



**KINGDOM CHRISTIAN
ACADEMY**

Kingdom Christian Academy

of Callaway County, Missouri

650 East 8th Street | Fulton, Missouri 65251

Phone Number: 573-642-2117 | Fax Number: 573-642-2022

E-mail: office@kcasaints.net | Website: www.kcasaints.org

"Where Academics & Faith Unite"

KINGDOM CHRISTIAN ACADEMY

Parent/Student Handbook

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TABLE OF CONTENTS

Sect. 1 Introduction/Welcome.....	3
Sect. 2 Mission and Vision Statements.....	4
Sect. 3 Statement of Faith.....	4
Sect. 4 Parent/School Cooperative.....	6
Sect. 5 KCA Statement on Biblical World View Integration.....	6
Sect. 6 Spiritual Emphases - Discipleship & Evangelism.....	7
Sect. 7 Academic Structure.....	7
Sect. 8 Operations/General Policies.....	8
Sect. 9 Discipline Process.....	31
Sect. 10 Fiscal Policies.....	36
Sect. 11 Communication/Conflict Resolution.....	39
Sect. 12 Early Withdrawal of Students.....	40
Sect. 13 Student Driver Policy.....	41
Sect. 14 Midterm enrollment/Probation period for new/readmitted student.....	41
Sect. 15 Re-enrollment restriction/disenrollment.....	41

Sect. 1: Introduction/Welcome

Welcome to Kingdom Christian Academy “Where Academics and Faith Unite!”

The core of KCA's ministry is to partner with parents in their mission to educate their child(ren) in accordance with God's Word. KCA is an educational ministry that operates as a not-for profit organization. We employ committed Bible believing Christians who have the gift of teaching and have been called of God to KCA to minister and educate the next generation of God's people.

While reading through this handbook, if there are questions, we look forward to the opportunity to discuss any concerns or to provide clarification.

Christian Education is an enormous commitment for families: a choice made with much love and prayer by parents. Please let us know how we can best assist you as we work alongside you in the education of your children.

In His service and at your service,

Administrator
Kingdom Christian Academy

Sect. 2: Mission and Vision Statements

VISION

As a community of believers, we at Kingdom Christian Academy desire to love the Lord our God with all our hearts, with all our souls, and with all our strength. We desire and are committed to impressing God's commands upon our students...to talk about them when they sit at home and when they walk along the road, when they lie down and when they get up.

Deuteronomy 6:5-7

MISSION

In cooperation with parents and churches, Kingdom Christian Academy's purpose is cultivating students that love God through spiritual development, and possess the understanding of God in all of creation through academic development. We are committed to leading students in their unique and continuous walk in the truth to develop a Christian lifestyle.

Sect. 3: Statement of Faith

Although KCA is an interdenominational institution, it is distinctly Christian. As such we believe in the cardinal and central precepts of Biblical Christianity that are shared among all Bible-believing Christians.

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 at KCA have a doctrinal position that is not intended to divide our school community but to enhance the spiritual training of the Church regardless of individual denominational or nondenominational preference.

To this end, on such topics as baptismal modes, the presence or absence of the sign gifts of the Holy Spirit, the mechanics of the filling of the Holy Spirit, eschatological timelines/sequence, perseverance of the saints or church polity, our teachers and staff will acknowledge that there are differing positions among believers. Students with specific questions on these topics will be directed to their parents and/or their local church leadership.

Sect. 4: Parent/School Cooperative Statement

KCA is dedicated to enhancing godly parenting and spiritual training of the Body of Christ by serving as an extension of the Christian home and church: a triad that provides for a child's continuous training in the precepts of God's Word. 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, and servants of God.

Sect. 5: KCA Statement on Biblical Worldview Integration

Our love for the embodiment of Truth, Jesus Christ, constitutes our reason for teaching, and His Word governs the operations of KCA. Successful Christian education must instill in each student a world and life view that is distinctively Christian and Bible centric. Education cannot be neutral or "valueless" with respect to one's philosophy of life. If one's life is not guided by a Christian worldview, it will be guided by a false worldview. Education that does not begin with God is education that is incomplete and inadequate.

It is also our conviction that God has ordained two entities with the responsibility for education: (a) the family is God's building block for a healthy society and (b) the Body of Christ with the spiritual gifts given for the edification of its members. As a staff and faculty of born again believers, we believe that KCA is an extension of the home and the local church. God created each child as a unique individual. Each child has strengths and challenges and learns in different ways. Our goal is to meet each child's specific needs while equipping all students to become maturing disciples of Jesus Christ through the Word and developing the unique gifts and abilities the Lord has given them so they can contribute to God's kingdom, their local community, and their country.

Our curriculum teaches core academics, the process of independent learning, and the practical integration of knowledge to life. In addition, we encourage a love of learning and critical thinking through a Biblical world view.

