



KINGDOM
CHRISTIAN ACADEMY —

“WHERE ACADEMICS FAITH UNITE”

Parent/Student Handbook
2022-2023 School year



KINGDOM CHRISTIAN ACADEMY
OF CALLAWAY COUNTY, MISSOURI
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"Where Academics & Faith Unite"

Welcome to Kingdom Christian Academy "Where Academics and Faith Unite!"

Whether you are reading this as a potential parent or a parent that has been involved with KCA for a time, we are excited and blessed to minister to your family.

Our ministry is to partner with you in the education of your child(ren). We are a ministry that operates as a school and are a not-for-profit organization. We employ dedicated Christians who have the gift of teaching and have been led to KCA to minister and educate the next generation of Daniels and Esthers in a fallen world.

As you read this handbook, you may have questions about our procedures and policies. All questions are welcome, and we look forward to the opportunity to talk with you about any concerns you may have.

Christian education is a commitment, a choice made with much love and prayer by parents. Please feel secure in knowing that as a staff of born again believers, we seek to partner with families to train up the next generation of God's people.

About Our School

Our Motto is “Where Academics and Faith Unite!”

As an evangelistic and discipleship nurturing Christian school, Kingdom Christian Academy strives to accept students of parents who will support the school’s mission and educational philosophy. KCA instructs students in harmony with their parents and their local congregations. Kingdom Christian Academy exists to assist parents in fulfilling the God-given responsibility to properly train and formally educate their children. (Eph. 6:4)

Kingdom Christian Academy is a private, interdenominational, non-profit 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. These accomplishments are attributed to Almighty God, and He is given praise and glory for the existence of Kingdom Christian Academy.

Successful Christian education instills in each student a world and life view that is distinctively Bible centric. As a staff and faculty of born again believers, we at KCA believe that God has created each child with unique gifts. Each one 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 mature disciples of Jesus Christ through His Holy Word. Therefore, God’s Word is infused into all aspects of the school. Our curriculum teaches core academics, and practical integration of knowledge to life. In addition, we encourage a love of learning and critical thinking through a Biblical worldview. KCA instructs students both academically and spiritually.

Kingdom Christian Academy consists of a Pre-K through 8th grade. Each classroom is staffed by a dedicated Christian instructor. We 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.

Vision Statement:

As a community of believers, we at Kingdom Christian Academy see our purpose as equipping and training our students, through Christian education, to use their unique talents for the glory of God. Our desire is to inspire our students “...to act justly, and to love mercy and to walk humbly with (our) God.” Micah 6:8

Mission Statement:

Kindly encourage spiritual growth

Compassionately develop students character

Actively inspire a personal relationship

..... with Christ.

Objectives:

Engage students in understanding and applying the Fruits of the Spirit.

Establish sound academic expectations for students.

Provide appropriate educational facilities and tools for faculty and students.

Develop student character.

Foster compassionate student interactions.

Prepare students for a spiritual relationship with God.

Provide Christian-based curriculum including daily Bible study and prayer.

Statement of 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)

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 committed to providing an environment of Christ-centered love, discipline and forgiveness in which personal growth in body, mind, and spirit will flourish.

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 and servants of God.

We believe this is essential so that no one will take them captive through hollow and deceptive philosophy, which depends on human tradition and the basic principles of this world rather than on Christ. (Colossians 2:8)

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 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 non-denominational preferences. 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. Staff 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 sequences 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.

OPERATIONAL AND GENERAL POLICIES

Hours of Operation

School business office hours are 7:45 a.m. to 4:15 p.m., Monday through Thursday. Summer hours vary. Students may enter the building at 7:30 a.m. Classes begin promptly at 8 a.m., and dismissed at 4:00 p.m. Students should be picked up no later than 4:25 p.m.

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

Admissions

There are two types of applicants that come to the school: 1) a family that is new to the school and 2) a sibling of an existing student.

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.

Note: *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.*

Required Documentation for all applicants

- Completed application form for each prospective student.
- A 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.
- Completed Student Reference Form
- Completed placement test.

