
**Kentucky Christian
Academy
Family Handbook 2017-18**

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The bold print text throughout this handbook represents KCA Board Policy.

STU 1.0 INTRODUCTION

STU 1.1 Welcome

Welcome to Kentucky Christian Academy. You have enrolled in a school that is well known for quality Christian education. We are happy that you are a part of our family. We wish God's blessings upon you for a successful school year.

STU 1.2 Scope of This Manual

The policies and procedures in this handbook are the product of concentrated prayer and input from many sources including members of the KCA community. This book is designed to serve students and parents by presenting the operating philosophies of the school and by establishing the guidelines and parameters for expected attitude and behavior.

Prospective families may borrow a copy through the school office. This handbook is available on our website and a hard copy is available upon request.

Students who enroll at KCA and their parents are responsible to know and follow the policies and procedures found herein.

STU 1.3 Historical Overview of Kentucky Christian Academy

In 1986, Pastor and Mrs. Gerald Reliford began a Christian school to minister to their congregation at New Life Christian Fellowship (NLCF) in Columbia, Kentucky. By 1988, the school had outgrown the church facilities. Meanwhile, a steering committee of nine Christian parents, led by Gabe and Gail Gabehart, prayerfully considered and ultimately formed a Christian school in Campbellsville, Kentucky. In 1990, New Life Christian School merged with the Campbellsville group to form and incorporate the Kentucky Christian School ("KCS"). As a result, KCS opened its doors in 1990 with 32 students at its current location. As the enrollment increased, it became apparent that KCS needed a larger facility. In the fall of 2009, KCS received 17 acres of land and began a capital campaign to build its own facility in Campbellsville. That same year, with parental support, the Board changed the name of the school to the Kentucky Christian Academy. During the spring of 2013, a Capital Campaign began in earnest and by that October 1.5 million dollars was raised. The children broke ground on October 14, 2013 and the building process began. Through the generosity of many donors, KCA officially began classes in the new facility on January 22, 2015.

STU 1.4 The Kentucky Christian Academy Philosophy (August, 2009)

The purpose of Kentucky Christian Academy is to partner with parents to nurture and educate children about the redemptive nature of God's love, the fundamental aspects of Christian living, and how to prepare for future ministry opportunities so "they may fulfill God's total purpose for their lives." (Proverbs 22:6)

KCA believes that providing a high quality education is more than the acquisition of knowledge. Each student is a unique individual created with different gifts by a loving God. Because each child is valued, individual attention is given to each student based on his/her spirituality, intellectual capacity, physical development, and social skills. We endeavor to provide an academic setting that encourages students to discover their talents, learn the knowledge and skills necessary to become critical thinkers, and develop a love for learning. (Colossians 3:17, 2 Timothy 2:15)

KCA believes that the acquisition and application of knowledge comes from Biblical truths of divine origin. Teachers challenge students to understand and apply useful knowledge and skills in order to become good stewards of their talents and abilities to serve God and others. (Colossians 3:12-14, 2 Timothy 3:16)

Teachers at KCA strive to be living representatives of God's truth. They foster and model those beliefs for their students daily. Teachers discipline their students in a safe and loving environment. Teachers

create a classroom environment which promotes the Great Commandment's mandate to "love your neighbor as yourself". (Ephesians 6:4; Matthew 22:39)

KCA provides a wholesome Christian environment where teachers promote a spiritual atmosphere for students to choose between good and evil based upon God's Holy Word. While believing that man is born with a sinful nature, KCA uses Biblical principles to encourage students to develop, strengthen, and refine their Godly tendencies. As students gain a greater understanding of their relationship with God, they will be more prepared to carry out the "Great Commission." (Matthew 22:39; Matthew 28:19-20; Ephesians 6:4; Psalms 144:12)

STU 1.5 The School Vision

The vision of Kentucky Christian Academy is to equip young people with the faith, knowledge, and wisdom they need to advance the Kingdom of God. (Approved May, 2011)

STU 1.6 Mission Statement

The mission of Kentucky Christian Academy is to partner with parents to train students academically, spiritually, and physically in a loving, creative environment. (Approved May, 2011)

STU 1.7 Scriptural Theme

"The fear of the Lord is the beginning of knowledge, but fools despise wisdom and instruction." Proverbs 1:7

Our primary objectives are: (a) each child's saving **faith** in Christ, (b) his gaining **knowledge** through instruction, and (c) the proper application of knowledge that is **wisdom**. This theme is presented in our school seal.

STU 1.8 Theological Position

KCA is an interdenominational school, and therefore, does not seek to advance any specific theological perspective. Its biblical position reflects what the greater evangelical community shares in common. Denominational distinctions are referred to the child's parents and church.

STU 1.9 Core Values

Core values are the school's guiding principles that direct the school in fulfilling its mission. These essential and enduring tenets are not to be compromised for financial or short-term expediency. These values define who we are as an institution, how our resources are allocated, and are used in long-term planning for the health of our institution.

Academic Excellence

- KCA values academic and leadership excellence and will continually develop and assess our curriculum to ensure that our students are empowered with the skills and tools necessary to fulfill their God-given potential. (2 Timothy 2:15; Colossians 3:17; Luke 6:40)

Spiritual Development

- KCA values salvation and discipleship. Children are taught the importance of having and maintaining a relationship with God by learning how to pray, study the Bible, worship, become good stewards, and serve others. (Philippians 4:8; Colossians 3:12-14; 2 Timothy 3:16)

Partnership with Parents

- KCA values the Biblical responsibility entrusted to parents to "train up" their child and is dedicated to partnering with families, churches and the community in the educational process. (Deuteronomy 6:7; Proverbs 22:6; Ephesians 6:14)

Faculty and Staff Development

- KCA values a faculty and staff who model and inspire excellence through their Christ-like

example, intellectual curiosity, lifelong learning, and leadership. (Proverbs 1:2-3; Colossians 1:9-12, 28; Colossians 3:17)

School Environment

- KCA values a loving, nurturing environment where students should feel safe, accepted, and loved by faculty, staff, and their peers. (Matthew 22:39; Ephesians 6:4; Psalms 144:12)

Board Leadership

- KCA values biblical stewardship. As stewards of the resources God has given us, KCA is responsible for using wisdom in the decisions made. With prayer for the Holy Spirit's guidance, we have faith that our decisions regarding policies, procedures, and financial stewardship will honor the Lord's will. (I Corinthians 4:2; I Peter 4:10; James 1:5)

STU 1.10 Statement of Faith

Members of the Kentucky Christian Academy community hold the following truths in common agreement:

We believe the Bible, both Old and New Testaments, is the inspired, infallible, and authoritative Word of God. We recognize these Scriptures as the supreme and final standard for Christian education and all other matters of faith and life.

We believe and hold as essential the following teachings found in Scripture:

- There is one God, eternally existent in three persons; the Father, the Son, and the Holy Spirit.(John 1:1-14, John 15:26)
- All things were created by the direct act of God.(Genesis 1-2)
- That Jesus Christ...
 - Is fully God and fully man.(John 1:1-14)
 - Was begotten of the Holy Spirit and born of the virgin Mary.(Matthew 1:18-25; Luke 1:26-38)
 - Lived a sinless life. (2 Corinthians 5:21)
 - Performed miracles.(Throughout the Gospels)
 - Died on the cross.(Mark 15: 33-41; Matthew 27:43-56; Mark 15:Luke 23:44-46; John 19:28-37)
 - Rose physically from the grave.(Matthew 28:1-10; Mark 16; Luke 24; John 20)
 - Ascended to the right hand of the Father. (Mark 16:19; Luke 24:50-55)
 - Will personally return in power and glory as promised. I Thessalonians 4:16-17; I Thessalonians 5:2; Titus 2:13; 2 Peter 3:10; Revelation 22:12; Revelation 22:20)
- All who, by faith, receive Jesus Christ as their Savior from sin and death, and make him Lord of their lives, are given new life by the Holy Spirit, thereby becoming children of God.(Romans 10:9-10)
- All persons are subject to the final judgment before Christ; some to everlasting life and some to everlasting punishment. (Revelation 20:11-15)
- Each child (and parent) is a unique person, created by God in His own image, and is loved and cherished by Him. Therefore, each is worthy of individual time, effort, and prayer.(Genesis 1:26-27)

STU 1.11 Expected Student Outcomes

Students who graduate from the Kentucky Christian Academy:

- Understand and commit to a personal relationship with Jesus Christ. (Romans 10:9-10)
- Know, understand, and apply God's Word in daily life. (Joshua 1:8)
- Understand the worth of every human being as created in the image of God.(Gen. 1:26-27)
- Respect people with whom they work, live, and play. (Matthew 22:39)

- Treat their bodies as a temple of the Holy Spirit.(I Corinthians 6:19)
- Are well prepared in all academic disciplines and are skilled in reading, writing, speaking, listening, and thinking. (Genesis 1:26; Genesis 2:19-20; Colossians 3:17)
- Are proficient in mathematics and science. (Genesis 1:26; Psalms 19:1-7; Colossians 1:16-17)
- Have a knowledge and an understanding of people, events and movement in history (including church history) and the cultures of other peoples and places. (Deuteronomy 1:1-42; Joshua 24:1-13; Proverbs 20:28; Psalms 96:1-10)
- Know how to utilize resources—including technology—to find, analyze, and evaluate information. (Hebrews 1:1-2; Revelation 22:18-19)

STU 1.12 Management Statement

Kentucky Christian Academy is an educational institution that is managed by its elected Board of Directors. The Word of God is central in the education process.

STU 1.13 Notice of Student Nondiscrimination

Kentucky Christian Academy admits students of any race, color, gender, disability or handicap, and/or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. KCA does not discriminate on the basis of race, color, gender, disability or handicap, and/or national and ethnic origin in administration of its educational policies, admissions policies, and school-administered programs. As a matter of law, Kentucky Christian Academy may discriminate on the basis of religion to accomplish its purposes.

STU 1.14 Accreditation

KCA is accredited through the Association of Christian Schools International. Accreditation is the recognition of schools for achieving and maintaining educational excellence and integrity. The designation of “accredited” is awarded by regional and national organizations that set standards for educational and operational performance and then monitor schools’ compliance with those standards.

STU 1.15 School Board

KCA maintains a Board of Directors with between five (5) and ten (10) individuals who prayerfully govern KCA by making critical decisions to improve and maintain the operation of the school. Board Members serve a minimum of two years, with new members elected each year. The primary function of the Board is to set school policy. The Board meets monthly to review, analyze, and revise policy where necessary.

The Board employs an Administrator to effectively implement the procedures and carry out the policies set by the School Board. The Administrator also oversees the personnel responsible for carrying out procedures and policies.

STU 1.16 Safe School Commitment

Kentucky Christian Academy is committed to establishing and maintaining a safe learning environment. Therefore, KCA reserves the right to routinely inspect and specifically search school buildings and grounds and anything else brought onto school property or school facilities in accordance with the laws of the state, including personal property of students and employees.

STU 1.17 School Facilities Notices

KCA provides an Integrated Pest Management (IPM) program to prevent pest infestations. A recent change in state regulations now requires that the school provide a 24-hour notice prior to any IPM application made on school property. When requested, this information is available to all parents and school employees. At the beginning of the school year, there will be an opportunity for all parents and employees to be placed on a list for pre-notification of IPM applications.

STU 2.0 ADMISSIONS

Parents wishing to obtain information about the school and its programs or to enroll their children in the school should contact the school office at (270) 789-2462. **All applicants are reviewed on an individual basis after KCA receives a completed application form. Admission is then based on placement tests, prior academic records, and/or contacts with prior school(s) to assess behavior and attitudes, available class openings, and an interview with the applicant's parent(s)/guardians.**

Enrollment procedures:

Once an application form and fee is received the following occurs:

The family is contacted to tour the building if the family has not done so prior to the application.