Sect. 6: Spiritual Emphases - Discipleship & Evangelism

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. Every family that becomes a member of the KCA community clearly understands that the Gospel of Christ and His call to individual salvation and discipleship are integrated into the fabric of the school. KCA instructs students both academically and spiritually.

Sect. 7: Academic Structure

KCA has three major academic divisions, preschool (Pre-K), elementary school and secondary School. The Pre-K division consists of 3 year old and 4 year old student classes. These classes are held in the Pre-School wing of the KCA building.

The KCA Elementary School includes grades Kindergarten through 6th Grade. Elementary school classes are self-contained, i.e., they do not change classrooms or teachers for different subjects. Each classroom is staffed by a dedicated full time instructor.

Secondary school at KCA encompasses grades 7-12. Secondary students rotate throughout the day through their individual classes taught by the members of our secondary faculty; Bible, English/Language Arts, Math/Science, Physical Education (where applicable) and Electives. Our secondary students are guided through their progress to graduation by KCA's academic advisor who assists with scheduling, ACT/SAT preparation, academic guidance, dual credit programs and post-graduation advice.

Sect. 8: Operations/General Policies

ADMISSIONS/RE-ENROLLMENT

The admission procedure at KCA is the same for all applicants. There are two types of applicants that come to the school: 1) the applicant/family that is new to the school and 2) the applicant that is a sibling of an existing student.

KCA does 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.

For Re-enrollment

Re-enrollment forms or replies must be submitted by 1 May (or the first business day after). Student(s) will not be officially re-enrolled until all appropriate forms and the enrollment fee has been submitted to the office.

For “new” applicant / family

Admission begins with a family interview with the administrator, the applicable teacher(s) and placement testing of the prospective student(s) to ensure an educational match for the student(s). The family interview is held to ensure a clear understanding of the school’s philosophies, policies, and protocols. KCA believes 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. After the interview, submission of all appropriate documentation as outlined below is needed to begin the admissions process. Until KCA officials receive this documentation, no further admissions action can occur.

Based upon the results of placement testing and the family interview, the administrator will refer the applicant(s) to the school board for approval of admission. The family will be notified as soon as possible regarding the board's admission decision.

Note: ***Parents wishing to enroll their children in KCA must affirm their commitment to the policies, statements 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 documents for enrollment as outlined below. Until KCA officials receive this documentation, no further admission action may occur.

Required Documentation

Documents 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.
- Completed Student Health History form
- Where applicable, transcripts from applicant's prior school and any formal discipline records
- Completed Student Reference Form

Additional documents for "new" applicants

- A completed Church Reference Letter OR a Character Recommendation Form
- Pay a one-time \$25 application fee per student
- Signed parental commitment form.
- Complete computer based placement test.

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. To be admitted to KCA, the student's attitude and behavior must be determined acceptable by the school. The student shall display proper behavioral and academic potential for success as a member of the KCA community
- To enroll in Kindergarten a child must be five years of age by August 1 of the current year. Students enrolling in Kindergarten must pass screening test for entrance into the Kindergarten class.
- Parents enrolling a child must agree to cooperate with the educators and support the school.
- All students and parents are 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.
- Any student transferring from another school or homeschool will be required to provide copies of transcripts and achievement test scores prior to admission. Pre-entrance testing will be required along with a review of transcripts and previous coursework
- 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 students' applications is July 1. After that date you may be placed on a waiting list. Special exceptions will be reviewed and approved on a one by one basis by the board and administrator.

PART-TIME STUDENT POLICY

KCA provides services for classes not taught through traditional homeschooling programs. KCA may enroll any elementary or secondary school student wishing to attend part-time at the educator's and administrator's discretion. Elementary students may be enrolled part time to **a maximum of 4 hours** of instruction per day. Part-time students are not eligible for unfunded student aid. Other policies/stipulations in regard to core and non-core classes and extracurricular activities will be discussed with prospective part-time students and parents.

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/or the *Bob Jones* curriculum, published by BJU Press, are the primary base of our school materials. These programs integrate 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.

In the spring of each year, a nationally standardized test will be administered to grades 1-12.

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 try to limit homework on Wednesday nights.

GRADES/REPORT CARDS

Report cards will be issued quarterly approximately one week after the end of each quarter. Parent/educator conferences will be scheduled in the fall with all parents and encouraged by the educator/parent if the need arises throughout the school year.

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	

HONOR ROLL QUALIFICATIONS (Applies to grades 5th-11th)

Qualifications will be based upon course work that uses assigned letter grades.

- Administrator Honor Roll=A's and A+'s (no A-'s or below)
- A Honor Roll=A-'s or above (no B+'s or below)
- B Honor Roll=B-'s or above (no C+'s or below)

PROBATION, RETENTION, RE-ENROLLMENT & PROMOTION

Students may be re-enrolled and promoted to the next grade if they possess the knowledge, maturity 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, reflects minimally acceptable progress, but deficient test scores and/or inconsistent 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 educator 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 educator, parents, and/or the administrator.

