



PARENT-STUDENT HANDBOOK (PART-TIME STUDENTS)

2025-2026

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I. GENERAL

1.1 Mission

To partner with parents in accomplishing their God-given task of raising their children in the paideia of the Lord by providing an affordable, Christ-centered, classical, Christian education.

Vision

We seek to graduate students who can read well, think well, and speak well by cultivating within them wisdom, virtue, and excellence. The kind of men and women who will lead and not follow, fear God and not men, and slay dragons.

1.2 Philosophy of Education

KCA endeavors to instruct from both a Christian and classical position.

Christian

In all its levels, programs, and teaching, KCA seeks to: Teach all subjects as parts of an integrated whole with Scripture at the center (II Tim. 3:16-17); provide a clear model of the biblical Christian life through our board, faculty, and staff (Mt. 22:37-40); Encourage each student to begin and/or develop his relationship with God the Father through Jesus Christ (Mt. 28:18-20, Mt. 19:13-15), in the power of the Holy Spirit.

Our faculty will provide modeling and mentoring to our students, setting an example of biblical Christian living and encouraging our students through personal discipleship.

We believe that the Bible clearly instructs parents, not the Church or State, to "bring children up in the discipline and instruction of the Lord." (Eph. 6:4) The Church's commission is essentially to spread the gospel and train believers (Mt. 28:18-20). The State has been directed to enforce God's laws and protect the innocent (Rom. 13). The church trains parents and the State is to protect families. The Family trains and educates children (Eph. 6:1-4; Deut. 6:4-9). Therefore, under the delegation of the family, with the help of the church, we seek to teach and discipline in a manner consistent with the Bible and a godly home environment.

We believe that God's character is revealed not only in His Word but also in every facet of creation (Rom. 1:19-20). Therefore, we teach that all knowledge is interrelated (integrated) and can instruct us about God himself.

God wants us to love Him with our minds, as well as with our hearts, souls, and strength (Mt. 22:37). Therefore, we seek to individually challenge children at all levels and teach them how to learn, by using the centuries-old, time honored, and proven classical method.

We want to help parents teach their children that all they do should be done "heartily, as unto the Lord" (Col. 3:23-24). Therefore, we seek to encourage quality academic work and maintain high standards of conduct. This necessarily includes biblical discipline principles. Above all, parents can be confident that their student, at every stage of his development in school, will be loved with Christ's love at KCA.

- All students will be encouraged to explore, learn, and worship God through their studies and in their lives.
- All subjects will be taught from a biblical worldview, and no academic discipline will be seen as separate or distinct from God's intentional design.

In Loco Parentis – In the place of parents

KCA recognizes that parents have the authority over the education of their children. At all levels, the KCA Board, administration, faculty, and staff acknowledge that the school does not function above parental authority, but rather with delegated authority, in loco parentis, from the parents.

KCA's Vision and Mission statement represents the desired results which we believe will come from our educational support of godly homes. We intend to fulfill these established goals by supporting parents who are dedicated to such goals in their respective households.

The school's implementation of our Vision and Mission statement is not intended to supplant or circumvent the responsibility of parents before God to nurture and educate their children.

KCA will seek to fulfill the obligations we have regarding this policy, our mission statement and our vision statement, primarily through careful admission procedures, faithfulness to our stated educational mission, and biblical discipline.

Classical

In all its levels, programs, and teaching, KCA seeks to: encourage each student to develop a love for learning and live up to their academic potential; provide an orderly atmosphere conducive to the attainment of the above goals.

We believe *all* our students are capable of excellence because all are created in the image of God. This Christian position allows the individual to read good literature, study science, and engage in various worldviews with the proper perspective that all things come from God (Col. 1:16)

- All students will be given the tools to develop a deep love for lifelong learning. This will be accomplished through the Classical model.
- All subjects will be integrated with theology as the "Queen of the Sciences".
- All subjects and disciplines yield to the authority of Scripture.

1.3 Doctrinal Statement

God. We believe in one (Deut. 6:4, Isa. 45:5-6) eternal (1 Tim. 1:17), knowable (Heb. 1:1-2), sovereign God (Dan. 4:34-35). He knows all things (Psa. 139:1-4), and providentially oversees all things (Mt. 10:29-31). He is merciful (Exod. 34:6), and just (Acts 17:31), loving (1 Jn. 4:8), and holy (Rev. 4:8), great in power (Ps. 147:5) and good in purpose (Rom. 8:28). His glory should not only be our main concern, but is the reason we have been created. (1 Cor. 10:31).

Trinity. We believe in one God who exists in three Persons: Father, Son, and Holy Spirit (Mt. 28:19). All three are uncreated, coeternal, and equal in power, glory, and honor. They are rightly worshiped as the one true God—three in one, and one in three (Rev. 22:13, Acts 5:3-4).

