



PARENT-STUDENT HANDBOOK

KINGDOM CHRISTIAN ACADEMY of Callaway County, Missouri

ESTABLISHED 1995

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

650 East 8th Street
P.O. Box 695
Fulton, MO 65251-0695
573/642-2117
Fax 573/642-2022
www.kcasaints.org

Revised 8/15/2011

TABLE OF CONTENTS

ABOUT THIS HANDBOOK	1
ABOUT OUR SCHOOL	1
STATEMENT OF PHILOSOPHY.....	1
STATEMENT OF EDUCATIONAL PHILOSOPHY.....	2
STATEMENT OF PURPOSE	2
STATEMENT OF FAITH AND DOCTRINE.....	2
SCHOOL WIDE LEARNING RESULTS.....	4
ADMISSIONS/RE-ENROLLMENT	4
REQUIRED PAPERWORK	5
ADDITIONAL INFORMATION.....	5
PROBATION, RETENTION, RE-ENROLLMENT & PROMOTION.....	6
TUITION AND FEES.....	9
FINANCIAL AID	12
WITHDRAWALS.....	12
TEXTBOOK USE/ABUSE POLICY	12
OTHER INFORMATION	12
ACADEMICS	13
CURRICULUM.....	13
DUAL ENROLLMENT GUIDELINES	13
HOMEWORK.....	13
GRADES/REPORT CARDS.....	13
A & B HONOR ROLL QUALIFICATIONS.....	14
ACADEMIC PROBATION.....	14
GRADES AND EXTRA CURRICULAR ACTIVITIES: SPORTS, STUDENT COUNCIL, DUAL ENROLLMENT	15
KCA EXTRACURRICULAR SUPERVISION POLICY	15
ATTENDANCE POLICY	16
ABSENCES.....	16
ARRIVING LATE OR LEAVING EARLY	16
TARDIES.....	17
PARENT/TEACHER RELATIONSHIP	17
MAILINGS AND ANNOUNCEMENTS	17
BOARD MEETINGS	17
STANDARDS OF CONDUCT FOR STUDENTS	18
DISCIPLINE POLICY.....	19
BULLYING POLICY	20
STUDENT COUNCIL POLICY	23
MEMBER ELIGIBILITY	23
OFFICER ELIGIBILITY	23
VOTING.....	24
DRESS AND GROOMING	24
UNIFORM POLICY	24
PERSONAL GROOMING.....	26
SPECIAL CONSIDERATION.....	26
MISCELLANEOUS	27
VIDEO POLICY.....	27
ARRIVAL	27
DEPARTURE	27
ILLNESS/MEDICATIONS	27
PERSONAL POSSESSIONS	27
CHAPEL SERVICES/ASSEMBLIES	28
LUNCH.....	28
KCA CHAPERONE/DRIVER POLICY	28
RECORDS RELEASE POLICY	28
SCHOOL CLOSINGS	29
INCLEMENT OR HAZARDOUS WEATHER	29
HOLIDAYS	29
RADIOLOGICAL EMERGENCY PROCEDURE	29
DISCLAIMER	30

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**. 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.*

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 per student.
- 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 may be required to 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.
- 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 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 1.

❖ *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.*

KCA PROBATION, RETENTION, RE-ENROLLMENT & PROMOTION

2 Timothy 3: 16

All scripture is God-breathed and is useful for teaching, rebuking, correcting, and training in righteousness.

It is the desire of the Kingdom Christian Academy to develop students' God-given minds, bodies, and spirits in ways according to His Word. We believe that training and educating a child is a *special ministry* unto the Lord and that any educational process, which is not based on God's Word, is lacking in fullness.

Purpose: The purpose of this policy is to provide the standards and guidelines for probation, promotion, retention and continued enrollment of elementary (K-8) school students. In providing these guidelines, the Board demonstrates its commitment to several key objectives: (1) promoting quality Christ centered education for our students; (2) ensuring that there is consistency in the educational opportunities provided to all students; (3) ensuring that students achieve student mastery of the skills and knowledge which are assessed; (4) early identification of at-risk students to help all children achieve success in their education; and (5) ensuring that the School's educational objectives are met in a fair and non-discriminatory manner.