B. 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 educator regarding the promotion

of their child(ren). If retention appears inevitable, parents will be informed both by written notice and in conference with the administrator, 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 re-enrollment.

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 child(ren)'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 handbook and promoting the student to the next grade.

C. Additional Re-enrollment 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/educator 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 educator, the administrator, and/or the parents shall not be re-enrolled 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.

D. Students with Disabilities

Kingdom Christian Academy **does not** currently have the facilities or staff to successfully instruct students with learning disabilities that require special education services. Students may be identified during the course of the year that

may need evaluation by specialized services. It would be recommended that the parent/guardian pursue evaluation with the local school district.

E. Promotion of English Language Learners

A mastery of the elements of the English language is vital to learning in the current KCA curriculum as all classes are conducted exclusively in English. 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 re-enrollment.

F. Incoming Students

Students who were previously enrolled in private schools, home schools or other school districts, who enroll in KCA in any grade will be evaluated for appropriate grade placement. This will 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 learning disabilities/challenges will be evaluated to see if their needs can be met by KCA. Students may be enrolled on probationary status to see if their needs are being met, but may be dis-enrolled if the child is not successful by the end of the first quarter.

G. 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 situations, a child may be performing significantly above their current grade level. Such cases may include transfer students, students who have completed advanced coursework 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 educator, the accepting grade educator, and the administrator.

ACADEMIC PROBATION POLICY

I. Academic Probation

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

- A grade of D or lower at quarter's end in two core academic subjects, to include English, History, Science, Math, and Bible.
- An overall grade point average of less than 2.0 (on a 4.0 scale - a C average), or a combination of the above factors.

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

1. The educator will keep the parents and student informed regarding academic status of the student in addition to the parent/educator conference.
2. The administrator, upon notification from the educator, 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 to the school 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 will be released from probation.
5. The administrator 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 educator and administrator 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, an administrator/parent/educator/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.

Students on academic probation and their parents will be required to meet with the administrator to discuss the student performance and to devise a plan for improving their performance. Staff members will be invited to this meeting to help with the plan.

GRADES AND EXTRACURRICULAR ACTIVITIES: SPORTS, STUDENT COUNCIL, DUAL ENROLLMENT

In order to remain in competitive sports, Student Council, or dual enrollment, students must:

Have no grade below a C- at quarter's end in any subject.

Determination of eligibility: Grades will be checked at mid-quarter and at the end of the quarter to determine eligibility for extracurricular activities.

Due to the unique nature of the 4th quarter, students failing to maintain an average of C- or better will be ineligible to participate in any and all end of year extracurricular activities until grades return to acceptable levels

If a student receives more than two (2) documented 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 must sign and will receive a copy of the Eligibility Statement.

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 educator, may be required to receive supplemental education in those areas that are substandard or require consideration for retention.

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 administrator will 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.

Hours of Operation: School business office hours are 7:45am to 4:15pm. Summer hours vary.

Students must enter the building through the 8th Street entrance and may enter after 7:30 a.m. Per city request, we are not allowed to stop or park on 8th Street which is heavily trafficked in the morning. Classes will begin promptly at 8:00 a.m. Drop-off and Pick-up Procedures will be given to parents annually. It is the parent's responsibility to inform others who transport their students of the Drop-off and Pick-up Procedures.

Classes will be dismissed at 4:05 p.m. Students may be picked up at the 8th Street entrance. All students will be released through the main entrance. All students must be picked up no later than 4:25 p.m.

For the safety of our students, children 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 permission (not email) or phone call** from the parents must be provided to the student's educator or office staff.

AFTER SCHOOL CARE

After School Care **may** be offered by staff as an auxiliary program to KCA. If staffing has been secured for the school year, parents will be informed of procedures and fees.

Sect. 9: Attendance, Dress and Appearance, Use of Electronic Devices, Standards of Conduct, Illnesses/Medications, Chapel, Lunch, Non-school days

ATTENDANCE POLICY

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

If students are going to be absent, it is imperative that the school office be notified. 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. There will be no reduction of tuition for time missed by student(s) due to illness or other reasons.

ARRIVING LATE OR LEAVING EARLY

For medical appointments

KCA school days are Monday through Thursday. To minimize lost class time, we request that doctor, dental, or other appointments be scheduled on Fridays where possible. However, if it is necessary for a student to be dismissed early or arrive late, **written permission or telephone call (not email) from the parent or guardian** must be presented **prior** to such an instance. When students miss school because of an appointment, written communication from the doctor is required when the student returns. In emergencies, written permission may refer to signing the child out on the office sign-out sheet.