Scripture. We believe, that while God has revealed himself in his creation (Ps. 19:1-6, Rom. 1:18-20), he has spoken to us most clearly in his word (Jn. 14:25-26, Deut. 6:6-7). The Scriptures of the Old and New Testaments are breathed out by God, holy, complete, and entirely without error in the original manuscripts (2 Tim. 3:16, Jn. 10:35, 2 Pet. 1:20-21). The Bible is our final authority in doctrine and godliness and is sufficient and accurate for all of life (Mt. 4:4, 2 Pet. 1:3-4).

Creation. We believe God created the entire universe out of nothing (Gen. 1:1, Heb. 11:3). Man and woman were the crown of God's good creation, being created in his own image (Gen. 1:26-27). As image-bearers, we were created to worship God and reflect him in true knowledge, righteousness, and holiness (Eph. 4:22-24, Col. 3:9-10).

Fall. We believe that Adam and Eve, our first parents, rebelled against God and plunged themselves and all their offspring into ruin (Gen. 3:1-19). Because of Adam's sin, we are all guilty sinners (Rom. 5:12-21). We come into the world with corrupt natures through and through (Ps. 51:5). We are spiritually dead until God makes us alive in Christ (Jn. 6:44, Rom. 3:10-18, Eph. 2:1-5).

Person and Divinity of Jesus Christ. We believe Jesus of Nazareth was and is the Christ, the Messiah, the Anointed One. We believe he is also the Son of the Living God (Mt. 16:16). He is fully man and fully God (1 Tim. 2:5, Titus 2:13). He was born of the virgin Mary, lived a perfect life, taught the way of God's kingdom, worked miracles, suffered, died, and (bodily) rose again (1 Cor. 15:1-8).

Work of Jesus Christ. We believe Jesus Christ lived a perfect life and died a shameful death that we might be counted righteous and forgiven of our sins (2 Cor. 5:21). He was our sacrificial substitute (1 Pet. 3:18). He defeated the devil (Rev. 12:9), removed our guilt (Isa. 53:4-6), and became a curse for us (Gal. 3:13), bearing the weight of God's wrath (1 Jn. 1:8-2:2).

Salvation. We believe that we are justified—declared righteous before God—by grace alone, through faith alone in Christ alone (Gal. 2:16). The only way (Jn. 14:6) to be adopted into God's family is through union with his Son, Jesus Christ (Eph. 1:3-6).

Holy Spirit. We believe the Holy Spirit, working through the word, supernaturally converts (regenerates) the hearts of God's people by making alive what was spiritually dead (Titus 3:5, 1 Pet. 1:23). The Spirit convicts us of sin (Jn. 16:8-11), leads us to repentance (Eze. 36:26-27), causes us to grow in holiness (2 Cor. 3:18), seals us for the day of redemption that we might be assured of our salvation (Eph. 1:13-14), and equips us with spiritual gifts for the building up of the body (1 Cor. 12:7).

Church. We believe the church is the communion of God's people drawn from every tribe, language, people, and nation (Eph. 2:11-12, Rev. 5:9-10). This invisible body, of which Christ Jesus is the head, exists locally, and imperfectly, as the visible church. Jesus Christ has given his church two sacraments: Baptism and the Lord's Supper (Mt. 28:19-20, 1 Cor. 11:23-26).

Marks and Mission. We believe God's people should be marked by Christlikeness (Eph. 5:1-2), prayerfulness (Rom. 12:12), joyful obedience (John 14:15), love of God and love of neighbor (Mt. 22:37-44). We believe the mission of the church is to make disciples by declaring the gospel of Jesus Christ in the power of the Spirit to the glory of God the Father (Mt. 28:19-20). As salt and light (Mt. 5:13-16), we seek to save the lost (1 Cor. 9:19-23), love others in word and deed (1 Pet. 4:11), work for righteousness and justice (Amos 5:24), and care for the hurting and needy (Jn. 3:16-18).

Last Things. We believe Jesus Christ will return to earth personally, visibly, and bodily as King of Kings and Lord of Lords (Acts 1:11). At his appearing the dead shall be raised and the living and the dead will be judged (1 Cor. 15:20-28). The wicked and unbelieving will be consigned to eternal punishment (Rev. 20:10, Rev. 14:15). Those belonging to Jesus will have eternal life in the new heavens and the new earth and live in ever-increasing joy to the glory of God (Mt. 25:21, Rev. 21:1-5).

1.4 Statement of Core Family Values

All members of the board, administration, and staff of KCA believe that the Bible is the written Word of God and without error in all its teachings. Based on our understanding and fidelity to the authority of Scripture, our faculty, staff, and all who use our facility adhere to these Core Family Values:

- 1) That it is unacceptable for Christians to teach hatred against any group or individual. (Mt. 5:44)
- 2) That human life begins at conception and ends at natural death. An unborn child at any stage of development is a human being and should be treated as such. (Ps. 139:13-16)
- 3) That sexual intimacy is only morally acceptable within a marriage relationship. (Mt. 5:27-28)
- 4) That premarital or extramarital sexual intimacy heterosexual or homosexual including but not limited to intercourse is morally wrong. (1 Cor. 6:9-11)
- 5) That marriage is an exclusively heterosexual institution. (Mk. 10:7)
- 6) *All persons are created in God's image and are made to glorify Him (Gen. 1:27; Isa. 43:7)
- 7) *God's design was the creation of two distinct and complementary sexes, male and female (Gen. 1:27; Matt. 19:4; Mk. 10:6) which designate the fundamental distinction that God has embedded in the very biology of the human race.
- 8) *KCA affirms God's good design that gender identity is determined by biological sex and not by one's self-perception—a perception which is often influenced by fallen human nature in ways contrary to God's design (Eph. 4:17-18).