POLICY:

Definitions

Unexcused absences: Shall be as defined in the Board's Absenteeism Policy Board

Core Subjects: English, Math, History, Science, and Bible

Standardized testing assessment: Standardized testing of student utilizing the Stanford test or other test by the school

Personal Learning Plan: A plan developed by the school for a student that may include, as appropriate, in-school, after-school, year-round components and other interventions developed with the principal, Board, teacher and parent(s) that target the student's assessed learning deficiencies.

Summer Instruction a course of education approved by the Board that may include tutoring by an adult with significant training in the expressed area, summer school at the public school system, completion of online or home school curricula

Promotion to continue to the next higher grade level

Retention to keep a student at their current grade level for an additional amount of time

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

II. 1-8th Grade School Reenrollment, Promotion, and Retention Standards

Students may be reenrolled and promoted to the next grade if they possess the knowledge and behavior skills appropriate to their grade levels as demonstrated on multiple measurements by their academic performance, attendance, standardized test scores, and behavior in the classroom

A. Achievement

1. Academic Performance

a. KCA strives to provide a quality Christ centered education. Each grade level at KCA builds on the knowledge mastered at the previous level. A final report card grade overall of "D" or better for the academic year with no failing grade in any of the core subjects is required for promotion.

b. A report card grade of "D" shall, reflect minimally acceptable progress, but difficulty in test scores and consistent completion of homework assignments during the year. A child with a grade of D+ or below may not be able to succeed at the next academic grade as demonstrated by Academic Probation. A Personal Learning Plan may be recommended by the teacher to ensure that the student will continue to succeed at KCA

2. Behavior Performance

A child should display no significant amount of disruptive behavior that has not been corrected with interventions by the teacher, parents, and Principal.

C. Review of Promotion Status

1. Parent Notification

During the last week of school following the review process, parent(s)/guardian(s) of all students shall receive notification from the teacher regarding the promotion of their child(ren). The parent(s)/guardian(s) of students who cannot be promoted and at the end of the school year shall be informed by mail and by notice provided to the student from the Principal, that, in order to be promoted to the next grade in August, their child(ren) must: (1) attend and successfully complete equivalent summer instruction in the areas in which the student has received a failing grade; (2) submit completion of such instruction to the school for consideration of reenrollment.

2. Parent Appeal

Parents/guardians shall have five calendar days following the receipt of the academic notification to submit in writing to the Board or designee an appeal to review their children's academic performance or attendance records. As part of the appeal the parent/guardian may provide any additional information regarding their child that would justify waiving the requirements set forth in this policy and promoting the students to the next grade.

D. Additional Elementary Reenrollment and Promotion Requirements

Behavior and Attitude: For promotion students must display appropriate behavior in the classroom as well as a receptive attitude toward learning, respect for staff and facilities, and appropriate interaction with other students. Behavior and attitude issues shall be addressed during the parent teacher conference, or at any other time when necessary through direct contact with the child(ren)s parent(s)/guardian(s).

Students with identified behavior or attitude issues in the classroom that have been disruptive to the class, that have not been successfully addressed by interventions from the teacher, the principal, and/or the parents shall not be reenrolled or promoted. Parents/guardians shall have five calendar days following the receipt of the academic

notification to submit in writing to the Board or designee an appeal to review their children's behavior or attitude issues. As part of the appeal the parent/guardian may provide any additional information regarding their child that would justify waiving the requirements in this policy including interventions, counseling, or treatments.

E. Promotion of Students with Disabilities

Kingdom Christian Academy does not currently have the facilities or staff to teach students with certain disabilities such as diagnosed learning disabilities. Students may be identified during the course of the year who may need evaluation by specialized services. It would be recommended that the parent/guardian pursue evaluation in the public school system. Students with disabilities will be expected to maintain the same standards as other students according to this policy. Teachers are not regularly expected to make modifications in the curriculum to accommodate needs of students.