Other absence/Extended/Homework

If a child must be absent from school for any reason, parents should call the school office to report the absences by 9am. If a required absence is known in advance, (i.e. family trip) KCA asks that parents make prior arrangements with the child's educator in advance. 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 and may be increased at the educator's discretion. When absences occur, we encourage a family member to contact the educator 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. A child's homework will be available at the office by the end of the school day, unless arrangements are made for another student to pick up the assignments.

Maximum number of absences

If a student has six (6) or more unexcused absences in the quarter, the student may 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 classroom when class begins. For grades seven and up, this means for each class period. After three tardies, a notification will be sent home to be signed and returned by the parents. This note will remind them of the tardy policy. Educators start their classes at 8:00am.

STANDARDS OF CONDUCT FOR STUDENTS

We consider enrollment at KCA a *privilege* which is chosen by each family voluntarily. This choice should be made because KCA offers such unique educational, social and spiritual opportunities, quality Bible instruction, concerned and qualified teachers that are committed Christians, Christ-centered curriculum, fellowship with other Christians and high standards of behavior. At KCA we strive to set a high bar in terms of not only educational standards, but behavioral standards for members of our KCA student community as well.

Respect for spiritual standards

- Students and parents should be familiar with KCA's purpose and goals and realize God's Word is our standard.

Respect for other people

- Every student deserves courteous and kind treatment. The Bible tells us: "Be kind one to another."
- Show respect for educators and others in authority by being attentive, courteous and cheerful. Back talk and other forms of disrespect are considered unacceptable.
- Always acknowledge God's command to honor and obey fathers and mothers. Attitudes of disrespect in the classroom toward parents are unacceptable.

Respect for others' property and belongings

- Respect other's property by asking permission to use other's belongings. Respect other's right to not allow use.

- Promptly return in good condition anything borrowed.

Respect for the school grounds / equipment

- Littering, defacing or risking damage to the building, grounds or equipment will not be tolerated.
- Students should not use, remove or disturb any property for which they have not been given specific permission to use.
- Eating will be allowed only in the lunch area or in the classroom at appropriate times. Chewing gum is only allowed at the discretion of the classroom educators

Respect for the safety of others

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

Respect for learning

- Practice punctuality and dependability by being on time for all classes and never lowering the standard by “cutting class.”
- Practice attentiveness and self-control so as not to disrupt classes and prevent others from learning.
- Practice preparedness for class by completing all homework and assignments to the best of your ability prior to class time. Come to class with all needed materials and equipment.

DRESS AND GROOMING

We at KCA hold to the philosophy that students should develop acceptable patterns of deportment, dress, and grooming. The school uniform has been implemented 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 the focus is on academics and character building. Clothing shall not be distracting to others in the classroom and will be of a modest nature. **Tight or form fitting clothing of any kind is prohibited for males or females.** Shirts and blouses will not be form fitting or cling to the body. Pants will not be form fitting or taper below the knee (see below under Uniform Code).

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 and need to be used during recess time. Pants or leggings under dresses or skirts may be necessary during cold weather. If a child is unable to participate in recess, the educator must be informed. Missouri weather can be unpredictable, so students must be prepared.

UNIFORM CODE

Shirts

White, red, navy, or Baby blue “polo-type” pullover with collar (long or short sleeve), turtleneck (long or short sleeve) or plain collared blouse/shirt (long or short sleeve). **Dark burgundy is not a uniform color.**

For all students, shirts must be tucked in, may have **small** (2 inches or less) insignias, must cover the midriff or stomach when hands are extended overhead, and must cover the back when leaning over.

Slacks (Pants)

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. **Pants will not taper below the knees. Pants will be the same width at the bottom as at the knees.**

Jumpers, Skirts, & Scooters

Navy, khaki, black, or uniform plaid (in red, navy, or black) jumper, skirt or scooter are accepted uniform style. Navy, black, or red leggings **under** jumpers or skirts are acceptable. Girls' skirts and dresses must adhere to the finger-tip length test.

Shorts

Navy, khaki, or black twill walking shorts or Capri pants are allowed year round. All must pass the 'finger-tip length' test.

The "finger-tip length test" is: Shorts and skirts must be longer than the fingertips of the student when his/her arms are extended at the sides of the body. Shorts **may not cling to the body** at leg openings.

Sweaters, Sweatshirts and Hoodies

Sweaters, sweatshirts and hoodies will be **solid (no graphics or logo, with the exception of the KCA logo)** red, navy, or black; these may be worn over the KCA uniform shirt.

Educators **may** grant permission for non-uniform sweaters, sweatshirts, jackets to be worn in class over the KCA uniform if room temperature is uncomfortably cold.

Christian t-shirts

May only be worn:

- On any Wednesday of the month
- On last day of the quarter

- On designated field trips, depending on the nature of the field trip, with permission of the teacher and administrator
- Christian themed hoodies are acceptable

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

Shoes

Subdued dress shoes or tennis shoes may be worn. Shoes are to have non-marking soles. Laces must be tied, and socks are required. Girls may also wear tights/hose. **Shoes with any type of illumination are not permitted.**

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, sandals/open toe or open back, or high heeled shoes with a height taller than one (1) inch.

