA families to come and observe or share any concerns after following the procedure under "Parent/Teacher Relationship" policy. However, we do ask that you give the Principal or a Board member a week's notice in writing, prior to the scheduled Board meeting, what your concern is so that the Board can schedule their agenda accordingly to meet your needs.

## **STANDARDS OF CONDUCT FOR STUDENTS**

"Let no one despise your youth, but be an example to the believers in word, in conduct, in love, in spirit, in faith, in purity." II Timothy 4:12

We consider enrollment at KCA a *privilege* which is chosen by each family voluntarily. This choice should be made because of what KCA offers, such as quality Bible instruction, concerned and qualified teachers, Christ-centered curriculum, fellowship with other Christians and higher standards of behavior. At KCA we have set our standards above those of most schools. When a student and his/her family select KCA, they are saying, "The standards of this school are the same high set of standards I have set for myself." **Below are some of the basic standards of conduct to which all students will be expected to adhere. It is very important that you review these with your child to assure his/her understanding.**

### ***RESPECT FOR OTHER PEOPLE***

1. Respect for fellow students. Every student deserves courteous and kind treatment. The Bible tells us: "Be kind one to another."

2. Respect for teachers and others in authority by being attentive, courteous and cheerful. Back talk and other forms of disrespect are considered serious and unacceptable.
3. Respect for parents, always acknowledging God's command to honor and obey fathers and mothers. Attitudes of disrespect in the classroom toward parents are unacceptable.

#### ***RESPECT FOR OTHER'S PROPERTY AND BELONGINGS***

1. Never take anything belonging to someone else without permission.
2. Promptly return in good condition anything borrowed.
3. Students should recognize that the facility where we are located contains property of other people who attend church there; therefore, they should not use, remove or disturb any property for which they have not been given specific permission to use.

#### ***RESPECT FOR THE SCHOOL GROUNDS / EQUIPMENT***

1. No littering, defacing or risking damage to the building, grounds or equipment will be tolerated.
2. Eating will be allowed only in the lunch area or in the classroom at appropriate times. Chewing gum is prohibited. Rev. 1/07

#### ***RESPECT FOR THE SAFETY OF OTHERS***

1. Observing all safety rules given, i.e., no running in the building, except during appropriate recess or physical education periods in designated areas.
2. Matches, lighters, fireworks, weapons, etc. are strictly prohibited from school grounds.

#### ***RESPECT FOR LEARNING***

1. Practice punctuality and dependability by being on time for all classes and never lowering the standard by "cutting class."
2. Practice attentiveness and self-control so as not to disrupt classes and prevent others from learning.
3. Develop integrity and refuse to lower the standard by inappropriate speech, actions or attitudes. Profanity, coarse language, "shady jokes," etc. will not be tolerated.
4. Practice preparedness for class by completing all homework and assignments to the best of your ability prior to class time.

#### ***RESPECT FOR SPIRITUAL STANDARDS***

Acceptance of God's Word as the standard for all behavior guidelines. Students and parents should be familiar with KCA's purpose and goals and realize God's Word is our standard.

## **DISCIPLINE POLICY**

"My son, do not despise the Lord's discipline and do not resent his rebuke, because the Lord disciplines those He loves, as a father the son he delights in." Proverbs 3:11, 12

#### ***PURPOSE***

KCA's primary purpose is to bring glory to God through the lives of our students, families and staff. Disciplinary guidelines are necessary for this to occur and for orderly operation of the school, for physical safety of students, and for the establishment of an atmosphere conducive to learning. It is the policy of KCA to administer loving correction to students in need of reminders regarding acceptable behavior.

## **OBJECTIVE**

The objectives of KCA's program of discipline are to:

1. Help students develop self-control.
2. Help students learn respect for proper authority.
3. Help students to assume increasing responsibility.
4. Help students develop the ability to exercise freedom wisely.
5. Help students develop positive attitudes in the area of human relations.

The achievement of these objectives requires the cooperative effort of the student, teacher, parent, and administration.

## **ADMINISTERING**

Disciplinary action will be administered as uniformly and consistently as possible, while at the same time recognizing that each student and each incident must be assessed individually according to the background, attitude of repentance or rebellion, and repetition of the offense.