F. Promotion of English Language Learners

A mastery of the elements of the English language is vital to learning in the current KCA curriculum.

Those students who are identified with having significant language issues will be asked to seek further English as a Second Language education and demonstrate proficiency prior to reenrollment.

G. Incoming Students

Students who were previously enrolled in private schools, home schools or other school districts, who enroll in KCA in any grade may be evaluated for appropriate grade placement. This may include teacher evaluation, and/or testing. Parents/guardians are required to report any behavior or academic issues in the prior year during the enrollment process. Students with disabilities will be evaluated to see if their needs can and will be met by KCA. Students may be enrolled on probationary status to see if their needs are being met, but may be disenrolled if the child is not successful by the first quarter.

H. Early Promotion

In general KCA does not promote students to a higher grade prior to the appropriate time. Grade level mastery includes academic performance as well as behavior and appropriate maturity level. However in certain situation a child may be performing significantly above their current grade level. Such case may include transfer students, students who have completed advanced course work during the summer, or home school students. In these select cases a parent may appeal to the board regarding early promotion. The appeal must include the support of the current grade teacher, the accepting grade teacher, and the Principal.

III. REENROLLMENT/DISENROLLMENT

A mastery of academic and behavioral skills is required for continued success at KCA. In the unlikely event that KCA cannot meet the needs of the child, disenrollment may be considered. There are other significant issues that may warrant disenrollment

1. Inappropriate Behavior or Disruptive behavior Children with continued behavioral or disruptive issues that have not been corrected with intervention from the parent, teacher and Principal shall be subject to disenrollment at any time upon review by the Board.
2. Academics A child shall be retained for no greater than 1 additional year. Children who are unable to successfully promote after a year of retention shall be disenrolled.
3. Children with Disabilities A child with disabilities may be enrolled for a probationary period to ensure that the needs of the child are being met. If after the specified probationary period, it is felt that the needs are not being met, the child may be disenrolled. Children that are identified during the school year as having significant disability shall be evaluated by the teacher, Principal, parents, and the Board. If it is felt that KCA cannot provide the necessary facilities, staff, and support, then the child may be disenrolled.
4. Children who commit acts of destruction, disobedience, or significantly threatening behavior shall be disenrolled immediately with consultation with the Principal and the Board.
5. Children who are convicted of a serious crime may be disenrolled upon review by the Board.
6. Use or possession of illegal narcotics or drugs not prescribed to the child, or possession of a weapon with intent to harm shall lead to immediate disenrollment and expulsion from KCA
7. Any significantly disruptive behavior shall be evaluated by the Principal or teacher and brought to the board for discussion of disenrollment as needed.

IV. Parental Notifications during the School Year for All Elementary Grades

A. All principals, teachers, students and parents will be notified of the promotion policy of the school upon receiving a copy of the parent/teacher handbook via access to electronic format.

B. Teachers shall notify parents in writing on a quarterly basis if their child is in danger of receiving a failing grade or if significant behavior issues exist. Such quarterly notices shall be in addition to the regular progress reports issued for students in all grades.

1. Student assistance may be provided at the earliest point the child is identified as being at risk of obtaining a failing grade or having significant behavior issues. Such services, i.e. tutoring, etc, would be at cost to the parent.
2. If the student receives a failing grade or has significant behavior issues and the parent or guardian does not attend a parent/teacher conference, notification must be sent to the parent by mail. Notification shall include the likelihood of the student being retained for continued lack of academic achievement or behavior, or for possible disenrollment. It should also inform the parent/guardian that they shall make an

appointment to discuss issues with the board.

C. If a student has accumulated six (6) days of unexcused absences, schools shall notify the parent or guardian by regular mail that the student may be retained and that the parent shall meet with the board.

V. Assessment Validation

KCA may utilize standardized testing to assess students in the course of the year. Students who do not achieve satisfactory scores will be identified and in conjunction with the opinion of the teacher, may be required to receive supplemental education in those areas that are sub-standard or may face retention.