* From *On Transgender Identity* by the Southern Baptist Convention

1.5 Statement of Gender

We believe that God wonderfully foreordained and immutably created each person as either male or female in conformity with their biological/chromosomal sex. These two distinct yet complementary genders together reflect the image and nature of God (Genesis 1:26-27).

We believe that God created people, male and female, in His image. Gender is part of that creation, determined and designed by God and unchanging. An effort to change or reject that part of oneself is a rejection of God's creation and design (Genesis 1:27).

Given the pervasive effects of the fall into sin on all creation, we believe that gender dysphoria is not part of God's original plan for creation. We do not condone any mistreatment, abuse or disparaging of individuals who are experiencing gender dysphoria. At the same time, we will encourage those who are experiencing gender dysphoria to repent and accept and respect God's design and creation, even with respect to gender.

We affirm God's love for the people He has created in His image. We believe that each person has inherent human dignity, flowing from creation in God's image and the love of Christ. We will treat each person with respect and grace, acknowledging their human dignity and God's love for them.

For this reason, this school limits access to washrooms and change-rooms to persons having the biological/chromosomal sex associated with the facility in question. For greater clarity, and for example, access to ladies' washrooms is limited to biological/chromosomal females having female reproductive organs while access to male change rooms is limited to biological/chromosomal males having male reproductive organs.

1.6 Faculty and Staff Code of Conduct

The faculty and staff model their lives based on biblical principles of morality and ethics. Faculty and Staff are to abstain from:

- Swearing, coarse language, and offensive joking (Eph. 4:29; Jas. 3:1-12)
- Dishonesty (lying, cheating, stealing, etc.) (Col. 3:9; Eph. 4:28)
- Occult practices (Acts 19:19; Gal. 5:19)
- Abortion (Ex. 20:13; Ps. 139:13-16)
- Sexual Sins (fornication, adultery, homosexuality, pornography, etc.) (1 Cor. 6:12-20; Eph. 4:17-24; 1 Thess. 4:3-8; Rom. 1:26-27; 1 Tim. 1:9-10)
- Drunkenness (Eph. 5:18)
- Illegal drugs and substance abuse (1 Cor. 6: 19-20; Rom. 13:1, Titus 2)
- Married members of the KCA community uphold the sanctity of marriage and take every positive step available to avoid divorce.

This list is not exhaustive but rather serves as a general guideline of the minimal standards we expect of our staff and faculty.

II. CORPORATE STRUCTURE

2.1 Board of Directors

KCA is under the oversight of the Elder Board of Crossroads Bible Church . KCA board members are appointed by the Elder Board of Crossroads Bible Church . Detailed operational guidelines and responsibilities of the board may be found in the school's by-laws.

2.2 School Board

The school governance is by the KCA Board of Directors which has been granted authority to lead and make decisions regarding policy and procedures. Committee members are appointed by the board. Detailed operational guidelines and responsibilities of the board may be found in the school's by-laws.

2.3 Headmaster

The KCA board hires and appoints the Headmaster to oversee the administration, faculty and staff; to promote KCA in the community; and to provide timely information to the board. The headmaster attends board meetings by invitation.

III. SCHOOL OPERATIONAL GUIDELINES

3.1 Admission and Enrollment

KCA admits students of any race to all rights, privileges, programs, and activities generally made available to all students. KCA practices a biblical philosophy of admissions, not discriminating on the basis of race, sex, color, or national origin in the administration of its policies, admissions, scholarships, athletic, and other school-directed programs. KCA does not discriminate in the administration of its admissions and educational policies, or in any other school administered programs.

KCA reserves the right to request parents or guardians to withdraw any student who does not adjust to our school environment.

3.1.2 Statement of Affirmation

KCA is a biblically based, religious organization that supports families who choose to give their children a Christian education based in the Christian worldview and moral convictions expressed in the school's Doctrinal Statement and Statement of Core Family Values. The school may also welcome students from families that do not hold these beliefs under the clear understanding that:

- a) Every student will be taught all aspects of the school curriculum including the beliefs outlined in the school's Doctrinal Statement and Statement of Core Family Values.
- b) No family will actively seek to alter or undermine the teachings of the school.
- c) All students will be encouraged to receive Jesus Christ as Lord and Saviour, but no student will be compelled to do so.

We at KCA respect all parents, including those whose beliefs are contrary to ours. However, we encourage those who strongly oppose the beliefs and values taught at our school to seek a form of education for their children that is in keeping with their own convictions.