Disciplinary actions may include any of the following and *will usually* be administered in the order listed:

- Verbal or written warnings
- Loss of privileges (i.e., sitting out during recess)
- Parent notification first by a phone call and then by conference
- Office Referral
- Detention/work detail (detention may be required on Fridays)- *For after school detention, parents are responsible for the financial burden of \$20.00 an hour compensating the teacher for her/his time.*
- Corporal punishment
- Suspension (in school or out of school)- *During suspension, make-up of daily work must be completed, but only 50% credit will be given, tests may be taken, but test grades will be dropped by one letter grade.*
- Probation or expulsion

Parents will be notified of any disciplinary measures necessary with the exception of minor offenses necessitating verbal warnings or loss of privileges. In the event corporal punishment is deemed necessary, parents will be notified and offered the opportunity to be present and/or administer it themselves in the privacy of the school office in the presence of another staff member. The school will expect parents to support school policies and actions before their children. *Any grievances should be aired with appropriate school personnel privately with a positive and courteous approach.*

*We respectfully request that you not discuss a problem with other parents but talk with the teacher involved first, then the Principal, then the Board of Directors, if necessary.* It is important to remember our relationship to one another as brothers and sisters in Christ and approach any concerns with the desired result being to agree regarding the needs of the child.

There are certain offenses which are of a serious nature which shall warrant expulsion following the first offense. These include possession or use on school grounds of firearms or other weapons, tobacco in any form, alcoholic beverages or illegal drugs. Additionally, KCA reserves the right to render disciplinary action for serious violations of this kind which may occur away from the school (i.e. conviction of possession of illegal drugs or other such illegal practices).

## **DEFINITIONS**

*Purpose:* To define malicious behavior and set strict guidelines for the discipline of such behavior.

*Malicious*

Definition: Having, showing, or caused by malice; spiteful; intentionally mischievous or harmful.

*Malice*

Definition: Active ill will; desire to harm another or to do mischief; spite.

Please understand causing intentional harm to a student or faculty member will not be tolerated at KCA.

## **STUDENT COUNCIL POLICY**

### **MEMBER ELIGIBILITY**

1. One representative from each grade
2. For general eligibility, see section of GRADES AND EXTRA CURRICULAR ACTIVITIES: SPORTS, STUDENT COUNCIL, and DUAL ENROLLMENT. Rev. 1/08
3. Student cannot be a representative more than two (2) years in a row.
4. At the teacher's discretion, representatives may be voted for a semester or quarter to give more students a chance to serve.
5. Students may not have more than two office referrals to serve on the Student Council.
6. Students (and/or parents of students) must have a current and completed pastoral recommendation form on file with the office. Rev. 1/07

### **OFFICER ELIGIBILITY**

1. Anyone from the seventh (7th) or eighth (8th) grade with a "B" average or better in the last quarter's subjects and that is an example of Christian character is eligible to run.
2. Anyone from fifth (5th) through eighth (8th) with a "B" average or better in the last quarter's subjects and that is an example of Christian character who wants to run for Secretary or Treasurer is eligible.
3. Students may not be representatives and officers at the same time unless there is a lack of qualified students or interest in participation. An elected officer will have no term limits for their position.
4. Those interested in serving as officers will have the opportunity to give a speech before the election.
5. To be eligible for election as a student council officer, the student (and/or the parents of the student) must have a current and completed pastoral recommendation form on file with the office.

### **VOTING**

1. Elections will be held in September each year to give new students an opportunity to run for office.
2. Every student in KCA will cast one (1) vote for each officer position.
3. The elections will take place immediately after the assembly for the officer speeches.
4. The Principal will collect the votes, count them, and announce the winners.
5. In the case of a tie, there will be a debate followed by another vote (for that position only).
6. Class representatives will be elected by the grades in the classroom the same week as officer elections.