Additional Documentation for new applicants

- A completed church reference letter OR a character Recommendation Form.
- Signed parental commitment form.

Additional Information

- 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 a screening test for entrance into the Kindergarten class.
 - 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.

Part-time Students (policy 300.200)

KCA may enroll students wishing to attend part-time at the Educator and Administrator's discretion. Part-time elementary students may be enrolled in up to 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.

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.

Notice: Kingdom Christian Academy does not currently have the facilities or staff to successfully instruct students with learning disabilities that require special education services. Students with learning challenges will be evaluated to see if their needs can be met by KCA.

Re-enrollment

A Re-enrollment form or reply must be submitted by May 1st (or the first business day after)

Curriculum

We believe our curriculum should challenge our students to reach their academic potential while teaching Biblical truths as well. 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. The curriculum as well as all classes at KCA are conducted exclusively in English.

In the spring of each year, a nationally standardized test may be administered to grades 1-8.

KCA will ensure that curriculum is utilized in a manner that ensures consistency throughout the school system. The Administrator will provide accountability with classroom visits conducted to confirm that instruction is consistent with KCA policy.

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 opportunities 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 and Report Cards

Report cards will be available 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. 1st and 4th quarter Report cards will be mailed to families.

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:
97-94%	A	4.0	Student's work is beyond grade level
93-90%	A-	3.667	and is learning advanced new skills.
89-87%	B+	3.333	MASTERED GRADE LEVEL SKILLS:
86-84%	B	3.0	Student has completed required work
83-80%	B-	2.667	and has the ability to successfully apply skills.
79-77%	C+	2.333	SATISFACTORY PROGRESS:
76-74%	C	2.0	Student is working on skills at a
73-70%	C-	1.667	satisfactory level of performance.
69-67%	D+	1.333	DIFFICULTY AT GRADE LEVEL SKILLS:
66-64%	D	1.0	Student is working below 70% accuracy
63-60%	D-	0.667	on a consistent basis.
59-0% F	Failure	0.0	

Honor Roll Qualifications (Applies to grades 5th-8th in 5 core subjects)

Qualifications will be based upon letter grades.

- Principal 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)

Promotion

Students may be 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.

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).

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.

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 student to the next grade.

Parent/Educator Relationship

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 visitors (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: Extended visits of more than 1 hour may also be a distraction (except for class parties and not including volunteer work in the classroom). Ideally, an observational visit should be no more than 1 hour.

Parent/Educator conferences will be scheduled and announced once per year. 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.

Probation Policy

Probation policies apply to all students.

A student may be placed on Probation for any of the following reasons:

- A grade of D+ or lower in any subject
- An overall grade point average of less than 2.0 on a 4.0 scale
- Office Referrals can result in probation

Probation will be reevaluated each 14 days from non-compliance by either the Administrator or the Athletic Director as applicable.

Should a student be placed on probation, the following sequence of events will apply:

1. The Educator will keep the parents, student and Administrator informed regarding academic status of the student and a Parent/Educator/Administrator conference to discuss a personal development plan will be scheduled.
2. If upon reevaluation the student will remain on probation, parents/guardians will be notified. Another Parent/Educator/Administrator conference may occur.
3. After 2 quarters If the student is still on probation a Parent/Educator/Administrator/student conference will determine if the student will be placed at a lower grade level, or a personal development plan to catch up to grade level will be submitted to the Board for approval.

Students may be identified during the course of the year that may need evaluation by specialized services. In these cases it would be recommended that the parents/guardians pursue evaluation

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 may not be re-enrolled or promoted.

Parents/guardians shall have 7 calendar days following the receipt of a probation notification to submit to the Board an appeal to review their child's case. As part of the appeal, the parent/guardian may provide any additional information regarding their child that would justify waiving the probation.

Extracurricular Activities

In order to participate in extracurricular activities students must not be on probation

Those participating in any extracurricular activities will receive a copy of the probation 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 (once per school year is satisfactory).