Sonbeams students must be three prior to August 1 or three when entering the program.

Preschool students must be four prior to August 1 or four when entering the program.

Kindergarten students must be five prior to August 1 when entering Kindergarten. Exceptions are made when a child can pass the Brigance Test at the Kindergarten level and has a written recommendation from a former teacher as to their academic, social, and emotional development. Even with the exception, no student will be admitted with a fifth birth date after October 1st in any given year of Kindergarten.

For Sonbeam through Kindergarten Parents:

Once birth dates are confirmed with a birth certificate and/or testing and recommendations, parents will be asked to meet with Administrator and/or Preschool Director for a parent interview. This interview is designed to ensure that parents understand the mission and vision of KCA and have any questions answered. If parents agree with the mission and vision of KCA, Administrator will refer the parents to the admissions counselor for enrollment paperwork to be completed.

For 1st grade through Middle School Parents:

Students will be given the Terra Nova 3 assessment and Administrator will review prior school records. At the interview, results will be discussed as to where the child will be placed at KCA. Interview questions will also be asked at that time. Upon a mutual decision regarding placement, parents will be referred to the admissions counselor and given enrollment paperwork for completion.

The interview will be administered to ensure that:

1. The parents/guardians desire a Christian education for their child.
2. Family beliefs and practices are consistent with the standards, doctrines, and values of the school.

Acceptance is based on a decision by the Administrator who may seek the counsel of the Board if needed. Grade placement for all students will be determined by the administrative staff based on recommendations from faculty and test scores. KCA reserves the right to adjust the size, number of classes, and/or combination of classes at each grade level based on final enrollment.

Only those students with an up-to-date immunization record and all applicable signed financial agreements/forms will be accepted for final enrollment and permitted to attend class. A copy of a birth certificate and social security card are requested for our student files. In addition, kindergarten students are required by state law to have current immunizations, a physical, and eye and dental exam. Middle School students are required to have a physical and updated immunizations.

STU 2.1 Home-Schooled Students.

Home-schooled students enrolling at KCA must present evidence of work completed, attendance records, curriculum samples, achievement test scores, etc. All home-schoolers will be tested upon entering KCA to determine class placement.

STU 2.2 Transfers

Transfer students are not accepted during the last grading period of school unless given approval by the

Administrator. Students who transfer from other Christian schools must have all previous accounts paid and provide official transcripts.

STU 3.0 ACADEMIC STANDARDS

Through the power of God working in each individual, Kentucky Christian Academy expects its students to develop their full potential in every area. With our new web-based management system, parents are encouraged to review their child(ren)'s progress weekly. Teachers will post all previous weeks graded assignments by Wednesday night. If there are incomplete or missing assignments, parents should contact the teacher immediately. Students will have one week to finish and turn in those assignments. Teachers will deduct points for lateness, but parents of students should encourage their child to finish all assignments.

STU 3.1 Grading Scale for 1st through 5th graders: Letter grades are given on the report card in all subjects for Grades 1-5. Elementary Music, Art, Computer, PE and Conduct will be based on E-Exceeds Expectations, S-Satisfactory, U-Unsatisfactory, I-Incomplete and N-Needs Improvement.

A+	99-100	B+	91-92	C+	82-83	D+	74-75	F	<64
A	95-98	B	86-90	C	78-81	D	70-73		
A-	93-94	B-	84-85	C-	76-77	D-	64-69		

Middle School Grading Scale:

A+	97-100	B+	87-89	C+	77-79	D+	67-69	F	<59
A	96-93	B	86-83	C	76-73	D	66-63		
A-	92-90	B-	82-80	C-	72-70	D-	62-60		

Letter grades are given on the report card in all subjects including Music, Art, Computer, PE/Health. Conduct will be based on E-Exceeds Expectations, S-Satisfactory, U-Unsatisfactory, I-Incomplete and N-Needs Improvement.

- I Incomplete will be assigned due to excused absences only. Incomplete work must be completed within two weeks after the close of the grading period.
- P Passing with credit but no application to GPA.
- S Satisfactory
- N Needs Improvement

STU 3.2 Kentucky Christian Academy Honor Roll for 1st-5th Grade

1. All A's Honor Roll: Achievement of "all A's" on all academic work
2. All A Average Honor Roll: All grades average an A
3. A/B's Honor Roll: Achievement of "all B's" or higher on all academic work

STU 3.3 Report Cards

Report cards will be issued after the completion of each nine-week grading period to keep parents informed of their child's classroom performance and reports will be sent home with each student. Parents are requested to review the report card with their child, sign it and then return it to school within one week from the date of issue. Parents with questions about the progress of their child should contact the teacher directly.

STU 3.4 Monitoring Grades

Teachers will post each child's grades as quickly as possible on the web-based management system. Parents should access their child's grades electronically to see their academic progress. Parents are encouraged to speak to teachers as quickly as possible if there are issues to be addressed.

STU 3.5 Testing

The Terra Nova 3 is given annually in mid-spring to all K-middle school students. During the summer, parents will receive the results of the Terra Nova 3 for each child enrolled at the KCA. Parents are welcome to contact the Administrator to schedule an appointment to review testing results. Achievement below the fourth stanine is usually cause for concern and students scoring below that stanine may be required to undergo further testing or intervention.

STU 3.6 Elementary Class Changes

When a student is accepted in a grade and is later found to be either far ahead or behind the other students in the class, he or she may be moved to the next higher or lower grade. This decision will be made by the parents, teacher(s) and the Administrator. If parents do not agree with the recommendation of KCA, the school reserves the right to call for the student's withdrawal.

STU 3.7 Retention

KCA works diligently with parents and students to minimize the need for retention. Through the interview and screening process, every effort is made to assess each student's potential success at KCA. Early intervention is crucial to this process. Teachers and parents are encouraged to communicate student academic issues as quickly as possible if there appears to be a question regarding promotion or retention.

Occasionally, the teacher and Administrator may recommend that a student be retained in a class for a second year. Such a recommendation is only made after careful evaluation of the student's academic performance, ability, social and physical development, and age/grade placement. KCA recognizes that retention has potential to have a long range impact on students and their families, KCA will assist parents with this decision. It is the prayer of KCA that any student retained experiences success in the classroom and develops age-appropriate social, academic, and emotional behaviors.

STU 3.8 Student Probation

Any student who has a recurrent pattern of behavioral or academic problems may be placed on probation prior to enrollment for the following school year. A conference will be initiated by the teacher and Administrator. Priorities and goals will be set during the conference that will encourage the child's success at KCA. If these standards are not met, KCA reserves the right to dismiss the student.

STU 3.9 Identification of Gifted/Talented Protocol (Approved May 13, 2013)

Protocol for Identifying Gifted/Talented Students for the Public Middle School

A formal identification of gifted/talented students will begin in the fourth grade year. Identification will be made in the following manner:

- ACUITY scores from fall, winter, and spring will be monitored. A consistent score of 96% or better is needed.
- InView scores will be reviewed
- RAVEN will be administered by Gifted/Talented Coordinator
- Terra Nova 3 scores
- Teacher recommendations

All scores will be reviewed by the Administrator, the fourth grade teacher, and the Gifted/Talented

Coordinator at a local elementary school. After review of all scores, parents of qualified students will be notified. Scores will be monitored in the fifth grade for consistency and then recommendations made to requested middle schools as students graduate.

- These scores will also be reviewed in the fifth grade to determine which students qualify for accelerated classes in the sixth grade at Taylor County Middle School.

STU 4.0 HOMEWORK

Research says that student achievement rises significantly when teachers regularly assign homework and students conscientiously do it. We do request and expect parents' full cooperation in seeing that the assignments are completed. Repeated delinquent homework could result in failure to perform well on tests, thereby resulting in a lower grade. Doing homework is part of preparation for the future. Correct spelling demonstrated and neatness are required. Parents are expected to communicate with teachers when their children are having difficulty with homework. Believing that homework is an integral part of the school program, each teacher is at liberty to give homework to aid the student to advance his/her studies. Therefore, each student is required to complete his/her homework assignments *on time*.

1. **For Drill:** We believe that most students, particularly younger ones, require solid academic drilling to master material essential to their education progress.
2. **For Remedial Activity:** As instruction progresses, various challenge points in a student's grasp of a subject become evident. Homework following instruction is given to overcome such challenges.
3. **For Special Projects:** Book reports, compositions, special research assignments, and projects are some of the activities that are frequently the subject of homework attention.

No new homework is to be given on Wednesday nights. *Families are encouraged to attend church and attend children programming in local churches.*

Please note the distinction between homework and incomplete class work. The former is work assigned specifically for completion at home. The latter is work brought home because it was not finished in class in the time allowed.

** Studying for a test is expected and should not be considered additional homework.*

Homework Hints. When establishing homework practices in the home, the following hints may prove helpful:

1. A study area with good lighting, proper seating at a table or desk, adequate materials, and sufficient space. Distractions should be minimized as much as possible.
2. A specific time period. Establish rules and guidelines for your child that will be in effect until the homework is completed.
3. Affirmation to your student regarding the value of homework. Any accomplishment requires work, practice, and consistency. Give as much assistance as possible, but remember that homework is your child's responsibility.
4. If your student doesn't bring homework home, determine whether he/she is completing it in school, forgetting it, or just failing to bring it home.

STU 5.0 SCHOOL ATTENDANCE AND WITHDRAWAL FOR K-MIDDLE SCHOOL STUDENTS (Approved June, 2011)

Kentucky Christian Academy expects its students to have a goal of 100% attendance. Academic achievement is enhanced when students are present for instruction. Any pattern of absences and tardies which totals 5 unexcused absences or more in a semester is cause for concern and may lead to a repeating of the grade or withdrawal from school. In extreme cases, the Department of Child Protective Services may be called.

KCA requests that parents call the school before 9:00 a.m. if the student will be absent. If phone contact is not made, parents need to submit to the teacher a note signed by the parent which states the reason for the student's absence. Teachers will provide the student an opportunity to make up work which is missed during an excused absence.

An absence from school will be classified as "excused" if it results from the following:

- Illness-(parents may call in up to five times without a doctor's note)
 - Doctor or dentist appointment
 - Death in the family/funeral
 - Unexpected family situation
 - Pre-approved educational trip (see STU 5.3)
 - Any other reason approved by the Administrator in advance
- Note:** All other absences will be unexcused. Students will be required to make up all work that is missed.

Students should not be absent for a full day if it is only necessary to be absent a half-day.

The following reasons for student absences are **NOT** excusable; including the following but not limited to:

- Visiting
- Shopping
- Missing the school van
- Trips not approved by the Administrator in advance
- Family vacations
- Parent Illness (please make arrangements to transport your child(ren) to school)

*Elementary students must attend 5 ½ hours of school on a given day to be counted present for that day.

STU 5.1 Reporting Absences

When a student is absent the following procedures should be followed:

1. All absences must be reported by a telephone call or note sent with a sibling by 9:00 am. *This does not necessarily mean the absence will be excused.*
2. All students may go directly to class on the day of their return.
3. When a student has accumulated 3 unexcused absences in a semester, the Administrator will notify the parents in writing of their child's absences.
4. When a student has accumulated 5 unexcused absences in a semester, the Administrator will send a letter to the parents and a parent conference will be scheduled.
5. When a student has accumulated 7 unexcused absences in a semester, the parents will be required to meet with the Board approved Attendance Committee to appeal absences or offer further explanation for absences. The committee will make recommendations to the Board to accept or deny appeals/explanations and to decide what further action should be taken or not taken.
6. If absences continue, the Administrator will forward the student's name to the local school Director of Pupil/Personnel to determine further action.
7. Any absence, for whatever reason, shall be charged against the student's record, except when student participates in an approved school activity. Such absence is not counted against the student's record.
8. In order to assist school personnel in discriminating between truancy and absence for good and sufficient reasons, it is required that the parents submit to their child's teacher a written note that states the reason for the child's absence. The parent must sign this note. The parent should also submit within one week a doctor's excuse for extended absences.
9. Teachers will provide students with the opportunity to make up work that was missed during the excused absence. The student/parents are responsible to contact the teacher regarding make-up

work.