## **DRESS AND GROOMING**

We at KCA hold to the philosophy that students should acquire not only an understanding of subject matter, but they should also realize that becoming educated for adult life means developing acceptable patterns of

department, dress, and grooming. The school uniform has been selected to develop proper emphasis on modesty and appropriateness. This also reduces competition, as well as peer pressure in the areas of clothing and attire. In addition, this creates an environment where focusing on academics and character building can occur. Uniforms shall not be distracting to others in the classroom and must be of a modest nature. ***Tight or form fitting clothing of any kind is prohibited.*** Rev 3/07

***IF DRESS CODE IS VIOLATED, STUDENT WILL REMAIN OUT OF CLASS UNTIL PARENTS ARE CONTACTED AND APPROPRIATE ATTIRE IS BROUGHT TO THE STUDENT.***

*Parents need to be aware of weather conditions to ensure that their children are dressed appropriately. Hats, coats, and gloves need to be worn during cold weather to be used during recess time. Pants under dresses or skirts are necessary during cold weather. Children who are not properly dressed for recess will stay in a quiet area. If your child is unable to participate in recess, you must send a note.*

## **UNIFORM POLICY**

### ***SHIRTS***

White, red, navy, or light blue “polo-type” pullover with collar, long or short sleeve.

White, red, navy, or light blue turtleneck

White, red, navy, or light blue long or short sleeve, plain collared blouse/shirt.

Shirts must be tucked in, not have insignias, cover the midriff or stomach area when hands are extended, and cover the back when leaning over.

Dark burgundy is not a uniform color.

### ***SLACKS***

Navy, khaki, or black. Slacks are to be made of twill material or corduroy, not stretch material, with pleated or plain fronts and side pockets. Jean style pants are **NOT** permitted, but ONLY UNIFORM STYLE. Modest size cargo pockets and non-decorative rivets will be permitted. Rev. 3/07

### ***JUMPERS, SKIRTS, & SCOOTERS***

Navy, khaki, black, or uniform plaid jumper, skirt or scooter, accepted uniform style.

Navy, black, or red leggings under jumpers or skirts are acceptable. ***Girls’ skirts and dresses must be no shorter than the top of the knee when sitting or standing, and cannot be more than three (3) inches from the floor when kneeling. (This is a good way to test the length BEFORE you send your child to school.)***

### ***SHORTS***

Navy, khaki, or black twill walking shorts or Capri pants are allowed between April 1 and October 15 only. They must not be higher than three (3) inches above the knee or tight fitting.

### ***SWEATERS & SWEATSHIRTS***

Solid red, navy, or black cardigan, crew neck, or V-neck sweaters (no insignias); these may be worn over KCA uniform shirt. The KCA sweatshirt, the KCA Saints sweatshirt or a plain sweatshirt may also be worn (red or navy). Rev. 1/05

Teachers may grant permission for non-uniform sweaters, sweatshirts, jackets to be worn in class over the KCA uniform if room temperature is unsatisfactory. Rev. 1/07

### ***HOODIES***

Only hoodies with school colors (blue, navy blue, red, white, or black) may be worn. Only

hoodies with the KCA logo or NO logo shall be worn.

Rev. 8/09

### ***CHRISTIAN T-SHIRTS***

May only be worn:

- On any Wednesday of the month Rev. 2/09
- On last day of the quarter
- On designated field trips, depending on the nature of the field trip, with permission of the teacher and principal Rev. 1/05, 1/07

Christian T-Shirts must be professionally printed and free of tears, rips, and stains. However, the balance of the uniform must adhere to normal policy.

### ***FIELD TRIPS***

The classroom teacher and the Principal will determine appropriate wear for each field trip.

Rev.6/06

### ***SHOES***

Dark dress shoes or tennis shoes may be worn (red, navy, black, brown, or white). Shoes are to have non-marking soles. Laces must be tied, and socks are required. Girls may also wear tights/hose. Examples of shoes that would be outside the policy (i.e. not acceptable) are character shoes, saddle shoes, shoes with lights, shoes with air pumps, shoes with very large or bright logos, sandals, or high heeled shoes with a height taller than one (1) inch. The intent is to avoid any shoes that could be construed as status symbol.

### ***PHYSICAL EDUCATION***

Students may wear plain-colored or Christian t-shirts (or sweatshirts) with sleeves for P.E. Plain-colored pants may be shorts, windbreakers, sweat pants, or regular pants. Jean style pants will not be permitted. Limitations: trade names may be on shirts or pants, but no team logos. The modesty standards given by KCA for other clothing will apply. Clothing should not have holes in them, fit tightly, or otherwise have an unsightly appearance. This non-uniform policy will apply to P.E. class only! Socks and shoes are required. Rev. 9/05

### ***PURCHASE OF CLOTHING***

Clothing can be purchased anywhere as long as it meets the uniform code. Clothing should be loose fitting. Places which carry "school uniform clothing" include J.C. Penney, Sears, Mexico Wal-Mart, Target, Famously Yours, Lands' End, and Sears website.