Physical Education

Students may wear plain-colored or Christian t-shirts (or sweat shirts) 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. Socks and shoes are required. Tank tops or shirts with cut off sleeves are not authorized.

Personal Grooming

Hair

Males: Hair must not extend over the collar, ears or cover the eyes. No extreme hair styles like mohawks, shaven head, etc. Hair should be the students own natural color and not dyed or artificially colored to any degree. Obvious facial hair such as beards, goatees, mustaches, etc., will not be permitted for any student.

Females: For students in grades K-6, hair should not be dyed or artificially colored to any extent. For students in grades 7-12, hair may be dyed to natural shades (blonde, raven, brunette or natural red). Hair must be kept out of the eyes.

The basic principles for hairstyles are: clean, neat and tasteful.

Headgear

Caps and hats will not be worn the building and should not bear inappropriate slogans, logos, inappropriate messages, inappropriate 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 above, the use of makeup (including nail polish) should be minimal and tasteful, with parental discretion. Note: Cosmetics will not be brought into the school building.

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 (with the exception of earrings for girls) is prohibited at KCA.

After school changes

Administrator approval is required for any student to change out of uniform prior to end-of-day dismissal.

Game days

Athletes may wear their KCA jersey tops over their school uniforms on game days, subject to the approval of the athletic director and the administrator

Interpretation

When necessary, interpretation of the Dress, Grooming, and Uniform Codes shall be determined by the administrator and educator of the student(s) in question. Such decisions shall be final.

ELECTRONIC DEVICE POLICY

Personal electronic devices (with the exception for stand-alone calculators) are not authorized for use upon arrival at KCA and for the duration of the school day. Cellphones, laptops/personal computers/iPads, smartphones, etc., will be stored in the student's secured locker, backpack or book tote. Personal electronics **will not** be accessed during the course of the school day. School owned or managed Chromebooks may be used in the classroom under the direction of the classroom instructor for direct educational purposes.

The student Wi-Fi is a filtered system that mitigates students accessing inappropriate internet material. In addition, as part of the mandatory management system for student procured Chromebooks, all student computers are monitored continuously by the *GoGuardian* security program which allows 24 hour monitoring of all student web activity. All secondary students are required to abide by the computer use policy and the accessing and/or sharing of inappropriate internet material is considered a severe (Level Three) violation.

ILLNESS/MEDICATIONS

If a child has been ill during the night or becomes ill upon awakening, *they should not be sent to school. This will help prevent spread of illnesses among other students and teachers.* If a child becomes ill or has a temperature of 100 degrees or more during the school day, the parent or designee, will be contacted to pick up the student. It is requested that the child be fever free 24 hours without medication before being returned to school. KCA reserves the right to refuse the attendance of any ill child.

If a child needs prescription medication while at school, a note must be sent to the office with the following information: time to be given, dosage, any required assistance and care of the medication. Medication must be in its original container and will be kept in a locked cabinet in the office. We are unable to administer over the counter medication without permission. You may send over the counter cough drops and give to your student's teacher to administer. KCA will not administer the first dose of any medication. No school staff will be held responsible or liable for medications of any kind.

PERSONAL POSSESSIONS

We request that you not allow your child to bring toys or other personal possessions to school, unless specifically requested by the educator. 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 bring lunch boxes, bags, notebooks, etc., which display inappropriate messages, or inappropriate characters of any kind.

Electronic devices, e.g., cell phones, iPods, C.D. players, tablets, etc., if brought to school, ***will be kept in the student's backpack, booktote or locker until the end of the school day.*** If used or accessed at any time before dismissal and departure from the school building, these may be confiscated until the parent is able to pick them up from the office or educator. (Please see Personal Electronics policy).

CHAPEL SERVICE/WORSHIP

Each classroom includes a devotional time centered on their Bible curriculum. In order to further encourage their relationship with Jesus Christ, Chapel is held each week. In addition to the administrator, Chapel speakers may include our educators, missionaries, local pastors or others involved in some type of ministry of the gospel of Christ. Notification of dates of special chapels will be in the Weekly Update, 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.

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. Students who are in grades 3 and above may use the microwaves. (It is expected that parents train their students in 3rd grade and above on how to properly operate a microwave.) Lunch supplies (napkins, utensils, and water) are placed out for students to use as needed.

Forgotten Lunch

Students who forget their lunch will be given several options to help replace their forgotten lunch. After the 2nd time and thereafter of forgetting a lunch in a semester, the parents are asked to pay \$2 or provide items to restock the 'forgotten lunch menu'.

Milk

Parents may choose to purchase milk for their students by the semester. Parents will be charged the current price of milk by the carton. Only families who have paid for milk will be allowed to use this service.