10. School work due to an absence will be available at the end of the school day if requested by 10:00 a.m. If work is requested, please be diligent to make sure the work is picked up.
11. When parents are aware of special problems concerning their child which are of a continuing nature and related to patterns of absence, the parent must apprise the school of the special nature of the problem.

STU 5.2 Arrival

Morning arrival for all KCA students should be no earlier than 7:30 a.m. The school cannot be held responsible for students on campus prior to this time. Upon arrival, students should report to the lunchroom. At 8:15 a.m., students will be dismissed to their rooms under teacher escort. Those students who arrive after 8:15 will be considered tardy.

STU 5.3 Educational Trip Absences

Extended absences have a negative impact on the student's learning process, interfere with the continuity of classroom procedures, and create a hardship on teachers. Even when academically strong students make up work missed, they do not get the full benefit of being in the class to receive the material. Parents who desire to take their children out of school for an educational activity must complete an application and return it to the administrator at least five (5) days prior to the absence. If approved, it will be considered an excused absence. This type of absence **cannot** occur during the week of the school's achievement testing. All educational trips are at the Administrator's discretion and must be approved. The Administrator has the right to deny a trip if he/she feels the policy has been overused. Please note that family vacations can often have an educational theme but the amount of work missed in the upper primary grades can and often do affect the overall grades of those students. Please be mindful of this when planning. There are many regular breaks throughout the year.

This type of absence must be reported to the teacher and Administrator in advance. The teacher will issue all assignments before the absence. These assignments are due by the third day from the absence or the scheduled due date, whichever is later. Work turned in beyond the third day may be graded at up to a ½ letter grade penalty. Tests missed during such absences will be given at the teacher's convenience, possibly after school. The child(ren) will be asked to make a presentation of their educational trip to their classmates.

5.4 Tardiness

A tardy is defined as a brief absence from the classroom during regular school hours for any reason as long as it is 90 minutes or less. Students are held accountable to arrive in class at the appropriate time. Any student who is tardy must be signed in at the office by a parent or legal guardian.

A tardy from school will be classified as "excused" if it results from the following:

- Illness
 - Doctor or dentist appointment
 - Death in the family/funeral
 - Unexpected family situation
 - Educational Excused Absence approved by the Administrator in advance
1. When a student accumulates 4 unexcused tardies **per semester**, the child will be charged one day unexcused absence.
 2. When a student accumulates 6 unexcused tardies **per semester**, the parents will be asked to meet with the Administrator to discuss the issues causing the child to be late to school.
 3. When a student accumulates 8 unexcused tardies **per semester**, the child will be charged two days of unexcused absences and parents will meet with the Board approved Attendance Committee to discuss further options, including the possibility of having the child's attendance record sent to the local Pupil/Personnel Director.

STU 5.5 Make-Up Work

Students with an excused absence will have the same number of days to make up their work as days they were absent. Receiving assignments and make-up work is the parent's responsibility.

STU 5.6 Dismissal.

The school day ends at 3:15 p.m. Parents are **not** encouraged to pick up students prior to that time because it will be considered a tardy. Students are dismissed from classes to the lunch room at 3:10 p.m. Parents should get in the “car line” to pick up their child(ren). Because of the potential for large numbers of people in the office at the end of the day, parents are asked not to enter the office to pick-up children unless they have other business with the office staff.

For the security of your child(ren), it is important that arrangements are made to pick up your child(ren) immediately following school dismissal. If someone other than a parent is picking up at child, the parent must call the office and notify the staff of a change prior to dismissal. All who pick up children must have a hang tag on the rear view mirror of the car in the dismissal line. If a child is to be picked up in the gym, a key tag or note from the office must be presented to the teacher prior to her calling the student to the door for dismissal. Children not picked up by 3:40 will be sent to our Aftercare program and a \$5 fee per hour will apply.

Children who are not picked up by 5:30 will be charged the following additional fees:

- 5:31-5:40 will be charged \$10 per child
- 5:41-5:50 will be charged \$20 per child
- 5:51-6:00 will be charged \$30 per child

Fees increase for each 10 minute segment of time per child.

STU 5.7 Leaving campus for medical reasons

Parents are required to stop by the school office and sign out any student who is ill.

STU 5.8 Leaving campus for other reasons

We believe that all elements of the school day are important for the training of the student. Therefore, we encourage parents to avoid signing students out for appointments that can be scheduled after school (i.e. haircuts, routine doctor visits, and music lessons).

STU 5.9 Release From Classes

When it is necessary for a student to leave school during the day, release of the student must be made through the school office and approved by the Administrator if the reason is not on the pre-approve list of excused tardies.

STU 5.10 School Closing

Appropriate precautions will be taken in case of a severe weather warning (not a “watch”). Students will be released to go home when parents arrive. School closing because of severe weather will be determined as quickly as possible and announced over radio stations in the region, and parents will be notified through the ONECALL SYSTEM. KCA generally follows the decision of the Campbellsville Independent School System. However, KCA reserves the right to make our own decision. When school is closed due to weather, any after-school events scheduled for that day are cancelled as well.

The following radio stations are contacted to report a school closing:

- WVLC 99.9 FM Campbellsville
- WCKQ 104.1 FM Campbellsville
- WTCO 1450 AM Campbellsville

STU 5.11 After School Program

For the academic school year, a KCA staff member will provide an after school program. This program will be run independently from KCA. The cost will be determined at the beginning of each school year. The program will be available from 3:30-5:30 p.m. (EST) on full in-session days. No after school program is available when school is closed for inclement weather.

When parent/teacher conferences are being held after normal school hours, prior arrangements may be made with the KCA staff member providing the after school program. Prior arrangements MUST be made and there will be a fee charged.

Children not picked up by 5:30 will be charged the following late fees:

5:31-5:40 is a \$10 fee per child

5:41-5:50 is a \$20 fee per child

5:51-6:00 is a \$30 fee per child

Fees increase by \$10 for every ten minute increment. Time is determined by the caregiver's cell phone.

STU 5.12 Office Hours

The office opens at 7:30 a.m. and closes at 5:30 p.m. EST during the academic year. Office hours are limited during the summer.

STU 5.13 Student Withdrawal

A student is not classified as withdrawn until the school receptionist receives an official school withdrawal form. All school owned property, including tuition and paid up obligations, must be finalized and turned in before withdrawal can be completed. If a student withdraws, the parent/guardian remains responsible for two month's tuition from date of withdrawal unless the student is asked to withdraw by the Administrator. Withdrawal forms will be returned to Administrator's office for final clearance. **All obligations, including financial, must be cleared before final withdrawal. All records will be held until an official withdrawal takes place.**

STU 6.0 DISCIPLINE

The Administrator and faculty use a wide variety of disciplinary methods to create and maintain a positive, safe environment for children. KCA expects full cooperation from parents and students when addressing a discipline issue. Discipline is viewed as a teaching opportunity. The goal of dealing with disruptive behavior is for the child to experience true repentance and restoration. While grace and forgiveness are paramount to the process, continued disruptive behavior will not be permitted at KCA and will result in the child's removal from the school.

Our goal is self-discipline. Discipline and learning go hand-in-hand to build character and to allow the student to best develop in the dimension of the whole person. Biblical principles used by KCA for guiding children to predetermined discipline goals include: 1) instruction, 2) correction, 3) exhortation, 4) rebuke, and 5) chastisement (rod of correction).

We believe that discipline must be administered through love. We believe that discipline is necessary for the welfare of the student as well as the entire school. Each teacher is given the liberty of making and enforcing classroom regulations in accordance with Christian principles. Kentucky Christian Academy expects full cooperation from both student and parents in the education of the student. If at any time the school feels that this cooperation is lacking, the student may be requested to transfer.

Kentucky Christian Academy has two sets of conduct requirements. These include the General Code and the Classroom Code.

STU 6.1 General Code of Conduct

1. Students are expected to be punctual to all assemblies, chapels, and classes.
2. Pupils who use, write, distribute, or possess profane, indecent or obscene language, literature, writing, or pictures shall be suspended from school.
3. Students will not chew gum in the building or in school owned vehicles, unless given permission.
4. Running in the halls is strictly prohibited for safety reasons. Horseplay and loud noise will not be permissible in the school building, on the school grounds or while riding school vehicles.
5. Electronic devices, electronic games, and all toys are not to be brought **on campus** unless authorized for a class project by the teacher.
6. Students are not allowed to fight verbally or physically.
7. Students are expected to reflect the high standards of Christian morals and principles. It is therefore expected of each student to refrain from public displays of affection (such as kissing, holding hands, embracing, etc.) on campus.
8. Only Christian music is to be played on campus, on or at school-sponsored trips or activities, and in school-owned vehicles or those operated on behalf of the school.
9. No student will have in his possession (on person, in locker, or vehicle) any kind of fireworks, explosives, or weapons,
10. There will be no attempting to sell or distribute any object or substance that has not been authorized for sale or distribution by the Administrator.
11. Cheating, lying, and stealing are not acceptable. When a student is suspected of cheating, the teacher will report the incident to the Director and the parent/guardian will be contacted.
Cheating or the intent to cheat may result in the following actions:
 - a. Zero for an assignment.
 - b. Repeated cheating will result in a student being suspended from school.
12. Scoffing, scorning, disrespectful remarks, or behavior are considered bullying and will not be tolerated.
13. Students are to remain in KCA dress code until they are off campus, unless they are involved in a KCA-sponsored activity that requires a dress change.

STU 6.1.1 Electronic Devices

Cell phones, mp3 players, i-pod, or any electronic devices are not to be brought to school except for middle school grades. ***These items will be confiscated and released only to a parent.***

STU 6.1.2 Weapons

Carrying, using, or possessing any firearm or other deadly weapon, destructive device, or explosives on school grounds, in any school vehicle or at any school sponsored event is strictly prohibited. This policy applies to students, staff/faculty members, parents, or any visitors on the KCA campus. Except for law enforcement officials, KCA prohibits the carrying of concealed weapons on school property.

Violations of this policy will include but is not limited to, the following:

- Confiscation of the firearm or deadly weapon.
- An immediate phone call to the student's parents.
- An immediate phone call to the appropriate law enforcement agency

In keeping with Kentucky State Law, KCA will post the following notice:

UNLAWFUL POSSESSION OF A WEAPON ON SCHOOL PROPERTY IN KENTUCKY IS A FELONY PUNISHABLE BY A MAXIMUM OF FIVE(5) YEARS IN PRISON AND A TEN THOUSAND DOLLAR(\$10,000) FINE.

This policy is intended to reflect all provisions of Kentucky law.

Any student who knowingly brings any type of gun or weapon, firearm, paintball guns, or pellet gun on campus or on the school van will be suspended from school for a minimum of three days.

STU 6.1.3 Community Conduct

Any KCA student who brings disgrace to the school by inappropriate conduct in the community will be subject to disciplinary action.

Consequences for violation of the General Conduct will be the same as those stated above (loss of recess, detention, removal from the classroom, suspension, corporal punishment, and/or expulsion from school.) Teachers at all levels may refer students at any grade level.

STU 6.2 Classroom Code of Conduct

KCA students are encouraged to submit to the following scriptural motto when behaving at school.