VI. School-Wide Monitoring of Instruction and Instructional Materials

KCA affirms the critical importance of high-quality classroom instruction and use of appropriate instructional materials in fostering student academic achievement. KCA will undertake the following steps to ensure that student achievement is maximized, that the utilization of the designated educational criteria is done in a manner that ensures consistency throughout the school system, and that there is a strong alignment between the tests and other assessment criteria, the curriculum and the classroom instruction. The Principal must ensure that instruction is conducted at the appropriate grade level for each grade that will include random

unannounced classroom visits conducted to confirm that instruction at grade level is occurring and that the assignment of student grades for classroom work is consistent with KCA policy. The Board shall, in conjunction with the Principal and Teachers, yearly evaluate the curriculum to make sure it is fostering academic achievement. The Board and the Principal shall evaluate the teacher, student, parent relationships to ensure there is no unjust or prejudiced behavior in the evaluation of children. *Rev. 8/11*

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 student 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 and pay the \$25 application fee. *Rev 2/11*

ENROLLMENT/CURRICULUM FEE

A non-refundable enrollment/curriculum fee of \$100 per student is payable by June 1.
Rev. 8/11

TUITION DISCOUNT

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

Rev. 2/10

TUITION PAYMENT POLICY

Payments may be made to Smart Tuition. Payment options are to be set up through Smart Tuition's enrollment form. Starting in July 2011, tuition payments to the school office will no longer be accepted, except if you are paying the tuition in full for the entire year.

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 \$35 will be assessed through Smart Tuition. The Smart Tuition form should be filled out and returned to the school office. Rev. 5/11

LATE TUITION PAYMENT POLICY

Policy : # 2009-1
REVISED 2011/8

Purpose: To clarify procedures for the handling of overdue accounts by the office staff.

Policy:

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

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 will be assessed (Currently \$35 SY 2011-12).

KCA utilizes SMART TUITION (ST) for our tuition management, billing and collecting service. (www.smarttuition.com) A SMART TUITION FORM is given to all families on enrollment, and a reference copy is continued in the handbook. Additional information is available via the SMART TUITION website. All families are required to register with ST. Currently (School Year SY 2011-12) there is an exception for those families who opt to pay the total tuition for the year in full.

SMART TUITION updates families with a monthly statement, and also by emails or phone calls as needed. The secure ST website can be accessed by families for up to date questions about their account at any time.

The following policy addresses the event that a family has an overdue account:

- 1) Accounts that are 1-30 days overdue: ST continues to send monthly statements, an automated phone call and/or email will be sent by ST notifying the family of a missed payment. A late fee is added to the account. Families may make a payment via a link from the email to their online account, or may make a payment over the phone.
- 2) 31-60 days overdue: If no response or action has been noted, ST continues with a monthly statement which will indicate the overdue amount and the late fee. At 45 days past due, a letter from the treasurer will go to the family stating that the account is now 45 days overdue and that the family needs to either make a payment via SMART TUITION or contact the board treasurer immediately to make other payment arrangements or to meet with the Board. A statement will be sent with letter, with amounts due highlighted. The letter will also state that their child(ren) will be disenrolled at the 61st day past due if no alternate arrangement has been made.
- 3) 61+ days overdue: If no response or action has been noted and the family has not made arrangements with the treasurer, the family will be notified by certified letter that their child(ren) are

disenrolled at the 61st day past due. Account may be turned over for collections if so determined by the board at that time.

- 4) All account balances must be paid by the end of the 1st semester. If the balances are not paid, the student will not be admitted the 2nd semester. Rev. 8/10
- 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 board treasurer to make payment arrangements or to seek financial aid where applicable.

It will be the responsibility of the bookkeeper and/or treasurer to track overdue accounts and issue the required correspondence, and to update the Board during the closed session on the Monthly Board Meeting. This will be accomplished in a timely manner in order to keep parents abreast of any arising issues with their accounts. Since the bookkeeper maintains and has access to the records, 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.