3.1.3 Admissions Process

The Admissions process is designed to help the Headmaster and KCA Board to determine the proper academic placement for each child. Parents should make contacts and review KCA's website, paying particular attention to the Vision, Mission, and Doctrinal Statement which defines all that KCA does and is. KCA wants to be certain each family has had time to pray and gather all the information they will need to begin the admissions process.

Students entering Junior Kindergarten must be 4 years old by December 31. A copy of the child's birth certificate is required as proof of age.

Admissions Process:

1. **Discover KCA.** We encourage you to learn as much as you can about King's Cross Academy before applying. Please browse our website (especially the [FAQ page](#)), read our [Statement of Core Family Values](#) and [Doctrinal Statement](#). Info nights are a great opportunity to meet our headmaster, hear our vision and ask questions about KCA. Subscribe to our newsletter to get notified about events like info nights.
 2. **Connect with KCA.** Once you have done a little bit of homework, we would love to hear from you! Let us know through our [Contact Us](#) page on our website if you have any clarifying questions and if you are desiring to register your child(ren) at KCA.
 3. **Apply to KCA.** Once you have had your questions answered and told us of your desire to apply, you can fill out a [registration form](#) and schedule an interview for the student(s) and parents with the Headmaster.
 4. **Admission to KCA.** Upon successfully completing the interview process, the Prospective Family's child(ren) will be admitted to KCA.
- The admissions process has been designed to ensure a good fit between KCA and your family.

After all required documentation and fees have been received in the school office, the student will be scheduled for an informal assessment by the grade-level teacher or constituent with expertise in student evaluation and placement. Following, or simultaneously with the assessment, the family interview will be conducted. Both parents should review the application materials prior to the interview.

The Leadership Team will determine the proper grade level placement for each student using the assessments and interviews. Many factors are considered and weighed when making this determination with the goal being the best possible fit for each child. While parental input is important, the Leadership Team is ultimately responsible for placement within the school. Input regarding the needs of children is welcome. For communication purposes, it is best to provide this in writing.

KCA may deny acceptance at any point during the admissions process when it becomes apparent KCA will not be a suitable environment for a particular child or family. KCA also reserves the right to request parents or guardians to withdraw any student who does not adjust to our school environment.

ADMISSION REQUIREMENTS FOR PARENTS

KCA holds the following expectations for the parents/guardians of all its students:

- Both parents/guardians should have a clear understanding of the biblical philosophy and purpose of KCA and agree to the Doctrinal Statement and the Statement Core Family Values as outlined above.
- The parents/guardians should be willing to cooperate with all the written policies of KCA. This is most important in the area of discipline, school work standards, and conflict resolution, as well as active communication with the respective teacher(s) and administration.
- At least one parent is an active member in good standing of an evangelical church.

3.1.4 Re-enrollment

Returning families may begin the process of re-enrollment of their students on or about January 31 of each year. Priority consideration will be given to those current family applications received on or before open enrollment. Returning families will pay a re-enrollment fee in accordance with the Fee Schedule published for the forthcoming school year. Re-enrollment of current students is finalized when:

- Any fees due are paid (enrollment fee and tuition)
- The Family Commitment Form (accompanied by the **non-refundable** re-enrollment fee)

Classroom placement is not reserved until the enrollment fee has been paid in accordance with the due dates stated below in Appendix E. Students may not be re-enrolled if their account with KCA is delinquent.

3.1.5 Withdrawing From School

A parent must contact the Headmaster in person or by phone to initiate a student's withdrawal. The appropriate school official will make arrangements for school property to be returned. A withdrawal form must be signed by the appropriate school official and by each of the student's teachers. The form will list grades to date and will assist the student in entering another school. Records will be released only when the above process is completed and when the student's financial record is clear.

If a family notifies the Headmaster of their intent to withdraw a student at any time, ***the family is liable for all tuition.*** Any over-paid tuition (calculated on a pro-rated basis) will be refunded.

The student's records will not be released to the parent or another school until the parents have fulfilled their financial responsibility to the school.

3.1.6 Financial Obligations following Withdrawal

In the event that a student is withdrawn from KCA for any reason during the academic year, the financial obligation incurred and the payment required for contract fulfillment will be:

- Payment of all fees and tuition amounts previously charged to the account, including but not limited to field trips, school merchandise, etc.
- Payment for any applicable textbook damages or replacements

3.2 Attendance Policy

This policy is designed to encourage consistent student attendance at school. At school a student is exposed to various types of instruction—they are coming to learn. Their conduct at school must demonstrate a seriousness of purpose and a sense of appropriate play that stresses the importance of learning both individual and group skills. Because each class period should contribute significantly to the curriculum objectives of KCA and because the instructional program is progressive and sequential, it is necessary to encourage student attendance in all prescribed classes. In the rare event a student must miss a school day, the parent is to contact the school office and follow the stated procedure.