As a Christian, I will behave as much like Jesus Christ as possible. The fruit of the Spirit will be evident in my life, in and out of the classroom. Galatians 5:22-23 says, "But the fruit of the Spirit is love, joy, peace, longsuffering, gentleness, goodness, faith, meekness, temperance: against such there is no law." I will do my best to obey those that have authority over me, for this is right in the sight of God. I will, at all times, follow the Classroom Code of Conduct.

1. Show proper respect to teachers and students. (Romans 13:7)
2. Obey those in authority. (Ephesians. 6:1, 5; Romans 13:1)
3. Wait to be acknowledged by the teacher by raising your hand. (1 Corinthians. 14:40)
4. Keep the classroom clean. (1 Corinthians 14:40)
5. Behave in ways that will not disrupt others. (John 13:35)
6. Be responsible. (Matthew 25:21)
7. Sitting properly in my seat. (1 Corinthians 14:40)

"Recognizing Jesus as the Author and Finisher of my faith, and the Word as the supreme standard for all wisdom and knowledge, it is my aim to develop accordingly, realizing that as I seek first His kingdom and righteousness, all these things shall be added." (Hebrews 12:1-2; James 1:5,6; I Peter 1:24; I John 2:5; I John 5:3-5.)

STU 6.3 Chapel Code of Conduct

Students are expected to enter chapel on time in a quiet manner, find their assigned area, and begin to prepare themselves to receive from God. All students should bring a Bible to Chapel. Disruptions and disrespect of any kind will not be tolerated and will result in disciplinary action.

STU 6.4 Disciplinary Actions:

STU 6.4.1 Damage to School Property

We count it a very special blessing to have the use of our facilities. When a student intentionally destroys or damages school property, he/she is personally liable financially and subject to disciplinary action by the school administration. **Students may be suspended from school and will be required to pay for the damaged or vandalized property.**

STU 6.4.2 Probation

Students may be placed on a probationary status, which is a step toward removal from KCA. Probation may be assigned for the following reasons: poor attendance, poor academic performance, and unacceptable behavior.

STU 6.4.3 Review

All students who enroll for the first time at Kentucky Christian Academy will be placed on review. This will last for

the first grading period (nine weeks). Should a student violate the honor code or engage in behavior that is unacceptable as a student at KCA, they will be asked to transfer to another school.

STU 6.4.4 Suspensions/Expulsions

If a student is suspended from school, a parent letter will be sent home informing the parent of the conditions of the suspension. The suspension letter must be signed by parent, legal guardian, or parent designee and returned to the Administrator. A parent conference is required prior to the student's returning to school.

STU 6.5 Courtesy and Respect

True courtesy is an inner spirit that gradually becomes a learned etiquette. It is expected that all KCA students will show proper courtesy and respect to all adults on campus as well as to their fellow classmates.

Respect is an attribute of Christian character that reflects moral restraint of inward and outward behavior. The presence or absence of respect is the best way to evaluate the quality of character. In the *New International Version* the Bible says, "Show proper respect for everyone: Love the brotherhood...fear God, honor the King." God calls His people to a divine standard. This higher standard requires action on the part of the individual.

Courtesy and respect to all adults should include the following:

- Using "Mr.," "Mrs.," "Miss," or "Ms." (using last names) when speaking with adults.
- Using "Sir" and "Ma'am" in responding.
- Using "excuse me", "please", or other requests for repetition.
- Avoid using terms such as "yeah", "uh huh", and "nah."

Students are expected to use "please" and "thank you" in all cases.

STU 6.6 Bullying Policy:

Kentucky Christian Academy seeks to educate our students from a biblical perspective which teaches us to love one another as Christ loved us (I John 4:11). **Bullying is not a behavior which reflects Christ-like love or respect. Therefore, KCA prohibits any incidents of it.**

STU 6.6.1 Definition:

Bullying is when a person(s) uses power in a willful, deliberate manner bringing repeated hurt or harm to another individual.

- Bullying needs to be evaluated upon intentional harm to the victim and the frequency of occurrences.
- It is a pattern of repeated behavior rather than a single act.
- Bullying is targeted at a specific victim or victims.

STU 6.6.2 Description:

Bullying generally falls into one of four categories: physical, verbal, emotional/mental and social.

- Physical-use of the body to harm another's body or personal property.
- Verbal-use of words or threats to harm another.
- Emotional/Mental-use of nonverbal harm to another's self-concept (i.e. ignoring, isolating, excluding).
- Social-use of peer relationships to harm another's group acceptance.

STU 6.6.3 Procedure:

When a report of bullying comes to the attention of the school (teacher, Administrator, or other school personnel) the following will occur:

1. The Administrator will investigate the report of bullying by:
 - Talking with student(s) being bullied.
 - Talking with teachers.

- Talking with student(s) accused of bullying.

2. Based on the information gathered, the Administrator will meet to determine action to bring appropriate resolution to all parties involved. If bullying is found to be present, consequences will be determined.

3. The Administrator will notify the parents of both parties regarding the situation and the steps that will be taken for resolution. This may take place via the phone or in person.

4. School officials will monitor the situation to ensure that resolution has occurred. A continued offense will be handled according to the disciplinary actions listed below.

STU 6.6.4 Disciplinary Actions:

Bullying is a serious offense and will be treated as such. If the Administrator determines the action to be bullying, she/he will decide appropriate disciplinary action. Consequences may include parent meetings, counseling, suspension, or expulsion.

STU 6.7 Harassment Policy

It is the policy of Kentucky Christian Academy that all school employees conduct themselves in a Godly manner. Harassment of students is prohibited both in and out of the classroom and in the evaluation of student's academic performance. Furthermore, accusations of harassment that are made without good cause shall not be condoned. No one wins in a situation where groundless harassment accusations are made. Such accusations have a far-reaching effect upon all who are involved.

It shall be a violation of school policy for the administration, faculty, staff and/or students to engage in harassment or for anyone to seek gain, advancement, improved academic standing, or consideration for favors.

It is a violation of school policy for the Administrator, faculty, staff, and/or students to initiate any action as a reprisal against an administrator, a faculty, a staff member, or a student for reporting harassment or any other type of misconduct or inappropriate behavior. Anyone who has a complaint alleging harassment should report the complaint to the Administrator or Chairman of the Board of Directors.

STU 7.0 KENTUCKY CHRISTIAN ACADEMY STUDENT TECHNOLOGY ACCEPTABLE USE POLICY(Approved July, 2009)

Kentucky Christian Academy (hereafter referred to as KCA) is committed to the effective use of technology to enhance both the quality of student learning and the efficiency of school operations. It also recognizes that safeguards must be established to ensure the protection of our students. Safeguards also protect the school's investment in hardware and software, ensure the benefits of technology and prevent negative side effects. This technology will help propel our schools through the communication age by allowing students to access and use resources from distant computers, communicate and collaborate with other individuals and groups around the world, and significantly expand their available information base.

The provisions of this policy and associated guidelines and agreements are subordinate to school, local, state and federal law. KCA has the duty to investigate any suspected violations of this policy.

The Acceptable Use Policy sets the standards that ensure that all users benefit from the technology in place in our school system. The policy encourages use of technology appropriate for a school environment, discourages harmful practices, and sets penalties for those who choose to violate the policy. Students should remember that access to technology is a privilege, not a right.

Technology resources are defined as any electronic tool, device, program, or system that aids the educational environment and prepares the user for new roles in learning,

living, and working in a technological world. Technology includes:

- all computer hardware and software;
- personal digital assistants including cell phones, Ipods, I pads, and gaming systems;
- analog and digital networks (e.g., data, video, audio, voice, and multimedia);
- distance learning through multiple means and locations;
- electronic (e-mail) mail systems, and communication technologies;
- television, telecommunications, and facsimile technology;
- servers, routers, hubs, switches, and Internet gateways;
- administrative systems, media systems, and learning information systems;
- related and forthcoming systems and new technologies.

Personally owned devices are included in this Acceptable Use Policy when on school property or connected to the school infrastructure.

The following uses of school-provided technology are prohibited:

- a. to use technology hardware, software, information, and/or services or that of another individual without permission from your teacher,
- b. to use technology to harass, bully, or threaten another individual,
- c. to access, upload, download, create, distribute, use, or transmit, obscene, sexually explicit, abusive, slanderous, libelous, prejudicial, or otherwise inappropriate language or material,
- d. to vandalize, damage, alter, or disable the property of KCA,
- e. to plagiarize, violate copyright or use the intellectual property of an individual or organization without permission,
- f. to introduce unauthorized information, computer viruses, or harmful programs into the computer system in public-private files, or messages,
- g. to download games, entertainment software, or copyrighted material unless part of the course curriculum and directed by the teacher,
- h. to participate in on-line games,
- i. participate on chat lines unless there is a curricular tie approved by the teacher,
- j. to install or use encryption software on any computer.

Inappropriate use of technology from outside the school may result in disciplinary action if there is a school connection and either of the following occurs:

- a. The student's actions violate a legitimate school policy or law.
- b. The school can show a substantial disruption or legitimate safety concern.

Important Notice

Kentucky Christian Academy will take measures to filter and monitor resources and information accessed through its information and data systems. Although a conscious effort will be made to deter access to materials that are inappropriate for the educational setting, no safe guard is foolproof. The user is responsible for not seeking or initiating access to inappropriate material and reporting incidents should they occur.

KCA will not be responsible for unauthorized financial obligations resulting from school provided access to the Internet. Outside of school, families bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media.

Any violation of the school policy and rules may result in the loss of privileges to use school-provided technology including the Internet. Additional disciplinary action may be determined at the building level in keeping with the procedures and practices regarding inappropriate language or behavior as outlined in the Student Handbook. When applicable, law enforcement agencies may be involved.

STU 7.0.1 Networks-Internet/Local and Wide Area

The school does not guarantee the reliability of the data connection and does not verify the accuracy of

information found on the Internet. Internet filters are not a substitute for educators diligently monitoring the student's computer and Internet usage. The school corporation will run filtering software as required by CIPA (Childhood Internet Protection Act). The staff is responsible for supervision of students on the network. The parent agrees not to hold the school corporation or school personnel responsible for any material the student mistakenly or intentionally accesses or transmits via the school's computer system.

STU 7.0.2 Hardware/Software

KCA has the right to regulate hardware/software technologies that are on its network or used within the school environment. This includes personally owned devices and/or media used on KCA property or with KCA technological infrastructure.

STU 7.0.3 Documents/Files

KCA has final editorial authority over students creating websites that are stored on KCA equipment or whenever students are given school credit for designing, editing, or updating the school websites. File-sharing by students is not allowed unless specifically requested for a class by the teacher. The KCA local-area network will be equipped with software that monitors Internet traffic to detect any file-sharing.

STU 7.0.4 No Expectation Of Privacy

All information/documents/files that are created, sent or received from a school computer, including e-mail messages are school corporation property and should not be considered confidential, and may be accessed by school personnel at any time. Electronic messages and files stored on school-based computers may be searched at any time.

STU 8.0 FINANCIAL (Approved, July, 2012)

Acceptance to Kentucky Christian Academy is granted based on the agreement by parents to pay their tuition according to the agreed-upon schedule and payment plan. Kentucky Christian Academy depends upon every family paying its tuition on time so that the educational program of all students can continue as planned.