In the event of checks returned for insufficient funds, closed accounts, or stop payments, the bookkeeper will 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. (SY 2011-12 \$35). A copy of the letter will be retained in the student's file. All accounts that have had a check returned to the school for the above reasons will be required to make future payments by cash or money order, via the ST online account.

Smart Tuition Terms & Conditions.

Can also be found at insert at the back of the handbook.

Smart Tuition receives your payments, processes them and deposits the funds into your school's bank account. Our secure website and 24/7 parent help center are available to families that have questions about their tuition payment plans.

Late Enrollment: If Smart Tuition does not receive your enrollment form on time, your first payment date will be moved forward. Your school may require you to catch up any missed payments on your first due date, or will establish a plan with a smaller number or larger payments.

Refunds: Smart Tuition does not issue cash refunds. Overpayments will be carried on your account and credited to future tuition payments. All reimbursements or refund must be arranged with your school.

Late Fees: Any payment that is not received by Smart Tuition by your due date is considered late and may receive a late fee. In the event that your account becomes delinquent, Smart Tuition may provide your school a follow-up service which will contact you via email, telephone, or e-mail. Your account may be charged \$35.00 as a result of this service. This fee is in addition to any late fees charge by your school.

Dishonored Payments: A fee of \$25.00 will be applied to your account for any failed auto-debit and failed check payments. Your bank may impose additional fees.

Auto-debit Terms (Applies to Auto-debit enrollees only) : By signing the enrollment form you agree to authorize Smart Tuition to debit your account on the scheduled dates as described on the Smart Tuition handout. If your auto-debit due date falls on a weekend or holiday, your account will be debited on the following business day. You agree that if any such debit is dishonored, for any reason, Smart Tuition shall have no liability for any fees charged to you by your financial institution. Smart Tuition will automatically reattempt any failed debits approximately 10 days after their failure. This authority will remain in effect until Smart Tuition receives your written instruction to cancel Auto-debit service. To cancel or stop scheduled auto-debit payment, you must contact Smart Tuition no later than 3 business days prior to the scheduled payment at (888) 868-8828.

Amendments: By signing the enrollment form you acknowledge and agree that such terms and conditions may be amended from time to time by Smart Tuition and such amendments will be reflected on Smart Tuition's website.

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.

Scholarship applications will be available March 1. In order for the Financial Aid Committee to give them full consideration, applications need to be turned into the office by April 1. Rev. 2/06

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	WORKING ABOVE GRADE LEVEL: 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	MASTERED GRADE LEVEL SKILLS: Student has completed required work and has ability to successfully apply skills.
86-84%	B	3.0	
83-80%	B-	2.667	
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

A & B HONOR ROLL QUALIFICATIONS

Qualifications will be based upon a 4.0 scale.

3.5 to 4.0=A honor roll

2.5 to 3.49=B honor roll

1.667 to 2.49=C average

Additionally:

- No C for an A honor roll
- No D for a B honor roll
- Applies to grades 5-8 in 5 core subjects

Rev. 12/10

ACADEMIC PROBATION

I. 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, History, Science, Math, and Bible
2. An overall grade point average of less than 2.00 on a 4-point scale (a C average)
3. A combination of the above factors.

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

1. The teacher will keep the parents and student informed regarding academic status of the student in addition to the parent/teacher conference.
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 the child is removed from academic probation or withdraws from KCA.
4. If the next quarter's grades are brought up to a C or above, the student is off probation.
5. The Principal will send a follow-up letter to the parents to this effect.
6. 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.
7. If the student's grades do not improve, or if after a second quarter of probation are not up to a C average, a Principal, parent/teacher/student conference will determine if the student will be placed at a lower grade level, or a Personal Learning Plan to catch up to grade level will be submitted to the Board for approval.