Attendance Policy (policy 300.100)

To minimize lost class time, we request that doctor, dental, or other appointments be scheduled on Non-School days when possible. However, if it is necessary for a student to be dismissed early or arrive late, an email, a phone call or written permission from the **parent or guardian** should be presented prior to the day of the appointment. When students miss school because of an appointment, written communication from the doctor is requested when the student returns.

Absences

If students are going to be absent, it is important that the school office be notified. Also, students must always be signed out on the office sign-out sheet when leaving school early. There will be no reduction of tuition for time missed by student(s) due to illness or other reasons.

Tardies

Tardy is defined as a student not in his or her seat when class begins. Educators start their classes at 8:00am.

Excused

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 school and make arrangements to pick up any assignments that may be done at home, for example in the case of extended illness that would prevent a 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.

Unexcused

If the office is not notified by 9am on the day of the absence it will be considered an unexcused absence (except in the case of medical emergencies). If a student has six (6) or more unexcused absences in the quarter, it is possible that 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.

Illness

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. The child should be fever free 24 hours without medication before being returned to school. KCA reserves the right to refuse the attendance of any ill child.

Medications

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 should 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 for 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.

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 implementation also reduces competition, as well as peer pressure in the areas of clothing and attire. In addition, it creates an environment where the focus is on academics and character building. Clothing should not be distracting to others in the classroom and should be of a modest nature. KCA uniform-appropriate clothing should not be influenced by “trendy” fashion. Form fitting clothing is inappropriate for males and/or females.

Parents need to be aware of weather conditions to ensure that students are dressed appropriately. Missouri weather is unpredictable, so students need to be prepared. Hats, coats, and gloves (boots when indicated) need to be worn during cold weather. Pants or leggings under skirts or dresses may be needed during cold weather.

Slacks, Pants

Acceptable colors are navy, khaki, or black. Slacks are to be made of twill or corduroy material with pleated or plain fronts and side pockets. Pants should not be form-fitting. Stretch material is unacceptable.

Jumpers, Skirts/Dresses, and Scooters

Acceptable colors are navy, khaki, black, or uniform plaid (red, navy, black and/or white). Navy, black, red or white leggings under jumpers or skirts are acceptable.

Shorts and Capris

Acceptable colors are navy, khaki, or black. Twill walking shorts or Capri pants are allowed year round. Shorts and/or Capris should not be form fitting. Stretch material is unacceptable.

The Fingertip Test

Shorts for males, and shorts, skirts, dresses, jumpers and/or skirts for females must be longer than the fingertips when the student’s arms are extended down the sides of the body.

Shirts

Acceptable colors are white, red, navy, or baby blue. Styles are polo-type pullover with collar (long or short sleeved), turtleneck (long or short sleeved), or plain collared blouse/shirt (long or short sleeved). Shirts should be tucked in, cover the midriff or stomach when hands are extended overhead, and cover the back when leaning over.

Sweaters, Sweatshirts, and Hoodies

Sweater, sweatshirts, and hoodies will be solid red, navy, or baby blue or white. There should be no logos, or graphics, with the exception of KCA logos. These should be worn over KCA uniform shirts.

(Educators may grant permission for non-uniform sweaters, sweatshirts, or jackets to be worn in class over a KCA uniform shirt if room temperature is uncomfortably cold.)

Christian T-shirts

Christian or KCA t-shirts that are professionally printed may be worn on:

- Thursdays with athletic shorts or pants that meet the guidelines above regarding color, length, and fit
- The last day of each quarter with jeans
- Designated field trips with the permission of the teacher and administrator

Shoes

Subdued dress shoes or tennis shoes may be worn. Shoes are to have non-marking soles. Laces should be tied and socks are required. Girls may wear tights/hose under clothing. Examples of shoes that would be unacceptable are: character shoes, saddle shoes, sandals with open toes or open backs, shoes with lights or air pumps, and/or high heels taller than 1 inch.

Hair

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

Boys: Hair must not extend over the collar, over the ears or cover the eyes. No extreme hairstyles (ie: mohawk, shaved head) are acceptable. No artificially colored hair is acceptable. Obvious facial hair such as beards, goatees, mustaches is not acceptable.