Wednesday 'Take Out'

On each Wednesday, students will be offered a 'Take Out' meal serviced by local fast food restaurants. At the beginning of the school year and at the end of November, parents will be able to order 'Take Out' for their student(s). The current cost of meals is \$2.50, but is subject to change as needed to cover the cost of the meals. Only families who have paid for the 'Take Out' meal will be allowed to use this service.

Soda

Sodas may be brought or purchased at KCA on Wednesdays ONLY. Students are not allowed to have sodas in with their lunch any other school day.

KCA CHAPERONE/DRIVER POLICY

Prior to transporting any children other than their own, 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 and must be updated at the beginning of each school year. The educator in charge of the field trip is responsible for double checking that drivers for their class

trip have followed the policy. Parental permission must be granted for a child to ride with other chaperones.

KCA AUXILIARY PROGRAMS

KCA provides auxiliary programs that support our KCA families. Those programs include: Friday Enrichment and Summer Experience. Specific information regarding these programs is available through the school office.

RECORDS RELEASE PROCEDURE

It shall be the procedure 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 child(ren) only. Academic Records and Disciplinary Records must be requested separately. 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.

SCHOOL CLOSINGS

In the event of inclement or hazardous weather conditions, please check the local television stations (Channel 8, KOMU-TV; Channel 13, KRCG-TV; Channel 17, KMIZ-TV) for information regarding school closings or early dismissals.

- Check several times if the weather is questionable. KCA makes school closing decisions independent of other schools.
- KCA also utilizes social media, email, and a texting service, Remind, to inform parents.
- In the event of early dismissal due to weather, please have an alternate plan for picking up children.

HOLIDAYS

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

The following dates are holidays for the school year:

Labor Day
Thanksgiving Day
Christmas Day
New Year's Day
Birthday of Martin Luther King, Jr.
Presidents' Day
Resurrection Day

Sect. 9: Discipline Process

Philosophy of Discipline

As the foundation of discipline in the home begins with the relationship between the parent and the child, the foundation of effective discipline in the classroom begins with the relationship between the teacher and the class both collectively and individually. Successful classroom discipline begins with clearly demonstrated love of teacher for their students combined with clear behavioral expectations, expectations set forth to ensure the best learning atmosphere for each student. There must also be clear consequences for failure to meet expectations, consequences will be appropriate to the infraction. Consequences are only an attention step. Discipline occurs in directing a change of heart.

A consistent discipline protocol is critical to maintain an environment that is optimal for both the teacher and the student in the teaching-learning process. An effective discipline policy also provides opportunities for instruction in godliness, justice, accountability, forgiveness, mercy, reconciliation and restoration: key Biblical concepts and values which are integral components in an education that is distinctively Christian.

KCA strives to ensure that disciplinary actions, when warranted, are always equal to the infraction. To this end, KCA will use the following three tiered disciplinary model:

Level One - Minor

Consequences for level one infractions will normally be administered by the classroom teacher as part of standard classroom management protocols. Infractions such as dress code violations, excessive talking during class, habitual late assignment completion, minor disrespect to staff, slow compliance with instructions, etc., are instances of Level One infractions. Level One consequences may include (but are not limited to) loss of outdoor recess/break time, additional writing assignments/tasks, time out, advisement of parents by teachers, parental conference, etc. **Note: Habitual recurrence of Level One infractions may require elevation to Level Two status.**

Level Two - Significant

Consequences for Level Two Infractions involve referral to the administrator or their designee and are of a more serious nature. Level Two infractions will begin with an administrator/student conference and notification of parents. Consequences may involve (but are not limited to) exclusion from off campus activities/celebrations, written essays regarding infraction, one to two day suspension, parental conference, behavioral probation status for the remainder of the semester. Level Two consequences will require documentation to be placed in the permanent school record. Level Two violations would include (but are not limited to) clear disrespect to any KCA staff or faculty member, harassment/threatening of fellow students, striking another student or a physical altercation between students, violation of the KCA physical display of affection (PDA) prohibition between male and female students, use of profanity, coarse or suggestive language in conversation or humor, theft of any kind, plagiarism of any kind, cheating on any academic assignment, etc. **Note: Habitual recurrence of Level Two infractions may require elevation to Level Three status**

Level Three - Severe

Level Three infractions are the most severe as they have tangible negative impact not only on the student(s) involved but also the KCA community at large. Level Three infractions, therefore are briefed/referred to the KCA school board for review/action. Level Three infractions will usually include review of a student's

suitability for retention as a KCA student. Level Three infractions include (but are not limited to) physical assault on KCA faculty or staff, **any** form of sexual behavior **on or off campus** while the student is enrolled at KCA, unauthorized departure from campus before the conclusion of the school day, defiance/refusal to comply with instructions from faculty or staff, substance abuse **on or off campus** while enrolled as a student at KCA, lying/dishonesty, physical harassment of peers (bullying), accessing of pornographic or inappropriate materials on any KCA owned or managed device or the use of a personal device to access such materials on school managed property or the sharing of such material on or off campus, intentional destruction of school owned or managed property, or any violation of local, state, or federal laws and/or statutes. Consequences for Level Three infractions include (but are not limited to) suspension for one semester or more, disapproval for re-enrollment, executive conference (school board, administrator, parents and student), mandatory documented Christian based counseling in lieu of suspension/expulsion, immediate expulsion, etc. Such documented Christian counseling may be required for re-enrollment consideration.