Attendance

1. A record of attendance for each student will be kept. The total number of days absent and days present will be recorded on the student's report card.
2. The student will bring his parent's written explanation of his absence to the teacher upon returning to class OR the parent must email the teacher or KCA Office with explanation of absence.
3. In the event of excessive absences, a parent, teacher and administration conference may be scheduled.
4. A student must complete final exams before a term grade will be given. A student who is absent during a final exam will receive a grade of "I" (incomplete) in the course until the missed exam is completed.
5. The assignments missed during absence(s) will need to be completed and returned to the teacher within the same number of days missed.
6. It is the student's and family's responsibility to find out what work was assigned. It is recommended that the student contact the teachers directly in order to find out what assignments were missed and any special instructions.
7. Upon request from parents, the KCA School Board may waive requirements set by provisions of this policy. In doing so the board should consider the administration's recommendation, the student's mastery in all subjects, attitude toward work and study, and disciplinary record at school.

Please note that all doctor or dentist appointments should be scheduled after school, during lunch or on non-school days whenever possible.

Students missing more than half of any day/class/period will be counted absent.

All absences result in missed class work and lower academic output. Therefore, students are encouraged and expected to have very few absences. When an absence occurs, the missed work will be made up within the stated time frame. Should a student receive an "I" (incomplete) on the report card, it will be changed to "O" two weeks following the close of the grading period unless there are extenuating circumstances.

Excused Absences

Following an absence from school and upon their return, a student must provide a written excuse in order to obtain an excused absence on their record. The following are considered excused absences:

- Personal illness
- Serious illness or death of a family member
- Medical or dental appointments
- Hazardous travel due to weather or road conditions
- Other circumstances that are approved by the Headmaster

Unexcused Absences

Absences that do not follow the guidelines for excused absences are considered unexcused.

3.2.2 Tardy Procedure

Parents must notify the school of a child being ill, late or otherwise on a particular day. ***It is recommended for families to arrive no later than 12:15 PM to provide time for children to go through their arrival routine in preparation for the day and arrive in class promptly at 12:20 PM.*** If your child is arriving late or leaving the school early for any reason, the parent must sign the child in or out at the office. High School students with a written notice from parents may sign themselves in or out at the office.

Because our teaching effectiveness emanates from a well-structured learning day that sets and maintains an appropriate educational tone from beginning to end, **students not arriving in time to be in class by 12:20 AM must wait till the next appropriate time for the teacher to welcome the student in the classroom.**

Students must go directly to the office if arriving after 12:20 PM. Parents will be required to have a conference to discuss excessive tardies.

Tardy Procedure Between Classes (Grades 5-8 only)

A tardy student disrupts their teacher and their fellow classmates. Teachers have limited time with the students and they start classes promptly.

- Students not seated in the classroom and ready to begin class will be marked tardy by the teacher.
- Students will be required to present an explanation to the teacher upon arriving to class late. The teacher may decide to have the student go to the office to receive a tardy slip as their lateness will negatively affect the learning environment. This must be presented to the teacher to re-enter the classroom.
- Depending on the severity of lateness, the teacher may decline admission to the class, at which point the student waits in the school office till the end of that class period. The student must then provide the teacher of the class missed both the tardy slip and explanation.
- Excessive tardies will result in disciplinary action.
- A student missing more than half of the class period will be counted absent, not tardy.
- A student with more than three tardies will be given detention.

3.2.3 Absentee Procedure

A written note from the parent is mandatory when a student is absent. A student, upon returning to school following an absence, must present to the teacher a signed note from his parent stating the date and reason for his absence. A junior high and high school student will turn in a written excuse to their 1st period teacher.

3.2.4 Student Absenteeism: Tests

If a student misses a test due to being absent, the parent or student must schedule an appointment to take the exam after school or during a regular scheduled Study Period the

next day. All exams missed on the day of being absent, will be placed in the school Office with the Administrative Assistant. All tests must be taken on campus, either in study hall, the office or a proctored classroom.

3.2.5 Family Vacations

Vacations that take students out of school are discouraged. However, since there may be times when parent-accompanied trips do not coincide with the school calendar, exceptions may be permitted. The teacher should be notified in writing five school days in advance of parent-accompanied trips. Students are responsible to gather missed assignments in advance, if possible. Parent and/or student must coordinate with the teacher on an agreeable assignment timeline or deadline.

3.2.6 Leaving School Prior to Regular Dismissal

Students are expected to remain in the school during regular instructional hours. All requests for early dismissal are preferred to be made in writing. Students will be granted an early dismissal for emergencies and for medical and dental appointments when those appointments cannot be scheduled outside school hours. All other activities should be scheduled after school.

To pick up a student, the parent must report to the school office. For the safety of the students and so the school can fulfill its responsibility to parents in caring for student safety, students are required to report to the school office where they will meet their parent or the parent's designated representative. The parent will sign a sheet designating the time of early dismissal.