Uniform pieces ordered from Lands' End may have the KCA Saints logo applied on any uniform clothing or bag for a charge of \$5.50. Lands' End ordering information is available in the school office. Rev. 6/06

If there is any doubt about a specific uniform item, please contact the school office. All student dress is subject to school examination. The administration reserves the right to determine what is acceptable dress or appearance. Extremes of any kind will be unacceptable.

## **PERSONAL GROOMING**

### ***HAIR***

Hairstyles must be standard cuts (no fads) and must not be sloppy, wild, or bushy. Hair must not cover the eyes. Boys' hair must not touch the collar. Obvious facial hair such as beards, goatees, mustaches, etc., will not be permitted for any student. The basic principles for hairstyles are: clean, neat and tasteful.

### ***HEADGEAR***

Caps and hats should be removed upon entering the building and should not bear inappropriate slogans, logos, inappropriate messages, characters, or ideas, etc.

### ***COSMETICS***

Girls in grades K-6 are not permitted to use makeup. They may use nail polish with parental discretion. For girls in grades 7 and beyond, the use of makeup (including nail polish) should be minimal and tasteful, with parental discretion.

### ***JEWELRY AND BELTS***

Jewelry and belts should be kept to a minimum and worn tastefully and not in excess either in quantity or size. Boys are not permitted to wear earrings. All inappropriate body piercing jewelry is prohibited at KCA.

Rev. 1/07,

2/09

## **SPECIAL CONSIDERATION**

### ***AFTER SCHOOL CHANGES***

Students need written or verbal permission from parents to change while at school from their school uniform to other clothing, unless the student is participating in a school activity i.e., basketball or cheerleading.

### ***GAME DAYS***

Basketball players and cheerleaders may wear their jersey tops over their school uniforms on game days.

Rev 11/06

### ***INTERPRETATION***

Dress, grooming, and uniform policy, which may inadvertently cause confusion and is left to interpretation, shall be decided by the Principal and Teacher of the student(s) in question. Such decision shall be respected.

## **MISCELLANEOUS**

### **VIDEO POLICY**

*Purpose:* To define what is deemed proper use of KCA video equipment.

KCA video equipment is to be used at KCA only, unless approved by the Principal.

KCA video equipment is to be used for educational and spiritual material only. All videos outside the above guidelines shall be brought to the Principal for approval. Any questions concerning this policy should be directed to the Principal.

## **ARRIVAL**

Students should arrive between 7:45 and 8:00 a.m. WE ASK THAT STUDENTS NOT ARRIVE BEFORE 7:45 A.M. Students must enter the building through the 7th Street entrance. Per city request, we are not allowed to stop on 7th Street, which is heavily trafficked in the morning. Please drop the students off in the church parking lot or on Nichols or Court Streets. Classes will begin promptly at 8:00 a.m.

Rev.1/07

## **DEPARTURE**

Classes will be dismissed at 4:00 p.m. Students must be picked up in the church parking lot. All students must be picked up no later than 4:15 p.m. *For safety purposes, always enter the parking lot from the Court Street entrance and exit onto Nichols Street.*

Students will not be allowed to leave the grounds during school hours except in the event of a school-sponsored field trip or for early dismissal by written permission of the parents. **A parent or other individual designated in writing by the parent must come to the school office to sign students in and/or out.**

At the beginning of the year parents will be required to designate on enrollment forms what mode of transportation their child will use to commute to and from school (i.e., car rider, walker, SERVE bus, etc.). If any other transportation arrangements are made, written notice from the parents must be provided to the student's teacher.

## **ILLNESS/MEDICATIONS**

If your child has been ill during the night or becomes ill upon awakening, *please do not send them to school. They will need the reassuring care and comfort you can provide at home, and this will help prevent spread of illnesses among other students and teachers.* If your child becomes ill or has a temperature of 100 degrees or more during the school day, you or whoever you designate, will be contacted to pick up the student.