In the interest of providing a safe and orderly environment for staff and students alike, the school must reserve the right, based on the particular facts and circumstances, to render any discipline it deems necessary. By listing the possible disciplinary actions, the school in no way implies that some or all of these will be utilized in a specific situation or prior to suspension and/or expulsion.

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.

Parents will be notified of any disciplinary measures necessary with the exception of minor offenses necessitating verbal warnings or loss of privileges. For discipline to be effective, it will be necessary for parents to give support at home for disciplinary policies and actions at school.

Note: KCA will not discuss with the parent cadre the details of any child other than their own. In turn, we ask that any disagreement with the disciplinary process be discussed with appropriate school personnel privately with a positive

and courteous approach. We respectfully request that disciplinary actions not be discussed with other parents but rather with the teacher involved, the administrator, and then the board of directors, in that respective order if necessary.

The school reserves the right, based on the particular facts and circumstances, to render discipline as it deems necessary.

Bullying Policy

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. It also requires school employees to report incidents of bullying to the administrator. This policy is to be clearly communicated and available to educators, parents, students, and all other persons volunteering or assisting in any school activities.

While, the term "bullying" has been frequently overused, there is a clear distinction between actual bullying and juvenile teasing, occasional lighthearted remarks, and conflicts of personalities between students. Bullying is identified as any behavior, verbal or nonverbal, by an individual or group of individuals that is targeted, recurrent and clearly 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 occurs when a student or students:

- Communicate with another by any means including face to face, behind their back, telephone, writing or via electronic communications, intention to intimidate, denigrate, degrade, or inflict physical, emotional, or mental harm, or
- Physically contact another person with the intent to intimidate or to inflict physical, emotional, or mental harm.

Bullying is subject to disciplinary action in accordance with the discipline model.

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 educator, or administration. KCA will not tolerate retaliation against those that report bullying behavior.

Off-Campus Conduct

Kingdom Christian Academy believes that a person's relationship with Christ and/or their identification with the KCA community affects his or her conduct both on and off campus. Students are expected to practice a lifestyle that reflects Biblical principles, Christ-likeness and reflect positively on their fellow members of the KCA community. 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/re-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.

Sect. 10: Fiscal Policies

TUITION AND FEES

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.

Re-enrollment Fee

A non-refundable re-enrollment fee of \$100 per student is payable by May 1st or the first business day after. The fee increases to \$250 after May 1st.

Tuition Discount

As an incentive for those who prepay tuition (without receiving financial assistance), \$100 will be deducted from the cost of tuition. This incentive is offered only to full-pay tuition students. The full tuition must be paid by August 1st of the current school year.

Tuition Payment Procedure

Monthly payments are considered due and payable on the tenth of each month, and will be considered overdue after the 10th day of the month. At that time, a late fee of \$35 will be assessed through the tuition management system.

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.

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.

LATE Tuition Payment Policy

Tuition and fees are paid on a ten-month schedule, beginning July 1 and ending April 1. A twelve month payment plan is also available.

KCA utilizes FACTS for our tuition management, billing and collecting service. (factsmgt.com) Information and a link to the FACTS website is given to all families upon enrollment. Additional information is available via the FACTS website.

FACTS will update families with a monthly statement and also by emails or phone calls as needed. The secure FACTS website can be accessed by families for up to date questions about their account at any time. FACTS can also be reached by email: info@factsmgt.com or calling: 866-412-4637.

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

1. Accounts that are 1-10 days overdue: FACTS continues to send monthly statements. A late fee is added to the account. If no response or action has been noted, FACTS continues with a monthly statement which will indicate the overdue amount and the late fee.
2. At 10 days past due, a letter from the board treasurer will go to the family stating that the account is now 10 days overdue and that the family needs to either make a payment via FACTS or contact the board treasurer immediately to make other payment arrangements or schedule 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 dis-enrolled at the 30th day past due if no alternate arrangement has been made.

3. 30+ days overdue: If no response or action has been noted and the family has not made arrangements with the board treasurer, the family will be notified by certified letter that their child(ren) is/are dis-enrolled at the 31st 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.

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 grade cards will not be released to the parents 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.

6. Overdue accounts may result in the student not being permitted to participate in class trips or other extracurricular activities.

Parents are encouraged throughout the process to contact the board treasurer or administrator to make payment arrangements or to seek financial aid where applicable.