3.3 Communication

Communication with the school's parents is an important part of the school's purpose and commitment. Teachers are required to communicate with all the class parents at least once every two weeks. This may be done in a written or verbal form. During the first quarter of the school year, a formal parent-teacher conference will be scheduled. Informal conferences may and should be arranged as needed with the teacher.

School-wide KCA information will be primarily communicated through weekly email communication called News & Announcements. Please ensure the school office has your correct email address.

3.3.2 Vision Night

Vision Night is held once a year in September, with the purpose of bringing the KCA community together to be encouraged and refreshed. It is expected for our families to attend this event and encourage participation from others.

3.3.3 Emergency Procedures

It is imperative that KCA have current and accurate information on record for each student and family in case of emergency. The school will attempt to acquire current information at the beginning of each school year, but it is recommended that parents notify the school office immediately of any updated information throughout the school year. Specific information necessary to be in record with the school includes:

- Parent mobile phone numbers and email addresses
- Home phone number and street address
- Student medical conditions, known allergies, and regular medications
- Primary care physician name, phone number, and location
- Preferred hospital name, phone number, and location

- Emergency contact name, relationship, mobile phone number, and home phone number

3.3.4 Chains of Accountability

Authority and responsibility for the successful operation of the school begins with the KCA Board which is held accountable to the Crossroads Bible Church Board of Elders. The KCA Board sets policy and a budget, and gives authority to the Headmaster and administration to

implement these policies and to employ the necessary staff to uphold them. The Headmaster, in turn, delegates authority and assigns responsibility to the Faculty and Staff. This network of authority and responsibility is KCA's chain of accountability.

COMPREHENSIVE GRIEVANCE POLICY

Students and parents seeking to resolve issues or disputes should utilize the Biblical doctrine found in **Matthew 18:15-17, refer to the Matthew 18 Principle Appendix D**, and the following guidelines shall be followed whenever a dispute or grievance arises between any parent or student and any staff or faculty member of KCA:

- a. All concerns about the classroom must first be presented to the teacher by the parent.
- b. If the issue is not resolved, or if the concern is about the general operation of the school, the parent(s) should bring the concern to the Headmaster.
- c. If the problem is not resolved or parents have concern over how issues were addressed by the Headmaster, the parent(s) should detail the grievance in a document so that the grievance may be presented in writing to the Board of Directors for review and resolution.

3.4 Health Policies & Procedures

It is the goal of KCA for illness not to interfere with any student's school day. If a student becomes ill or injured at school, the student will receive basic or emergency treatment by a school employee which may include first aid or medication dispensation under supervision.

All school employees are trained in the medical treatment policies and procedures set by KCA and all full-time employees are required to be First Aid Certified. All medical treatment instances are recorded with detail in the office Clinic log. Parents may be notified by a school employee before or after the student receives treatment if the situation is deemed severe enough for notification. For the health and safety of all students, a student obviously ill or with an elevated temperature, vomiting, or a communicable disease will not be allowed to remain at school.

If a child shows any signs of illness (fever, sore throat, upset stomach, rash, watery eyes, etc.) the parents should keep the child at home. This is for the protection of the child as well as protection of the other students. ***Children must be free of symptoms and free of fever without taking fever control medication for twenty-four hours before returning to school.*** A child who has been absent because of a contagious disease must be confirmed non-contagious by a doctor before returning to school. If a student becomes ill or injured at school, the parent will be notified and a first aid procedure will be provided.

3.4.2 Immunization Requirements—Ontario Provincial Legislation

Under the Immunization of School Pupils Act R.R.O. 1990, Reg. 645, all students at public or private schools, including KCA, must either be immunized according to the Ontario recommended schedule OR have a valid medical, conscience, or religious belief exemption on file at the local health unit.

Under this legislation the County Health Unit collects basic enrollment data from KCA each year. Specifically, they collect from us the following information: student name, date of birth, sex, home address, phone number, and parent(s) name(s). This information is then used by the health unit to reference their records and ensure that each student has been immunized OR has a valid exemption on file.

Information regarding the regulation as well as how to get exemptions can be found here: <https://forms.mgcs.gov.on.ca/dataset/014-4897-64> For further details or to answer any questions please contact the school office.

3.4.3 Medications

Basic non-prescription medications are stored securely in the office and are available for treatment only when necessary and will be dispensed only by a school employee or by the student's parent witnessed by a school employee. **Do not send medication in the child's backpack or other belongings.** All prescribed or over the counter medication must be accompanied by a Student Medication Form, giving parental permission for KCA personnel to administer the medication. Any changes in dosage or type of medication must be in writing by the parent and given to the school administration. Verbal authorization by the student will not be accepted.

Medication must:

- Be in the original container
- Be labeled with the child's name
- Include directions to administer the medication
- If prescribed, be labeled with the date and the name of the physician prescribing the medication

KCA employees will make every reasonable effort to administer prescription medication as required by the student's physician, and parents will be notified in the case of a diversion from their prescribed medication schedule. No KCA employee may be held responsible if the child does not receive his scheduled dose of medicine or if the child takes an overdose of medicine. Every reasonable attempt to reach the parent shall be made if the medication cannot be given for some reason. If the parent cannot be reached, the school personnel shall not be held responsible.