If your child needs medication while at school, you must send a note to the teacher with the following information: time to be given, dosage, any required assistance and care of the medication. Medication should be clearly labeled with the child's name and should be sent to the school office.

## **PERSONAL POSSESSIONS**

Because we are sharing school space with a church congregation, storage space is very limited. Therefore, we request that you not allow your child to bring toys or other personal possessions to school, unless specifically requested by the teacher. Personal school items such as school bags, lunch boxes, etc., should be clearly marked with your child's name to avoid mix-ups with any look-alike items. It is recommended that uniform sweaters, uniform KCA sweatshirts, or other outer garments also be labeled with names. KCA assumes no responsibility for lost, stolen, or broken items. Please do not allow your child to use lunch boxes, bags, notebooks, etc., which display inappropriate messages, characters, or ideas.

Electronic devices, e.g., cell phones, I-pods, C.D. players, if brought to school, are to be kept in the student's backpack. If used without teacher permission, these may be confiscated until the parent retrieves them from the teacher.

Rev. 1/07

## **CHAPEL SERVICES/ASSEMBLIES**

Each classroom begins the day with a devotional time centered around their Bible curriculum. However, in order to further encourage their relationship with Jesus Christ, at least once per month a special all-school assembly will be conducted. Speakers may include our teachers and children, missionaries, local pastors or others involved in some type of ministry of the gospel of Christ. Notification of dates of these special

assemblies will be sent home, and families are welcome to attend. Chapel speakers from outside the school will be given our KCA Statement of Faith before they speak to our students.

Rev. 10/05

## **LUNCH**

Students must bring their own sack lunches. Please send items that do not need refrigeration, as we are not equipped to accommodate perishable foods. Please be sure that lunch boxes are labeled with the student's name.

### ***MILK***

Milk will be provided for purchase for students' lunches at a cost of thirty (30) cents per carton. Payment should be made in advance to the school. Students may bring payment to their classroom to be collected by the teachers.

### ***SODA***

Sodas may be brought or purchased at KCA on Wednesdays ONLY. Sodas discovered in violation of this policy may be confiscated and disciplinary action initiated in accordance with the section entitled Discipline Policy.

Rev. 2/08

## **SCHOOL CLOSINGS**

### **INCLEMENT OR HAZARDOUS WEATHER**

In the event of inclement or hazardous weather conditions, please check the local television and radio stations (Channel 8, KOMU-TV; Channel 13, KRCG-TV; Channel 17, KMIZ-TV; 900 KFAL-AM; 100.5 KKCA-FM) for information regarding school closings or early dismissals. We make our decision independent of other schools. In the event of early dismissal due to weather, please have an alternate plan for picking up your children if and when this circumstance should arise.

Rev. 2/06, 2/09

### **HOLIDAYS**

During the school year, the following holidays will be observed and the school will be closed. Additional holidays are subject to board approval.

The following dates are holidays for the 2010-2011 school year:

#### 2010

Monday, September 6  
Thursday, November 25  
Saturday, December 25

Labor Day  
Thanksgiving  
Christmas Day

#### 2011

Saturday, January 1  
Monday, January 17  
Monday, February 21

New Year's Day  
Birthday of Martin Luther King, Jr.  
Presidents' Day

**RADIOLOGICAL EMERGENCY PROCEDURE**

In case of an incident at the Callaway Nuclear Power Plant, or in the case of other city-wide disaster, the students will be transported by public school buses to the Field House on the east side of the Hearn Center in Columbia, Missouri. You will be allowed to pick up your child at any time before the bus takes the children to Columbia, or after they have arrived in Columbia, but it has been recommended that the children be transported in order to check for contamination.

\*\*\*\*\*

Now unto him that is able to do exceeding abundantly above all that we ask or even think, according to the power that worketh in us, unto him be glory in the church by Christ Jesus throughout all ages, world without end. Amen. Ephesians 3:20-21

**DISCLAIMER**

**PLEASE BE ADVISED THAT THE CHANGES IN THE HANDBOOK FOR THE 2010-2011 SCHOOL TERM HAVE BEEN APPROVED BY THE BOARD AND ARE CONTINGENT UPON A LEGAL REVIEW.**