FACTS Terms & Conditions

Information concerning Late Enrollment, Refunds, Late Fees, Dishonored Payments, Auto-debit Terms, or Amendments to Terms and Conditions is available through FACTS via their website. It is the responsibility of parents to understand the terms and conditions for FACTS.

FINANCIAL AID

It is our desire that any child that God leads to KCA has the opportunity to be enrolled, regardless of financial ability. KCA has partnered with FACTS GRANT & AID ASSESSMENT and encourages all families to apply for financial assistance. Applying for financial assistance does not guarantee financial assistance, and families must apply each calendar school year. Information about FACTS GRANT & AID ASSESSMENT is given to new families once they have been accepted by the board and provided to enrolled families the first of the calendar.

TEXTBOOK USE/REPLACEMENT FEE

We expect normal use of non-consumable books. If books are returned more than one step lower than their given condition, 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.

Sect. 11: Communication/Conflict Resolution

PARENT/EDUCATOR RELATIONSHIP

We consider a strong parent/educator relationship to be both desirable and necessary to our total program. Parents are encouraged to familiarize themselves with all school policies and make sure that students are also aware of policies. Classroom observations by the parents are permitted and welcomed 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. Distraction, especially for our younger students, can become a serious hindrance to classroom teacher's effectiveness. Note: Except for class celebrations, extended visits (more than 1 hour and not including volunteer work in the classroom) may also be a distraction. Ideally, an observational visit should be no more than 1 hour.

Parent/educator conferences will be scheduled and announced twice yearly. Parents may request additional meetings as scheduling allows.

Good communication between educators and parents is essential for the effective training of our children. KCA exists to assist parents in the Christian education of their children. Continuous communication is imperative to best meet the needs of our students.

COMPLAINT PROCESS

The KCA board has created a standardized and fair method for receiving and resolving complaints presented against the staff, employees, volunteer, and/or board of directors. A *Complaint Procedure Pamphlet* and form may be obtained through the KCA office. Please note that there is a 7 day deadline for the complainant to file a formal complaint after attempts to resolve the complaint directly has been proven unsuccessful. (Matthew 7:1-3 and Matthew 18:15-17)

For further details, please see attached “Complaint Procedure Pamphlet”.

BOARD MEETINGS

Board meetings, held on the 3rd Tuesday of every month, provide open sessions where KCA families have the opportunity to attend and observe. If a parent or guest wishes to address the board, please give the board president at least a two weeks’ notice in writing/email, prior to the scheduled board meeting.

Sect. 12: Early withdrawal of students

It is the desire of KCA that every child becomes a successful Christian school graduate, but we do realize circumstances such as a job change or a family relocation may require early withdrawal from KCA. In the case of early withdrawal from KCA, there will not be 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.

Sect. 13: Student Driver Policy

KCA STUDENT DRIVER POLICY

The privilege of driving is accompanied by enormous responsibility, especially for young drivers. In the interest of safety and space limitation, KCA students who have acquired their driver's license and are driving to school are asked to not park their vehicles in the KCA parking lot. Student drivers may park their vehicles on State Street, south of 8th Street. Please note: Student drivers will still be required to enter and exit KCA via the main entrance at all times.

Student Drivers for Field Trips/Off Campus KCA sponsored activities

Students will not be utilized to provide transportation for field trips/off campus KCA sponsored activities. The only exception is to **exclusively transport immediate (brothers/sisters) siblings** who are currently enrolled at KCA.

Sect. 14: Mid-term enrollment/ Probationary period for new/readmitted students

Mid-term (second semester) New student enrollment may be considered for grades 1-12 based upon the standard admission criteria including placement testing, family interview and school board approval for admission,

All newly enrolled students or re-admitted students are on probationary status for the first semester. Any KCA student who has had a break in enrollment due to disciplinary issues and has been approved for readmission may have an extended probationary period up to one full school year as determined by the administrator and school board.

Sect.15 Re-enrollment restriction/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. The following are other significant issues that may warrant dis-enrollment:

- **Inappropriate Behavior or Disruptive Behavior**

Children with continued behavioral or disruptive issues that have not been corrected with intervention from the parent, educator and administrator shall be subject to disenrollment at any time upon review by the board (See Discipline Policy).

- **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 dis-enrolled.

- **Children with Disabilities:**

A child with disabilities/learning challenges 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 dis-enrolled. Children that are identified during the school year as having significant disability shall be evaluated by the educator, administrator, parents, and the board. If it is felt that KCA cannot provide the necessary facilities, staff, and support, then the child may be dis-enrolled.

Parental Notifications during the School Year

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

- 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.

- 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 will 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.

- If a student has accumulated six (6) days of unexcused absences in the semester, school may notify the parent or guardian that the student may be retained and that the parent shall meet with the board.



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 educator, may be required to receive supplemental education in those areas that are substandard and may require consideration for retention.