STU 8.1 Tuition Calculation:

First Student(K-5)	\$4,050.00
Each Additional Student:	\$3,450.00
Middle School Tuition:	\$4,300.00
Second Child in Middle School:	\$4,000.00
Sonbeam/Preschool Full-time:	\$115.00 per week
(addition full-time Sonbeam or Preschool student	\$105.00 per week)
Sonbeam/Preschool Part-time:	\$ 65.00 per week

STU 8.2 Tuition Payment Plan:

Parents have the following payment options:

- Annual: 1 payment due the first week of August
 - Semi-Annual: 2 equal payments due the first5week of August and January
 - 12 months EFT: 12 payments, June - May (+ \$5.00 per payment processing fee)
 - 10 months EFT: 10 payments, August – May (+ \$5.00 per payment processing fee)
- *Sonbeam and preschool parents can find payment options in the Sonbeam/Preschool Handbook

Any account that is sixty (60) days or more in arrears will subject the student to dismissal. Outstanding balances over ninety (90) days late may be sent to a collection agency for processing. A student account is considered delinquent if tuition of applicable fees are more than one (1) month past due. In the event that an account becomes two (2) or more months past due, the parents or guardians of the student(s) will be asked to meet with the Finance Committee within 7 days. The terms and conditions of these arrangements must be fully met or the

student will be subject to dismissal immediately.

Report cards, cumulative records, and other official documents cannot be released until the student's account is settled in the office.

All accounts 30 days past due will be charged a \$25.00 late fee per each 30 days overdue.

Students whose parents/guardians have an outstanding account balance from a previous school year will not be permitted to re-enroll for the next school year until the obligation is paid in full or payment arrangements have been made with the Finance Committee. No seat will be held for the fall semester for any student who has a balance due at the end of the school's fiscal year unless arrangements have been made with the Finance Committee. No student will be allowed to start the spring semester with more than one (1) month past due unless arrangements have been made with the Finance Committee.

Parents choosing to withdraw their child(ren) will be assessed the following withdrawal fees:

After July 1-the equivalent of one month's tuition

After Aug. 1-the equivalent of two month's tuition

Once the school year begins, no fee will be charged if the school is aware of the withdrawal two months in advance.

STU 8.3 Fees:

STU 8.3.1 Application Fee

A one-time application fee of \$80 per family, is due at the time an application is submitted.

STU 8.3.2 Fees

A non-refundable **registration fee** is payable when students are enrolled for classes. For the 2017-18 school year the fees are as follows:

Early bird registration fee for Sonbeams through Kindergarten is \$125. 1st grade through 5th grade is \$150 and Middle School is \$150. Fees go up periodically after the early registration deadline. All new families are assessed the early registration fee regardless of when the child is enrolled the first year. Fees are prorated throughout the year dependent on when a child is enrolled after August. Tuition may be paid according to the schedule agreed upon at the time registration forms are processed.

There is also a **book/supply fee** as follows:

\$150 per each full-time Sonbeam through Preschool student.

\$ 75 fee for part-time Sonbeam through Preschool student.

\$300 per each Kindergarten through 5th Grade student.

\$350 per each Middle School student.

*This fee can be included with tuition payments made throughout the year.

STU 8.3.3 Insurance

Student accident insurance is included as part of the enrollment fee. This coverage is limited and secondary in nature. It is recommended that all families have their own family accident insurance. An accident report must be filed immediately following an accident.

STU 8.4 Other Sources of Income:

STU 8.4.1 Fund Raising

Tuition payments and fees cover the general budget. Fundraisers are used to pay off debt, continue to make improvements to the campus, and/or programming needs as they arise. We, therefore, depend on your support and God's blessing to continue growing and improving. *All families are expected to participate in Kentucky Christian Academy's fund raising events.*

STU 8.4.2 Gap Fund

Tax-deductible cash donations can be made to the school to help offset the gap between tuition revenue and the actual cost of operations.

STU 8.4.3 Gifts and Memorials

From time to time, parents may like to donate books, educational or spiritual growth videos, classroom equipment, and other items in memory of a deceased loved one or in honor of a special occasion. Anyone who desires to make a donation may check with the Administrator. Memorials in the form of cash donations of \$250 or more receive special recognition.

STU 9.0 FOOD SERVICES (Approved, September, 2014)

Hot lunches are available to students each day. White or chocolate milk, or orange juice may be ordered.

STU 9.1 Ordering and Purchasing

Parents wishing to order lunches through the school may do so on our web-based management system or call the office in the morning. If a child wants an additional entrée, parents need to order with the lunch. KCA will no longer carry balances for lunch orders. **Parents must pay in advance. If a lunch is ordered but funds are not available, the lunch will not be served.** The office will call parents during the morning to ask them to bring their child(ren) lunch or pick them up and the child(ren) will be assessed an unexcused absence.

STU 9.2 Snacks

Sonbeams - 2nd grade have a snack period each day. Teachers will inform parents of snack requirements at the beginning of the year. Milk, chocolate milk, or juice may be ordered.

STU 9.3 Forgotten Lunches and Snacks

Teachers will not change a lunch order once it is placed by a parent. If a child does not have a lunch order and did not bring a lunch, teachers will order a PB & Jelly sandwich, Veggie Chips, and two fruit cups. If a child has an allergy to peanuts, an alternative will be available per parents.

For the safety and health of all students, **sharing or trading food items is not allowed.**

Parents and grandparents are invited to eat lunch with their children and grandchildren during their child's/grandchild's normal lunch period.

STU 9.4 Food Items

All food items will be kept in lockers/cubbies or rooms until lunchtime. Absolutely no food or beverage is allowed in the classrooms during class or between breaks, unless specifically approved in *advance by the teacher*.

Vending machines are not to be used during class hours. Any food left in the locker at the end of the day must be taken home or discarded in the appropriate container.

STU 10.0 HEALTH SERVICES

STU 10.1 Medicine

Ideally, all medication should be given at home. KCA recognizes that some students may have special needs that require a prescription to be administered during school hours. MEDICATION AUTHORIZATION forms must be completed by a parent and accompany all medication to be given at school. These forms may be obtained in the office. KCA reserves the right to require a form signed by the family medical doctor giving clear directions on the

name and amount of medication to be given, time to be administered, side effects, etc. The school reserves the right to request parents to be present when medication is issued. Medicine prescribed for minor students must be brought in by a parent (guardian) and presented to the secretary or administrator. Non-prescriptive Tylenol or throat lozenges are available for students in office, provided a signed permission from the parent is on file with the school nurse. These forms are signed during registration.

Students Are Not Allowed to Carry Medication, Keep Medication in Their Desks or Lockers, or Give Medication to Other Students.

STU 10.2 Head Lice Since head lice are contagious, any student suspected of having head lice (itchy scalp, scalp irritations around the base of hairline and behind the ears, and/or nits or live lice found) will be excused from school until treated or health professional has determined the student to be lice free. If a parent does not agree with the school's assessment, a note from a professional healthcare provider is required. The school will provide written school wide notification unless documentation is provided that a child is lice free. Students who have a second infestation will be required to obtain a statement from the health department or family doctor before being readmitted to class after treatment.

STU 10.3 Health Symptoms If your child exhibits any of the following symptoms, please do not bring your child to school.

- Fever of 100+ degrees or higher within the last 24 hours.
- Vomiting or diarrhea within the last 24 hours.
- Unusual coughing, runny nose and eyes.
- Rashes on the skin.

If you are notified that your child is exhibiting any of these symptoms, please pick your child up immediately from school.

STU 10.4 P.E. Excuses

When any student has a physical challenge that limits activity or prohibits a particular activity, the school requires a note from the family medical doctor indicating the reason for limitation and the period of time for which the limitation is valid. Parent requests for exemption (sore throat, nausea, etc.) can only be honored for two days without a doctor's notice.

STU 10.5 Staying in at Recess

We discourage keeping elementary children inside at recess. If you feel it is needed, a note to that effect should be sent to the teacher. Teachers will honor a parent's request up to three days, after which a statement from your doctor will be required, if the child is to remain indoors. Elementary students will not remain inside unless they have a note from the parent.

STU 10.6 Pets

No pets are authorized in the building except when pre-approved by the teacher.

STU 10.7 Asbestos Free

Kentucky Christian Academy is free of asbestos.

STU 11.0 FAMILY MINISTRY

We welcome involvement of our parents in the activities of the school. It is expected that parents will be in attendance at all Parent-Teacher Fellowship nights. Room parents, class sponsors, and daily intercession are important responsibilities of our parent ministry.

1. *Pray daily for the faculty and students.* God works on behalf of those who pray. Many times educational change does not come rapidly. "For precept must be upon precept, line upon line, here a little and there a little," (Isaiah 28:10) as you observe a student from day to day, it is not always possible to see how he/she has changed. However, when one looks back over three months, six months, or a year or two, you can see that God has done much in that student's life. Be faithful and patient in your daily prayer support of the school.
2. *Parents Attend school functions.* Why is this important? It shows your child that their education means a great deal to you, for you are giving priority to their school by making the effort to attend its functions. Students who excel are generally from homes where parents place a high value upon being involved with the school. Christian education must involve the parents and their children.
3. *Do volunteer work.* Volunteer work brings you into close communication with the teachers, staff and other parents. You are able to acquire sensitivity to the needs of the school and to see how everything works together for the good of the student. There is something about working together which binds your hearts together while you are accomplishing the tasks to be done. In addition, volunteer work saves the school money, which keeps the costs of tuition and fees lower, thus benefiting everyone.
4. *Be enthusiastic, and speak well about the school.* Your positive attitudes about the school influence the attitudes of your children toward the school. Your word of encouragement, your friendly smile, your positive endorsement causes those who minister to your children to do better.
5. *Be supportive of the staff and policies of the school.* Students do not always understand and appreciate the rules and policies of the school. Speak positively rather than disparagingly when questions arise. While you may personally disagree with a rule or policy, you agreed to abide by it when you enrolled your child. Don't use a negative "they" when referring to staff that enforce policy. Instead, use the inclusive "we," explaining to the child that the intent of all rules is for the good of all students and an effort to conduct the ministry of the school in a way that will please the Lord. Finally, save negative criticisms for the Administrator or a board member who can help. Complaining to or in front of students about rules and/or staff members demonstrates an implied lack of respect for the school. This can carry over to a student's behavior at school and could also foster within the child a spirit of rebellion. He may think, "My parent doesn't think this rule is right, so I don't have to follow it."

STU 11.1 Grandparents

We encourage grandparents to become involved in the school. There are many opportunities to participate. Our Grandparents Day - when our very special grandparents are invited to spend a day with their grandchildren - is of great importance to our elementary students.

STU 11.2 Parent-Teacher Conferences

An annual conference will be scheduled for each child in September. This conference is considered mandatory. Any parent who wishes to have an additional conference with a teacher is encouraged to do so. The parent may call the school for an appointment with the teacher. Should a conference with an Administrator be desired, the same procedure should be followed.

STU 11.3 "Prayer Warriors" Parent Prayer Ministry

Any parent who desires to commit to praying for the school and its needs, including students and staff, on a weekly basis can be a part of a parent prayer group.

STU 11.4 Parental Visits

It is the desire of the Administrator and faculty to be of service to both parent and student. We welcome parents who wish to visit. We do require, however, that any visit to a classroom be made by definite appointment with the

office.

STU 11.5 Parent Volunteers

There are many opportunities for parents to volunteer in the school. We appreciate and need you. A volunteer application can be obtained in the main school office. Parent committees include: *Special Events, Building and Grounds, Fund Raising, and PACE.*

STU 11.6 Work Days

Periodically, a special workday is scheduled to care for the school grounds, complete minor maintenance projects and general housekeeping. Volunteering for these workdays is a good way for parents to help KCA keep its tuition costs as low as possible. In addition, parents often ask, "How else can I support the school?"

STU 12.0 SAFETY AND SECURITY

Preparing for the safety of our students is a priority. KCA has created many contingency plans for the event of an emergency. It is our desire to react quickly and efficiently so that injuries are kept to a minimum. There is a separate crisis management plan available in the office for review.