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: Grades will be checked at mid quarter and at the end of the quarter to determine eligibility for extracurricular activities. Rev. 11/10

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

KCA EXTRACURRICULAR SUPERVISION POLICY

All extracurricular groups participating or practicing must have the adult sponsor in charge of the group present at all practices and events. If the adult sponsor is not able to be at the practice or event, the adult sponsor in charge is responsible for having an adult present and in charge and actively participating in the guidance and direction of the group. No students are to be left in charge of the student group, designated, or otherwise. Rev. 7/10

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 six (6) 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. Rev.11/10

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.

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.

BULLYING POLICY

Policy # 2011-2

Purpose

Kingdom Christian Academy seeks to provide the best educational setting for all its students and promotes an environment where students are able to learn, free from harassment and bullying of any kind. School policy must define bullying, prohibit bullying on school property, at school-sponsored activities and on school buses and state the consequences of engaging in bullying behavior. It also requires school employees to report incidents of bullying to the school principal or other school administrators as outlined. This policy is to be clearly communicated and available to teachers, parents, students, and all other persons volunteering or assisting in any school activities.

What is Bullying?

Bullying is identified as any behavior, verbal or non-verbal, by an individual or group of individuals that is intended to cause physical, emotional, psychological or social harm to another individual or group of individuals. Bullying may be direct (face to face) or indirect. Bullying behaviors that are not addressed generally escalate in to more aggressive behaviors over time. These are learned behaviors that can best be addressed by teachers who demonstrate and teach pro-social behaviors.

Bullying occurs when a student:

- Communicates with another by any means including face to face, behind their back, telephone, writing or via electronic communications, intention to intimidate, or inflict physical, emotional, or mental harm without legitimate purpose, or
- Physically contacts another person with the intent to intimidate or to inflict physical, emotional, or mental harm without legitimate purpose. Physical contact does not require physical touching, although touching may be included.

Off-Campus Conduct Policy

Kingdom Christian Academy believes that a person's relationship with Christ should affect his or her conduct both on and off campus. Students should practice a lifestyle that reflects Biblical principles and Christ-likeness. Students will be held responsible for behavior occurring off-campus that violates this standard. The school reserves the right to discipline students for certain infractions regardless of whether these occur on or off school grounds, whether they occur before, during, or after school hours. Generally, the school will respond to inappropriate behaviors which occur during the school year. However, KCA reserves the right to review out of school year behaviors to determine eligibility for enrollment and participation in extracurricular activities.

Examples of off-campus behavior that may lead to disciplinary action include sexually inappropriate behavior, substance abuse, breaking of civil and/or criminal laws, and obscene, profane, or abusive language. Gossip that defames students, staff, or the school may also result in disciplinary action. Infractions which occur off-campus will generally require a meeting between the student(s) involved and the Administrator. In the spirit of open communication and cooperation, the Administrator will notify the parents concerning any disciplinary action before action is carried out.

Bullying Behaviors

The following is a list of behaviors that may demonstrate bullying. A student who demonstrates a bullying behavior may not be a bully. It is the goal of KCA to reduce bullying by addressing these types of behaviors as they occur.

Physical Behavior

1. Intentionally endangering the welfare of others. Such behaviors are not limited to but include the following:

- hitting
- kicking
- punching
- pushing
- tripping
- shoving
- spitting ON
- poking
- blocking

2. Other examples of physical bullying include:

- unwanted touching
- rude gestures
- taking or damaging another's property

- extortion of money or other items
- making someone do something they otherwise would not do

Verbal behavior

Verbal bullying includes but is not limited to the following:

- name calling
- teasing
- bossing
- threatening
- making fun of another's appearance, physical characteristics, or
- cultural background
- making fun of another's actions

Indirect behavior

Indirect bullying includes but is not limited to the following:

- exclusion from activities or social groups
- spreading rumors
- circulating inappropriate notes or drawings
- using other people to threaten, intimidate, or humiliate another
- encouraging others to violate the anti-bullying policy

Cyber bullying

In as much as technological advances have provided opportunities for students to communicate electronically, the following behaviors will be considered bullying:

- sending of inappropriate or threatening emails or text messages
- creating or posting inappropriate or threatening information or pictures on websites (i.e. Facebook, Twitter, MySpace, etc)

Reporting Bullying

It is the responsibility of all faculty and staff members to report all occurrences of bullying behaviors as outlined in this policy. Parents and students who have knowledge of such behaviors, including those witnessing bullying but who are not themselves victims of bullying, are encouraged to report this information and may do so without fear of consequences. Additionally, students who feel that they have been or are becoming the victims of bullying behaviors should notify the school counselor, teacher, or administration. Those parents or students who report such behaviors will not be the target of retaliation or reprisal in any way.