Girls: No artificially colored hair is acceptable. Hair must be kept out of the eyes.

Headgear

Caps and hats will not be worn in the building and should not bear inappropriate slogans, logos, messages, characters, or ideas.

Cosmetics

Use of makeup by KCA students is discouraged. If it is used, it should be minimal and tasteful and only 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. With the exception of tasteful earrings for girls, any body piercing jewelry is prohibited at KCA.

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.

After-school clothing changes

Permission from the classroom teacher and/or the administrator is required for any student to change out of uniform in preparation for athletic practice or games prior to the end-of-day dismissal.

Dress Code 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 respected

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/tablets, smartwatches, etc., will be stored in the student's secured locker, backpack or book bag. Personal electronics **will not** be accessed during the course of the school day. If a student violates this the device will be confiscated until the end of the school day. School owned or managed devices may be used in the classroom under the direction of the classroom instructor for direct educational purposes.

The student WiFi is a filtered system that mitigates students accessing inappropriate internet material. In addition school owned devices are monitored 24-7 by a school approved security program. All students are required to abide by this policy and the accessing and/or sharing of inappropriate internet material will be addressed by the discipline policy

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, characters, or ideas.

Chapel Service

Each classroom begins the day with a devotional time centered around their Bible curriculum. In order to further encourage their relationship with Jesus Christ, Chapel is held each week. In addition to KCA staff Chapel speakers may include 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. 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. Students who forget their lunch will be given options to help replace their forgotten lunch.

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.

Wednesday 'Hot Lunch'

On each Wednesday, students will be offered a 'Hot Lunch' meal serviced by local fast food restaurants. At the beginning of each semester, parents will be able to order 'Hot Lunch' for their student(s). The cost of meals is subject to change as needed to cover the cost of the meals.

Soda

Students may bring soda from home or may purchase it at KCA on Wednesdays ONLY. Students are not allowed to have sodas in with their lunch any other school day.

KCA Chaperone and Driver Policy (policy 800.000)

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. A copy of the driver's license and insurance will remain on file in the school office for the remainder of the school year. Please inform the office of any changes to your insurance or drivers license. 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

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. 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.

- You may have to check several times if the weather is questionable. We make our decision independent of other schools.
- KCA also utilizes social media, email, and a texting service, to inform parents.
- 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.

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
Memorial Day

Board Meetings

Board meetings, typically 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.

Discipline

Standards of Conduct

The choice to attend Kingdom Christian Academy offers unique educational, social and spiritual opportunities. Students experience concerned teachers, Christ-centered curriculum, fellowship with other Christians, and high standards of behavior. The expectation for each student is respect...respect for spiritual standards, respect for self and others, respect for the school, and respect for learning.

Discipline policy: (policy 900.000) Spiritual Reference Proverbs 3:11-12

Discipline should help students develop self-control, learn respect for proper authority, assume increasing responsibility, develop the ability to exercise freedom wisely, and to develop positive attitudes in the area of human relations.

- A. 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.
- B. Parents/guardians will be notified of any disciplinary measures necessary with the exception of minor offenses handled through verbal warnings or loss of privileges
- C. There are certain offenses which are of a serious nature which may 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.)

Bullying Policy: (policy 900.050) Spiritual Reference Luke 6:31

Bullying is identified as any behavior, verbal or nonverbal, 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, in documented repeated occurrences. Bullying may be direct (face to face) or indirect (cyber bullying).

Bullying can occur when a student:

- Communicates with another individual with the intention to intimidate, or inflict physical, emotional, or mental harm without legitimate purpose. This communication could occur face-to-face, behind their back, by telephone, writing or via electronic communication.
- Physically contacts another person with the intent to intimidate or inflict physical, emotional, or mental harm without legitimate purpose after repeated occurrences. Physical contact does not require physical touching, although touching may be included.

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

Duty to report bullying

- It is the responsibility of all faculty and staff members to report occurrences of bullying behaviors to the school administrator. 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. Additionally, students who feel that they have been or are becoming the victims of bullying behaviors should notify a teacher or school administrator. 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 behaviors or provides inaccurate or false information will be subject to disciplinary action.