In the case of an emergency, a parent can give verbal permission to allow staff to give an over-the-counter medication.

3.4.4 Food Allergies

Any food allergies need to be brought to the attention of the school administration and faculty in writing. An information sheet listing student allergies and treatment procedures will be made available to every school employee and posted in the office for reference. Parents should make sure that any emergency medication for allergic reactions (Epi-Pen, Benadryl, etc.) and instructions are submitted to the school office in case of emergency.

KCA takes many precautions to protect against reactions due to peanut allergies. Please do not send snacks that contain peanuts with your children; this includes personal snacks during lunch time and also special treats for birthdays, class parties, etc. ***A notification regarding whether a child has a peanut allergy will be provided notifying parents when this policy and procedure takes effect.***

3.4.5 Student Physical Privacy

PURPOSE

In recognition of student physical privacy rights and the need to ensure student safety and maintain school discipline, this Policy is enacted to advise school site staff and administration regarding their duties in relation to student use of restrooms, locker rooms, showers, and other school facilities where students may be in a state of undress in the presence of other students.

DEFINITIONS

"Biological sex" means the biological condition of being male or female as determined at birth based on biological differences and at the chromosomal level.

POLICY

1. Use of School Facilities

Notwithstanding any other Board Policy, student restrooms, locker rooms, showers, and dormitories that are designated for one biological sex shall only be used by members of that biological sex.

In any other school facilities or settings where a student may be in a state of undress in the presence of other students (*i.e.*, changing costumes during school theatrical productions, etc.), school personnel shall provide separate, private areas designated for use by students based on their biological sex.

2. Accommodation of Biological Sex Non-Conforming Students

Students that exclusively and consistently assert at school that their gender is different from their biological sex shall be provided with the best available accommodation that meets their needs, but in no event shall that be access to the school restroom, locker room, or shower of the opposite biological sex. Such accommodations may include, but are not limited to: access to a single-stall restroom; access to a unisex restroom; or controlled use of a faculty restroom, locker room, or shower.

3.5 School Day and Hours

KCA operates from 8:45 AM to 3:15 PM Monday through Thursday during the school year. KCA is closed on national holidays and other days as designated on the annual school calendar. Students are expected to arrive at 8:45 AM as classroom instruction begins promptly then, and must be picked up at 3:15 PM each school day for dismissal.

3.5.2 School Visitors

All visitors must check in and out at the school office. Upon signing in, a member of school administration will sign and date a nametag that the visitor must wear while on campus. Visitors must designate their purpose and location of visit when checking in and may not be left with students unattended by KCA faculty unless the visitor is related to the student.

3.5.3 Drivers and Chaperones

Drivers and chaperones for off-campus school functions must complete a Driver/Chaperone agreement and have on file with the school office complete with driving record and copy of valid and current driver license and proof of vehicle insurance.

3.5.4 Textbooks

Students are loaned textbooks for their use during the school year. These books belong to the school and must be respected as borrowed property. Students will be charged full price and applicable shipping fees for lost books or books that have suffered excessive damage

as determined at the discretion of the teacher or school administration. Textbooks, workbooks, and other educational materials covered by the Resource Fee are considered property of the school and will be retained by KCA in the event of a student's withdrawal or dismissal.

3.5.5 Field Trips

A "field trip" is defined as a school-sponsored off-campus activity; this may be academic related or service related. The following rules apply to all field trips:

1. A student must have written permission from the parent.
2. All school rules are in effect during the field trip.
3. Teachers or administration will specify what clothing to wear.
4. Student attendance at a field trip is mandatory. If a student cannot attend the activity, the student's parent shall obtain an excused absence from the teacher prior to the event.
5. Parents driving on the field trip or service project must have a copy of their valid Driver's License, and current proof of automobile insurance.
6. Students will not use technology devices such as radios, cell phones, iPods, tablets, computers, and the like (unless approved by the teacher in advance).
7. Students may bring prescription medication in the original container with the student's name and dosage on the label. All medication must be turned over to the adult designated by the trip director.
8. Students who are not demonstrating a proper level of self-control and respect may be required to have a parent accompany them on the field trips at the discretion of the Headmaster.

School Sponsored Events

KCA seeks to ensure that all school-sponsored programs meet the same standards for quality and content as are established in its educational programs. The standards for student conduct at school are also required at all events sponsored by KCA.

School-sponsored events are **1)** events which are organized by a KCA staff member acting in his or her official capacity as a teacher or administrator; or **2)** events which are published on the school's yearly calendar; or **3)** events which receive financial support from KCA (including fund-raising opportunities provided through the school).

- School-sponsored events must be consistent with the mission of KCA.
- School-sponsored events require the attendance of a staff member or parent who has been asked to do so by KCA.