STU 12.1 Fire/Disaster Drills

Fire drills are held on a regular basis. When the alarm sounds, go quickly and quietly outside the building to the designated area. An announcement will be made by the Administrator to return to the classroom. It is necessary that all students be present and/or accounted for. During a tornado drill, students are to sit in their designated area on the floor facing the inner walls with legs crossed, bending forward and hands over heads. During an Earthquake drill, students must get under their desk or classroom table.

STU 12.2 Injuries/Safety

Report any injury immediately to your teacher. Any equipment or apparatus issues that may be dangerous should be reported to the office personnel immediately. Do not try to move a fellow student with an injury; notify your teacher.

STU 12.3 Security

For the safety and security of our staff and students, all doors are monitored with a camera and main doors are secured automatically. Those wishing to enter will be allowed in by someone in the office. A security system continually monitors the building 24 hours per day.

STU 12.4 Building Access

1. Front door and the gym door will open daily at 7:15 am.
2. All doors will remain locked during the day..
3. Individuals wanting access to the building after 8:15 a.m. will need to use the front entrance.

STU 12.5 Visitors

Campus visitors (vendors, chapel speakers, etc.) will enter at the main entrance. *Classroom visitors* (parents and other family members, guest speakers, etc.) are expected to report to the office when they arrive on campus and sign in. Parents should never bypass the office and go directly to a classroom.

STU 12.6 Student Search

School personnel shall have access to school lockers, desks, and other school property to properly supervise the welfare of students. School lockers, desks, and other areas of school facilities may be opened and examined by school staff at any time and no reason shall be necessary for such search. School personnel have the authority to detain and search or authorize the search of any KCA student, or property in the possession of the student when the student is on the school campus, is in transit under the authority of the school, or is attending any school-sponsored or school-authorized function.

STU 13.0 DRESS CODE (Approved March, 2016)

There is a close relationship between performance and appearance. It is our belief that students will achieve and develop their potential in proportion to how they view themselves. A dress code is another form of discipline that will aid the student in forming a self-disciplined, Christ-like character. Students are expected to show respect to themselves and the school by honoring the following guidelines. **The following Board approved Dress Code will be maintained and enforced throughout the day by the administration and teachers of Kentucky Christian Academy.**

13.1 Uniform Style

KCA Dress Code

Dress code neatness, cleanliness, and appropriateness are essential requirements of student dress. Clothing that detracts from the learning process or reflects negatively upon the student should not be worn. School officials should not have to spend a large amount of time dealing with students' dress. It is a parent's responsibility to ensure that students are dressed appropriately.

From time to time, we will announce special days that will allow various changes in the dress code. Teachers, Coaches and Team Advisors (with approval from the Administrator) will determine the dress code for school approved activities and team functions and events. This would include spelling bees, science fairs, music and art events, or athletic events, etc.

KCA has set the following guidelines regarding attire:

Shirts, Sweaters, & Sweatshirts

(ALL should be free of logos and/or brand names)

- Shirts – Solid red, white, navy, or royal blue polo-style shirts (with collar) must be tucked into slacks/skirts at the waist beginning the second semester of Kindergarten. (Sleeveless shirts are not acceptable). A Turtleneck, mock turtleneck, or **long sleeve crew neck** shirt may be worn under a collared shirt for added warmth (White Only).
- Sweaters and **Sweater Vests** - Students may wear sweaters of a solid red, white, navy, royal blue, or gray color in the classroom. Sweaters and vests (v-neck, cardigan, or crew neck) must be worn over a collared shirt of school uniform color.
- Sweatshirts and half-zipped sweatshirts - KCA sweatshirts ONLY can be worn over a school uniform-collared shirt. They must be of a proper solid school color with KCA logo or other KCA approved design (red, white, navy, royal blue, or gray). No hooded sweatshirts allowed.

Pants, Shorts, Skirts and Jumpers

- Pants - Solid navy or khaki **twill** uniform style shall be worn. Khaki denim, corduroy, and cargo pants are not permitted. No "skinny", "pencil", "matchstick", "lowcut", or tight fitting pants will be allowed. Pants should be of a "uniform" style boot cut or straight leg.
- Shorts/Skorts - Solid navy or khaki **twill** shorts and skorts may be worn provided that they are "uniform" style. Denim and cargo shorts/skorts are not acceptable.
- Jumpers, Skirts & Dresses – Girls may wear solid **twill** navy, solid khaki, or KCA approved plaid (See Chapel attire) jumpers and skirts provided the length is no higher than 3 inches above the knee. Girls may wear "Polo Dresses" in navy blue and red provided the length is no higher than 3 inches above the knee.

**Shorts, tights, or ankle length leggings must be worn underneath skirts, jumpers, and dresses in order to uphold

a standard of modesty.

Accessories:

- Shoes - Tennis shoes are preferred because children have recess daily. All shoes should be worn with socks. Shoes with wheels, flip-flops, “wellies”, open-toed and/or open-backed shoes, and boots are not permitted for safety reasons. Shoes must have soft rubber soles and not be above 1 inch in heel height. All shoes must have laces or straps so that they stay securely on the foot. (Toms/Bobs are not acceptable shoes).
- Belts – Beginning in the second semester of Kindergarten, belts are to be plain in appearance with no insignias, logos, initials, etc. Approved belt colors include solid black, navy, brown, **white or gray**.
- Socks - All socks must be seen above the shoe line. They must be solid colors of red, white, brown, black, **gray**, and/or navy. Socks may have visible logos but must be solid.
- Tights/Leggings - Must be in solid black, white, **gray**, or navy.

There should be no unusual hair colorings or unusual hair styles.

Hats are not to be worn in the building.

Tattoos are unacceptable.

Earrings worn by boys are inappropriate. Earrings worn by girls should be no more than two piercings per lobe.

Chapel Attire on Wednesday:

- Boys are to wear navy uniform pants and a **white or red** collared shirt (polo style or oxford).
- Girls must wear a jumper or skirt in KCA approved plaid with a **white or red** collared shirt.
- **Approved Plaids from the following vendors:**
 - ✓ Lands’ End “Classic Navy Large Plaid”- Phone Number 1-800-963-4816 Website: www.landsend.com
 - ✓ Shaheen’s Plaid number 36-Phone Number 502-899-1550 Website: www.shaheens.com
 - ✓ French Toast-Phone Number-1-800-636-3104 Website: www.frenchtoast.com

Girls may wear navy pants on excessively cold winter days (Dec, Jan, Feb).

Boys may wear navy shorts on excessively hot days in the month of August.

The Administrator will determine if there are months to be added during exceptionally bad winters/summers.

Dress Down Friday – On Fridays, students may wear approved blue denim jeans as well as KCA T-shirts only. Typical uniform of khaki/navy bottoms and collared shirts are also accepted attire on Fridays.

Jeans: Acceptable styles include boot cut or straight leg. Acceptable fits include regular, slim, loose, relaxed, or husky. Students are expected to wear the fit that best suits their size/shape. Jeans are to be the plain, four or five-pocket style. Jeans should be free of embroidery, imprints, patches, and other markings of any kind.

Enforcement of Dress Code

The teachers and administration ultimately decide if a student’s attire is improper. KCA teachers not only determine if a student’s clothing is appropriate but also may give approval as needed. If repeated violations occur, KCA will provide the student with clothing item(s) and/or belt and the student’s account will be charged for the item.

*As enforcers of the dress code, teachers may give consequences to students for not being in dress code such as loss of recess for the elementary students.

Uniform Violations For The Same Dress Code Issue:

1st violation: Parents will be notified in writing (Uniform Violation form) when a student is out of dress code. Parents must sign and return the form.

2nd violation: Notification in writing (Uniform Violation form). Parent(s) must sign and return the form.

3rd violation: Phone call to the parent by the teacher/administrator. The child will be put in the proper clothing to be in dress code. Parents will be asked to launder and return the item within a week. Belts are to be returned at the end of the day.

4th violation: Parent meeting with the teacher and administrator to review the dress code policy. The student may lose the privilege to participate in Dress Down Fridays.

STU 14.0 TRANSPORTATION AND TRAFFIC

STU 14.1 Van Service.

The Kentucky Christian Academy 12-passenger van and a 7-passenger van runs daily to and from Columbia. Limited space is available. Additional fees for use of this service apply.

14.1.1 Route-KCA has a predetermined bus route and stops. It is as follows:

AM Route Ford Van:

- 7:30 am Church of Christ on Jamestown St.
- 7:45 am New Life of the Nations Church on HWY 55
- 8:00 am Kentucky Christian Academy

Am Route-Honda Van

- 7:30 am Adair County Animal Hospital
- 7:50 am Kentucky Christian Academy

PM Route:

Monday – Friday- Ford Van

3:30 pm, New Life of the Nations Church on HWY 55

3:55 pm, Church of Christ on Jamestown St.

Monday-Friday-Honda Van

3:45 pm, Adair County Animal Hospital

14.1.2 Van Rules for Children

- a. Preschool Children will be signed on and off the bus each way on the appropriate sign on/off sheets by an adult other than the van driver.
- b. All children will abide by the state regulations regarding boost seat usage.
- c. Children are not allowed to eat or drink on the van.
- d. Children may not have electronic devices on the van.
- e. Children will participate in an evacuation drill once a month.
- f. Older children will be loaded first and then preschool children.
- g. All children must be harnessed into the van.

14.1.3 Van Rules for Drivers

- a. Drivers will have a criminal background check conducted annually.
- b. Drivers will have up-to-date CPR/First Aid Training.
- c. Drivers will conduct a daily inspection of the van.
- c. Drivers will conduct a monthly evacuation drill, and check the first aid kit and replenish as needed.
- d. Drivers will immediately report any issues related to van maintenance.
- e. Van must have a copy of the stated route, emergency phone numbers of van riders, and permission releases to treat children if necessary.
- f. Drivers must have a cell phone in the van, but cannot use while van is in service. If necessary, driver must pull over, stop the engine, and remove the key before using the cell phone.
- g. **At all stops**, driver must stop the van, put it in park, set parking brake, and remove the keys. The preschool child will be assisted off by an adult as he/she exits the van.

STU 14.2 Transporting Students for School Purposes (February, 2015)

Any individuals wishing to be eligible to transport Kentucky Christian Academy (“KCA”) students, other than their own children, for school related purposes and/or school sponsored functions must comply with the policy and procedure set forth in Appendix 1 at the end of this Handbook. In no event will a volunteer parent driver be permitted to transport any such students without the prior consent of each such child’s parent or legal guardian and without the prior approval of KCA in accordance with Appendix 1.

STU 14.3 Parking

Parents should park facing the main entrance of the school. Cars should enter from the right of the “Y” of the entrance and exit to the right.

STU 14.4 Traffic Flow

Parents are asked to drop students off or pick them up at the main back door to the gym. Please remember to leave appropriate space for those vehicles wishing to exit the parking lot. Remember to time your arrival with current dismissal schedule. Students will not be released until the appropriate time determined by the Administrator (i.e., 3:00 or 3:15pm).

Drivers must remain in their vehicles while the vehicle is stopped in pick-up lane.

STU 15.0 STUDENT ACTIVITIES

KCA provides a number of activities for the students. We encourage our students to participate in as many activities as possible. Some are conducted in class, some after school, and some are family activities. KCA after school activities usually have a fee for participation.

Art Classes

The educational materials used by the Kentucky Christian Academy Fine Arts program are chosen from a Christian view. However, we know that God has created all things, and quality materials from a classical or traditional background cannot be ignored. This material is (1) previewed, (2) edited, (3) and then approached from a Biblical perspective. We will be faithful to present all traditional classics from a Christian point of view.

Interested students can enroll in an after school art course. It meets once a week. Additional fees are applicable.