TUITION AND FEES

Preschool Tuition

Note: Child must have turned 3 or 4 years of age by August 1. They must be potty trained for at least 3 months and bathroom independent.

Tuesday/Thursday (2 days a week)

- Half day \$1,050 a year (8:00-12:00 am) Full day \$1,785 a year (8:00- 3:45 pm)

Monday/ Wednesday/ Thursday (3 days a week)

- Half day \$1,575 a year (8:00-12:00am) Full day \$2,677.50 a year (8:00-3:45pm)

Monday/ Tuesday/Wednesday/ Thursday (4 days a week)

- Full day \$3,570 (8:00-3:45)

Preschool tuition is to be paid in 10 month payments and completed by May 15. Monthly payments are considered due and payable on the 10th of each month.

K-8th Tuition

\$4,750 per student this may be paid in full, quarterly or spread over 10 monthly payments.

- Paid in full is due August 1st.
- Quarterly payments will be due in July, October, January, and April payments need to be complete by May 15th
- Monthly payments will start in July and payments need to be complete by May 15th. Monthly payments are considered due and payable on the 10th of each month.

Tuition Discounts

Families will receive a \$200 discount per K-8 student tuition(s), if tuition is paid in full by August 1

Multiple family members will receive a 15% discount for three or more children. The discount will be applied to the youngest child's tuition

KCA preschool students moving up to KCA Kindergarten will receive a \$500 discount for the Kindergartener's tuition.

Students of teachers and full time staff will receive a 50% discount, this applies to preschool-8th grade students.

Part time employees will receive up to a 25% discount. Prorated based on the number of hours worked if less than full time, this applies to preschool-8th grade students.

The greater discount will be given either financial aid or other discounts.

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.

Late re-enrollment fee

If not re-enrolled by May 1 a late re-enrollment fee of \$200 per student will be applied to the tuition agreement.

Textbook Replacement Fee

We expect normal use of non-consumable books. If a text book is returned in poor condition the parent/guardian may be notified of a fee to replace the book.

Tuition Payment Procedure

KCA utilizes an on-line third party for our tuition management, billing and collecting service. Information is provided to all families upon enrollment on establishing an agreement. Families will have access to monthly statements and payment history. Additional information is available in the office. KCA makes every effort to ensure your financial information remains secure.

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

Late Tuition Payment Policy (policy 200.500)

1. Accounts that are 1-10 days overdue: If you find yourself with a late account please reach out to the Board Treasurer or Administrator to make arrangements. Families will continue to receive monthly statements and a late fee will be added to the account if no response or action has been noted.
2. Account balances must be current by the end of the 1st semester. If the balance is not current, the student will not be admitted to the 2nd semester, unless payment arrangements are in place and requirements are being met.
3. 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. 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 are encouraged throughout the process to contact the Board Treasurer or Administrator to make payment arrangements or to seek financial aid where applicable.

Financial Aid

It is our desire that any child that God leads to KCA has the opportunity to be enrolled, regardless of financial ability. Financial aid is determined on a case by case basis as determined by the financial aid committee. KCA works hard to provide financial aid to as many as we can, however, applying for financial assistance does not guarantee financial assistance, and families must apply each calendar school year. Information is given to new families upon request and provided to families during the re-enrolment period.

Early withdrawal of students

It is our desire that every student graduates KCA, but we do realize circumstances such as a job change or a family move may prevent this. 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.

Complaint Process

KCA has a standardized and fair method for receiving and resolving complaints presented against the staff, employees, volunteers, 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 have proven unsuccessful. (Matthew 7:1-3 and Matthew 18:15-17)

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 have to be considered. The following are other significant issues that may warrant disenrollment:

- **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 disenrolled.
- **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 disenrolled. Children that are identified during the school year as having significant disability shall be evaluated by the educator, Administrator, parents, and the Board of Directors. If it is felt that KCA cannot provide the necessary facilities, staff, and support, then the child may be disenrolled.

All policies are available in the office upon request