Any individual who withholds information regarding bullying behavior or provides inaccurate or false information will be subject to disciplinary action including possible removal from school.

Written Notices

Notices of what constitutes bullying or bullying behavior, that bullying is prohibited, and the consequences of engaging in bullying or bullying behaviors will be posted throughout all buildings on campus. The bullying policy will be included in the parent/student handbook, and it will be posted on the school website (www.kcasaints.net).

Employees, students, parents, and others are encouraged to take advantage of any opportunities to participate in programs or activities which promote the knowledge and skills needed to prevent and/or respond to bullying or bullying behaviors.

Reponses to Bullying or Bullying Behaviors

KCA recognizes that not all bullying behaviors should be considered bullying or willful violation of this policy. However, all bullying offenses will be addressed according to the procedures outlined below.

Each bullying offense will be referred to school administrators for disciplinary response. Each offense will require a parent's signature on a discipline incidence form.

- 1st Offense - meet with administrator, no punitive actions
- 2nd Offense - assigned 2 days detention (as outlined in handbook)
- 3rd Offense - assigned 1 week detention
- 4th Offense - assigned minimum of 2 days In School Suspension
- 5th Offense - assigned minimum of 2 days Out of School Suspension
- 6th Offense - student may be recommended for dismissal

Note –The administration of Kingdom Christian Academy reserves the right to treat any single act as severe enough to warrant dismissal from school.

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 deportment, 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 must enter the building through the 8th Street entrance. Per city request, we are not allowed to stop or park on 8th Street which is heavily trafficked in the morning. Please drop students off at the 8th Street entrance. Classes will begin promptly at 8:00 a.m. Rev. 1/11

DEPARTURE

Classes will be dismissed at 4:00 p.m. Students may be picked up at the 8th Street entrance. All students must be picked up no later than 4:15 p.m. Rev. 1/11

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

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.

Rev. 5/2011

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

KCA CHAPERONE/DRIVER POLICY

All persons driving a vehicle (their own or otherwise) must present a valid driver's license and proof of insurance to the school office prior to driving any children (other than their own) on a school sponsored field trip.

In addition, KCA requires that any driver of KCA students to KCA events have a minimum state level of liability insurance.

A copy of the driver's license and insurance must remain on file in the school office. The teacher in charge of the field trip is responsible for double checking that drivers for their class trip have followed the policy.

Rev. 11/10

RECORDS RELEASE POLICY

It shall be the policy of Kingdom Christian Academy to retain academic and disciplinary records on each student enrolled. A copy of the records will be made available to the parents/guardians upon receipt of a written request for their children only. Academic Records and Disciplinary Records must be requested separately. It will not be the policy of KCA to include Disciplinary Records along with Academic Records without a specific request. Copies of records will be subject to a fee of 50 cents per page. Requesting parties will be required to have their accounts paid in full before receiving records. All originals shall remain the property of Kingdom Christian Academy.

Rev. 10/10

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 2011-2012 school year:

2011

Monday, September 5

Thursday, November 24

Sunday, December 25

Labor Day

Thanksgiving

Christmas Day

2012

Sunday, January 1

Monday, January 16

Monday, February 20

Monday, May 28

New Year's Day

Birthday of Martin Luther King, Jr.

Presidents' Day

Memorial Day

Rev. 2/11

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 2011-2012 SCHOOL TERM HAVE BEEN APPROVED BY THE BOARD AND ARE CONTINGENT UPON A LEGAL REVIEW.