Art Share

Student’s artwork is exhibited for family and friends.

Awards Program

This semi-formal event is held in the spring of each year. Outstanding students are recognized for academic excellence, perfect attendance, promotion and other achievements.

Parties

Parents may send a simple birthday snack (cupcakes, ice cream, etc) for any individual student during snack or lunch time. All other parties (showers for siblings, going away, etc.) given for individual students are prohibited during school hours. All other classroom parties are at the discretion of the teacher and the Administrator.

Christmas Musical

All Grades

Drama

One production is held each year for students who audition and are assigned parts.

Field Day

Held near the end of the year, this event involves the 1st through 5th graders in various games.

Field Trips

Field trips are planned throughout the school year. Parents are requested to assist in supervision and/or transportation. **Siblings are not allowed on field trips.** If siblings are brought on a field trip, the student will be asked to leave, will be charged an unexcused absence, and will not receive any academic credit for the field trip.

Math Olympics

Math Olympics is a local and regional competition for 3rd grade and up.

Pictures

Individual student photographs for the yearbook will be taken in the fall. Parents may purchase portraits if they wish.

Speech Meet

Speech Meet is a local and regional competition for 1st grade and up. All students are required to participate.

Spelling Bee

Spelling Bee is a local and regional competition for 1st and up. All students are required to participate.

Yearbook-The Sword

Kentucky Christian Academy has an outstanding yearbook. Parents are encouraged to assist in the assembly of the yearbook.

STU 16.0 Extra-Curricular Activities (Approved August 19, 2013)

The purpose of the Kentucky Christian Academy's Extra-Curricular program is to support and enable Kentucky Christian Academy to fully educate students and teach them the fundamental aspects of Christian living, which includes allowing the unique God-given talents and abilities of each child to be cultivated, strengthened, and utilized in a manner that brings glory to God which in turn furthers the overall mission of Kentucky Christian Academy.

Eligibility Requirements:

Grades will be assessed every Friday afternoon to determine eligibility of each student for the following week's extra-curricular activities.

Athletics/Archery Team:

In order to be eligible to participate in team practice and/or competition, each student must maintain a "C" average or higher in every subject.

Academic Team:

In order to be eligible to participate in team practice and/or competition, each student must maintain a “C” average or higher in every subject.

In order to participate in an academic competition, a student must not have missed more than a total of four (4) team practices due to grade ineligibility.

STU 17.0 LIBRARY POLICIES (Approved May 13, 2013)

17.1 Philosophy

The Kentucky Christian Academy library exists as an integral part of the educational program and as an extension of the classroom. It strives to promote the mission of the school and to provide resources for the enrichment of students and staff.

17.2 Checking Out, Renewing, and Returning Library Books

All books and other library materials must be checked out before being removed from the library. Students MUST bring the book to the librarian to be checked out or renewed. Returning books can be done at the scheduled library class time or dropped in the “Return Book Basket”. NOTHING IS EVER to be removed from the “Return Book Basket” except by the librarian or administrator. Books are checked out for one week but can be renewed, unless there is a waiting list for that item. Children will only be allowed to check out one book at a time. More than one book can be checked out at the discretion of the librarian. Reference books are only to be checked out by teachers and/or staff.

17.3 Overdue Notices, Damaged or Lost Books

Overdue notices will be given to the student each week. The student will not be allowed to check out any more books until any overdue books have been returned. After four weeks or the end of the year, if the book is still overdue, the following replacement fees will be charged to the student’s monthly tuition account:

Soft Covers	\$10.00
Hard Covers	\$20.00 (or replacement cost)
Reference Books	\$30.00 (or replacement cost)

These fees will also apply to damaged books.

If a lost item is found and returned before the end of the school semester, and not already replaced, the money will be credited to the student’s account.

If a student is late returning the books three times a semester, he/she will not be allowed to take their book home but will have to leave it in the classroom.

Every effort has been made to ensure that quality books are available in the library; however, we cannot catch everything that might be objectionable. If your child brings home a book that you feel should not be in our library, please notify the librarian. The librarian will ask the parent to return the book and complete a “Request For Reconsideration” form (available from the librarian). The complaint will be reviewed and if the school administration and library committee agree that the book is unacceptable, it will be removed. We welcome parental and/or student input.

17.4 Teachers and Staff

Teachers and staff are welcome to sign things out from the library. Please use the form “Checking out Materials” provided on the clipboard in the library and sign your name, date, and write down the barcode number of the item or items that you want to check out. Some of the reference materials do not have a barcode number. If this is the case, just write down the name of the book.

17.5 Reserving the Library

To reserve the library for your class please fill out the form "Reserving the Library" and leave it in the basket on the librarian's desk. The librarian will then contact you to let you know if that date and time is available.

STU 18.0 ADVERTISING AND ANNOUNCEMENTS

It is the policy of the school to require administrative approval of all advertising announcements, brochures, fliers, posters, etc., from students, parents, staff or outside agencies before they can be displayed or posted on campus.

STU 18.1 Announcements

Announcements must be turned in to the office by noon. Office staff will post on the web-based management system. Keep announcements brief and related to school activities.

STU 18.2 Posters

Any poster to be displayed on bulletin boards or walls must be approved by the administration. Posters will be attached only to masonry surfaces by masking tape (not scotch tape). Posters must be removed no later than one day following the activity. All posters must be neatly constructed and examples of the quality for which Kentucky Christian Academy is known. Scotch or transparent tape is not permitted on drywall.

STU 19.0 GENERAL BUILDING POLICIES

KCA encourages students to take ownership of the school building by picking up trash in areas, such as lunchroom, gym, and playground.

STU 19.1 Housekeeping

Each student is expected to do his/her part in keeping the classrooms, hallways, locker rooms, gym and campus clean. Please help us keep our building and grounds as a Christian example to the community. This can be accomplished if each of us will deposit our trash in the proper container, and pick up paper rather than walking over it. Trash containers are located in each classroom, restrooms and lunchrooms. One half-day per semester will be set aside for detailed cleaning of the school and grounds by students and staff. Parents are welcome to volunteer to help out.

STU 19.2 Hall Lockers

Hall lockers for grades 2-5 will be assigned in class during the first week of classes. Students may not place locks on lockers. Students are expected to keep lockers clean, neat, and free from writing or markings. Food may not be kept in lockers overnight.

Students will have access to their lockers every day beginning at **8:00 a.m.** Be sure your locker is shut properly each time you use it. Locker checks will be done periodically. The school IS NOT responsible for items lost or taken from lockers. Students are not to return to lockers once class has started. All books, papers, etc., are to be obtained from lockers prior to class starting. Diligence in this area is expected.

STU 19.3 Lost But Found

Articles are taken to the Lost But Found box located in the school office. *We encourage parents to see that all school items are identified with the student's first and last name as well as grade.* Many items reported missing end up in the Lost But Found area.

20.0 CONFLICT RESOLUTION PROCEDURE AND PROCESS FOR ADDRESSING THE BOARD OF DIRECTORS

The conflict resolution procedure for Kentucky Christian Academy is the same for all: students, parents, faculty,

administrator, and school Board members. Each level in the conflict resolution procedure should be prayerfully considered. The aggrieved party (the “Aggrieved”) should pay particular attention to the Matthew 18:15-17 principle and to Colossians 3:12-13: “Therefore, as God’s chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness and patience. Bear with each other and forgive one another if any of you has a grievance against someone. Forgive as the Lord forgave you.”

Conflict Resolution Procedure - Level One

The Aggrieved shall first go to the source of the grievance in an effort to resolve the grievance. Many times grievances can be resolved at this level; i.e., parents should speak with a teacher about a classroom problem; teachers should speak with the Administrator, the Administrator should speak with the Board of Directors about a policy problem. When dealing with a grievance, the Aggrieved and the Source should adhere to the following guidelines: (1) Prayer—Pray for God’s wisdom—James 1:5. (2) Discussion of the Complaint—Discuss the grievance only with those that are part of the problem or part of the solution (Matthew 18:15). (3) Openness—Be open, friendly, willing to listen, and teachable. (4) Understand the Complaint—Make certain the complaint is understood and all circumstances surrounding the grievance are clarified (both parties should have and should understand the facts). (5) Resolution—Come to some type of resolution of the problem, even if the agreed solution is to proceed to the next higher authority. (6) Implement the Solution—If there has been a solution, allow adequate and reasonable time for the solution to be implemented before proceeding to the next higher authority. (7) Notify the Sources of the grievance of a hearing where the next higher authority will be sought.

In any conflict, the Aggrieved as well as the source of the grievance should consult the Statement of Faith, the Mission Statement and any applicable Handbooks such as the Family Handbook or the applicable Employee Handbooks which may provide instruction and/or guidance on the issue. In the event that a grievance/conflict involves or relates to conduct and/or allegations which could be considered criminal in nature, said grievance should immediately be brought to the attention of the Administrator as well as the Board of Directors, and, in the sole discretion of the Aggrieved, should be brought to the attention of law enforcement and appropriate authorities.

Conflict Resolution Procedure - Level Two

If it becomes evident that a resolution is not possible at level one, the complaint should be brought to the next higher authority in the chain of authority. A joint session with all parties may be arranged, and, if at all possible, such a session should be arranged. If resolution is not possible, the Aggrieved should follow the chain to the next higher authority. Efforts should center on a resolution of the grievance in a friendly, cooperative, Christ-like manner. Arrangements should be made to monitor the situation on an on-going basis so that the problem does not reappear if it is feasible or necessary to make such arrangements. Once addressed by the Administrator, if no resolution has occurred or if the resolution proposed by the Administrator is unacceptable, the problem may be dealt with by the Board of Directors consistent with the policy and procedure set forth herein.

Conflict Resolution Procedure - Level Three

The Board of Directors is the final school authority. When a conflict is brought before the Board of Directors, all parties involved are to provide the Board of Directors with the following:

- (1) Complaint – Written statement of the complaint/grievance.
- (2) Steps Taken – Written statement of steps taken to rectify the situation.
- (3) Steps for Resolution – Suggested steps for resolution.
- (4) Preventative Measures – If appropriate, suggested procedures for preventing recurrences in the future.
- (5) Oral Statements – The Board, in its sole discretion, may request that the parties of the grievance be present at a meeting of the Board of Directors to give their statements orally and to answer questions.

There is no inherent right of an Aggrieved to a hearing before the Board of Directors. After the Board of Directors has considered the materials provided by all parties and has heard from the parties in the event that the parties are permitted to present oral statements to the Board, the Board will, after prayer and deliberation, offer its decision in a written opinion, reciting the facts relied upon and its reasons for the decision. The decision of the

Board of Directors shall be final with there being no further right of appeal. All parties shall be informed of the decision. The Board of Directors may terminate the School's contractual relationship with any aggrieved party, if, in the Board's sole discretion, the grievance process has irreparably damaged the spirit of cooperation between parties as set forth in the Statement of Cooperation.

It should be noted that parents, faculty and staff are permitted to attend regularly scheduled meetings of the KCA Board of Directors to observe such meetings. Said individuals are not entitled to participate or interject comments or otherwise interfere in any manner with the meeting. The KCA Board of Directors often must deal with privileged information and matters of a private nature. As such, the KCA Board of Directors, in its sole discretion may at any time enter "Executive Session" in order to address such matters. The Board may enter Executive Session at any time by decision of the Chairperson or by the request of any Board member. Executive session is reserved for Directors only, and no one other than Directors shall be entitled to attend or in any manner listen to or observe the business of the Board of Directors during Executive Session.

This Policy may be amended at any time in the sole discretion of the KCA Board of Directors without notice.

STU 21.0 COMMUNICATION AND SUPPORT

Kentucky Christian Academy values the communication and support of parents. Parents should follow the biblical method of conflict/problem resolution found in Matthew 18. Most of your issues can be resolved by going directly to your child(ren)'s teacher or to the person with whom you have concerns. If you have a question or problem concerning your child (ren)'s grade, homework, class behavior or activities, please contact the teacher **first** before bringing it to the attention of the administrative staff. Staff is trained to ask if you have taken your problem to the proper person before giving you an audience for your grievances. If a resolution cannot be reached, the Administrator will assist with mediation.

KCA has invested in a web-based management system to assist parents and teachers with communication. KCA encourages parents to use the system to monitor their child(ren)'s academic progress, quickly communicate with faculty through e-notes, get updated weekly school newsletters, and order lunches. If parents do not have Internet access, the KCA office has a computer set-up for parental use.

STU 21.1 Address Changes

Whenever there is a change of address or phone number, please call the office and notify us of the change. The same is true for changes in doctors' and/or emergency numbers and people who are authorized to sign your child(ren) out once they have been brought to school.

STU 21.2 Messages

Each time a message is delivered to a classroom it interrupts the educational program. Therefore, messages will be delivered to students at lunch and dismissal. Prior planning before leaving the home is greatly encouraged. *We will interrupt class to deliver a message only in the case of extreme emergency.*

STU 21.3 Pass Slips

Students are not permitted in the corridors during class periods, unless they are accompanied by school personnel or have a hallway pass from a staff member.

STU 21.4 Pictures and Videos

All students who enroll at Kentucky Christian Academy may be photographed or video-taped by the school in the course of school activities. A child's likeness in an individual or group picture may be used in newsletters, local papers, promotional pieces, and/or advertising materials. Parents who do not wish to have their child photographed or video-taped should let the Administrator know in writing.

STU 21.5 Mail

No mail or parcel post will be delivered to the students in the building. Mail addressed to students is forwarded to the home address. This regulation protects our students from the outside influence of those attempting to bypass parental supervision.

STU 21.6 School Calendar

The annual calendar is available on the website or in the school office.

STU 21.7 Telephones

KCA phones are for school business only. Students will have limited access to phones for personal and family business. A staff member must authorize the use of school phones by students.

STU 21.8 Weekly Packet

Each Tuesday each student receives a weekly folder containing pertinent information for parents. It is vital that parents review (and in some cases, sign and return) items in the folders. Teachers use the packet to send home academic information of interest to parents.

STU 21.9 Warrior Monthly

This is the parent newsletter published monthly and uploaded to Sycamore under the documents tab. Information for the newsletter must be received in the school office by 12:00 p.m. on Monday to be included.

STU 22.0 USE OF TOBACCO, DRUGS, OR ALCOHOL PROHIBITED WHEN REPRESENTING KCA (Approved October, 2014)

The Board is committed to providing students, staff, and visitors with an alcohol, drug, tobacco and smoke-free environment. The negative health effects for both users and nonusers, particularly in connection with second hand smoke, are well established. Further, providing a drug, alcohol, non-smoking and tobacco-free environment is consistent with responsibilities of teachers and staff to be positive role models for our students.

In order to protect students and staff who choose not to use drugs, alcohol or tobacco from an environment noxious to them, and because the Board does not condone the usage of these products when representing KCA, it prohibits the use of these products in school buildings, on school property, and at any school sponsored function.

This policy shall apply at all times to the building, property or any vehicle leased, owned or operated by KCA or its Board. No person shall distribute or use any of these products in any area described above at any time. In no case shall any student possess any of these products while on school grounds, in any vehicle or at any school sponsored function.

Individuals supervising students off school grounds are prohibited from distributing or using such products while in the presence of students or at any time while engaged in any activities directly involving students.

Groups using the KCA building or grounds shall sign agreements with the Board agreeing to comply with this policy and to inform students, parents, and spectators in writing that this policy remains in force on evenings, weekends, and other times that school is not in session. A summary or copy of this policy shall be attached to all requests for use of school facilities.

Enforcement provisions may include, but are not limited to: a request to stop use, a request to leave the premises, denial of access to school property, police notification and/or any other enforcement measured deemed appropriate by the Administrator. Additionally, the policy shall be available to the public in electronic format.

Board Chairperson Signature _____

Date Approved by Board _____

*See appendix below

Apendix I

**Kentucky Christian Academy
Volunteer Driver Application Form**

Any individuals wishing to be eligible to transport Kentucky Christian Academy (“KCA”) students, other than their own children, for school related purposes and/or school sponsored functions must fill out this form, submit the required documentation and be approved in advance by KCA. Moreover, in no event will a volunteer parent driver be permitted to transport any such students without the prior consent of each such child’s parent or legal guardian.

Section I - Volunteer Driver Information

Please print information

Name: _____ Driver License #: _____

Daytime Phone: _____ (E-mail): _____ Driver License's Expiration Date: _____

Address: _____ City/State/Zip: _____

Car Model/Yr #1: _____ Car Model/Yr #2: _____

Number of working seat belts in car #1 _____ License number for car # 1: _____

Number of working seat belts in car #2 _____ License number for car # 2: _____

The school requires volunteer drivers to have the following minimum insurance coverage limits: (1) \$100,000 in liability coverage per person for bodily injury; (2) \$300,000 in liability coverage per incident for bodily injury for all vehicle occupants; and (3) \$100,000 in liability coverage for property damage. Please provide the name of your carrier, the policy number and the coverage limits for any vehicle you may use to transport KCA students.

Car #1 Ins.Co.: _____ Policy #: _____ (1)\$ _____ (2)\$ _____ (3)\$ _____

Car #2 Ins.Co.: _____ Policy #: _____ (1)\$ _____ (2)\$ _____ (3)\$ _____

- ____ Yes ____ No Are you licensed to drive a commercial vehicle? (Do you hold a commercial driver’s license)?
- ____ Yes ____ No Have you been in an accident in the last three years? If you answered YES, please describe the accident and its cause on another sheet of paper and attach it to this form.
- ____ Yes ____ No Have you been ticketed for moving violations within the last three years? If you answered YES, please describe the infractions on another sheet of paper and attach it to this form.
- ____ Yes ____ No Have you been convicted for DWI/DUI of alcohol or drugs, or had your license suspended for moving violations, hit and run, eluding an officer, reckless or negligent operation of a vehicle, or driving while under suspension or revocation of your license (you need to answer truthfully to this questions regardless of whether or not any such charges have been expunged or otherwise no longer exists on your driving or criminal history/record)? [Note: Our school will not be able to use volunteers with a "yes" answer even if the incident took place before the person became a Christian.]
- ____ Yes ____ No Has anyone ever smoked in any of the vehicles in which you may be driving on a KCA school field trip?

Section II - Requirements for Volunteer Drivers

I hereby swear and affirm that:

- I possess a valid Kentucky driver's license. Please attach a photocopy of your driver's license and first

page of your car insurance policy that verifies amount of coverage.

- I will contact my insurance agent to ascertain if there are any liability policy limits or exclusions regarding transporting other students or faculty members on a field trip that might affect my ability to meet the qualifications for a volunteer driver.
- I will maintain the minimum insurance coverages required by the school for volunteer vehicles for the vehicle(s) listed in Section I and only volunteer to drive when such insurance policies and coverages are in force. I understand that in case of any type of accident injury or vehicle damage the school's insurance policy does not provide insurance coverage until the liability policy limits in place for my vehicle are exhausted. (Note: This is the only coverage that most nonprofit organizations can provide because of the impossibility of their affording or even obtaining primary or direct coverage on the vehicles of volunteer drivers.)
- I will advise the school of any change in information provided on this form including, but not limited to, involvement in a car accident in which I am cited, any citations for moving violations, non-renewal of license, termination of license, change of insurance company, change in amounts of insurance coverage, termination of insurance, or change in vehicle
- Students riding in my vehicle(s) will be seated in both the front and back seat will be secured with individual working seatbelts (note that double belting of children is NOT permitted). I agree to follow state law with regard to the usage of appropriate and/or state mandated car seats and booster seats as well as the appropriate size/weight/age attainments for a child to sit in the front seat of a vehicle.
- To my knowledge, my vehicle is in safe operating condition (brakes, tires, etc.).
- I will not deviate from the field trip destinations, I will take the students directly to the field trip destination and return the students directly to the school and I will only stop at pre-arranged spots that have been specified in the field trip directions and approved by the Administrator prior to the field trip.
- I will read and follow the Driver and Chaperone instructions sheet for the field trip and/or will abide by all instructions provided verbally or otherwise relating to the field trip.
- I will notify school personnel if I no longer wish to drive or if I wish to be removed from the Approved Driver List.
- I have read and understand the KCA's policy with respect to alcohol, drugs and tobacco use, and I swear and affirm that I will uphold this policy at all times during any type of field trip event, and furthermore, I will insure that everyone in my vehicle upholds these policies.

I hereby swear and affirm that I will carefully transport students under my care; that I will obey all traffic laws and will drive in a safe and prudent manner; that I will follow all of the instructions and guidelines contained herein; and, that the information given on this form is true and correct to the best of my knowledge. I further commit to notify KCA immediately in the event that any of this information changes.

Signed: _____ Date: _____

Printed Name: _____

Your student(s) name(s) & grade(s): _____

Family relationship to student(s): _____

Section III - School Administration Approval

_____ Approved _____ Disapproved for addition to the school's Approved Driver List

Reason: _____

Administrator's Signature _____ Date: _____

Driver and Chaperone Instructions

Kentucky Christian Academy depends on the involvement of our school parents for transportation and chaperoning of field trips and other off-site events. We appreciate you taking the time to support your child's school and its activities. The following are guidelines that we ask our drivers and chaperones to follow:

General Instructions:

- A classroom teacher will be in charge of each field trip and will direct the volunteers as to what is expected of them.
- Please be an example of a Christian role model to our students by demonstrating maturity in actions, attitudes, and dress.
- Guests or siblings may not attend a field trip. We believe it is nearly impossible for a parent of a small child to give the necessary vigilance to supervising a group of students.
- Chaperones should remain with the students for whom they are responsible. They should vigorously resist the temptation to group with other adults while allowing the students to “do their own thing.”
- Know how many students are in your group and count, count, count, all day! Keep a roll if necessary. Be sure all are present before transitioning (especially when heading home).
- Chaperones must personally check-in with the teacher at each pre-arranged check-in time to give a full account of number of students and any medical and/or behavioral concerns.
- You will be provided with a list of the names of the children being transported in your vehicle. Students are to return with the same person and vehicle that transported them for this event.
- Some children experience severe food allergies - do not buy or provide any food for children.
- **Additional Instructions for Driver Chaperones:**
- Please arrive to school at least fifteen minutes before departure time.
- The teacher will have copies of the Emergency Medical Release Forms for all students.
- Seat belts must be worn at all times.
- The teacher will provide a map and/or directions. Please stick to the assigned route. The driver may never take students to any destination other than what was indicated as part of the field trip.

- Obedience to all traffic laws—including maintaining acceptable speed limits—is expected.
- When traveling, cars will “caravan” together. At no time should cars pass the “lead car” or take “side trips”.
- If more than three vehicles are in caravan, the “buddy system” should be implemented. This is where two or three vehicles caravan together, eliminating a long line of vehicles, which can be a safety problem.
- Please contact the teacher or call the school right away if you experience car trouble, become lost or if someone has been hurt or is ill.
- Children must not be left unattended in a vehicle. Students should not eat or drink in your car without permission. They have been instructed to use quiet voices when talking and to keep their hands and feet to themselves. If any student does not cooperate, please inform the teacher.
- Only G-rated videos/movies are to be viewed in the vehicle while traveling to/from field trips. Radio/CD’s/tapes should be in line with our Christian philosophy.