- Attendance at school-sponsored activities is generally limited to students who are currently enrolled at KCA. Exceptions to this limitation may be granted by the administration at the discretion of the Headmaster.
- All written communication regarding a school-sponsored event must be submitted to the KCA administration prior to being sent to the parents.
- Parents must sign a written waiver releasing KCA from any liability for all school-sponsored events taking place off campus before their student(s) may be allowed to participate in such event. This release shall also authorize medical treatment to be given to the student in case of injury. (This is accomplished in the Field Trip permission process.)
- Only school-sponsored events will be placed on the monthly & yearly school calendar.
- KCA administration must approve all proposed activities, determine the number of chaperones required, and approve a date for school-sponsored events.

3.5.6 RELEASE OF STUDENTS

In order to ensure their safety and protection, students will be released only to their parent, legal guardian, or individuals designated as emergency contacts. Should the need arise for a different person to pick up your child, you must provide advanced, written notice to the school office including the person's name and phone number. A valid photo I.D. may also be required of that person.

3.5.7 LUNCH & SNACKS

Lunches

Students must provide their own daily lunches, snacks, and beverages. Food refrigeration and microwave are not available for students.

The school office should be notified immediately upon realization that a student is not provided with a lunch for the day. The school office staff will attempt to resolve the matter with the student's parent. If obtaining the student's lunch from the parent is unsuccessful, the school will provide the student with lunch items if needed as a last resort. Students may not order food to be delivered to campus.

Parents are welcome to join their children for lunch, but are required to follow the campus visitation procedures. Students are not to leave the school grounds for lunch unless accompanied by their parent/guardian or a school employee with permission by their parent.

Snacks

Students in grades JK-8 are permitted to have snacks during designated times set by the classroom teacher. Students will not be permitted to eat in class without permission from the teacher.

Birthday Treats

We recognize that birthdays are very special days to our children. Parents are welcome to celebrate their child's birthday with a small treat at snack or lunchtime. Please allow each teacher to have the right to set specific procedures and guidelines with respect to such celebrations in his/her discretion. Please contact your child's teacher to coordinate any such celebration and/or schedule an appropriate time. Please do not provide any food containing peanuts or tree nuts.

IV. Academics

4.1 Curriculum

The Headmaster, with the oversight of the KCA School Board, and the aid of the faculty, develops curriculum scope and sequence. KCA is committed to continuously review and improve our curriculum, including core subjects, elective subjects, and extracurricular activities. We will also endeavor to improve the quality and variety of our educational resources such as textbooks, instructional tools, library, and learning centers.

4.2 Evaluation and Recognition

KCA believes in the value of a grading system and in the importance of grades corresponding to what a student has actually attained in the context of what needs to be learned.

4.2.1 Basic Grade Scale

Junior Kindergarten through Grade 8, students are evaluated as to whether they have successfully mastered certain skills.

E = Almost always

G = Most of the time

S = Some of the time

N = Needs improvement/seldom

Grading Criteria

	A+ (97-100)
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Progress consistently demonstrates mastery; exceeding expectations	A (94-96)
	A- (90-93)
Progress consistently meets expectations; proficient	B+ (87-89)
	B (84-86)
Progress is approaching expectations	B- (80-83)
	C+ (77-79)
Improvement and more training needed	C (73-76)
	C- (70-72)
Unsatisfactory or Incomplete—insufficient evidence of progress and/or significant improvement needed	D+ (67-69)
	D (63-66)
	D- (60-62)
	F (0-60)

4.2.2 Incomplete Homework Procedures

Students are expected to turn in all homework 100% completed (with any corrections as required for that subject). If a student does not complete their homework in a satisfactory manner, they will receive a 15% late grade reduction, and it should be returned to them with a pink Incomplete Homework Form (available in the office) for corrections.

Teachers are to use this form in situations including:

- Homework instructions have not been followed
- Questions/problems are not fully answered and/or are completely skipped over
- Work is too messy and unorganized

- Questions/problem set are not completely corrected to 100%
- (Math) Work is not shown on problem set and/or corrections
- (Math) Procedure used to solve problem does not follow class guidelines

Until returned, the students should receive no grade for their work. If problems are resolved within one week, assignment should be given an 85%, maximum, as a late grade.

4.2.3 Report Cards

Report cards indicate the level of achievement for each student and will be sent home following the end of each term. Except for the year-end report card, they should be signed by the parent and returned to the school. Final report cards will be provided on the last day of school.

4.2.4 JK- Grade 4 Assignment Folders

- Each student will receive a red circulating homework folder on the first day of class.
- Assignment folders are to be placed in the student's backpack and reviewed every day by the parent for pertinent information related to that day.
- One of the most productive activities between parent and student is to spend ten minutes at the end of each day going over the student's returned work and review of the homework assignments to be completed for the next day or later that week.
- The Red Homework folder is to be checked daily for special announcements, notes home, etc., and parents are encouraged to use it as a means to communicate with the teacher.
- Most teachers prefer any questions or comments to be sent in written form, handwritten in the Red Homework folder or email, rather than calling. Please refrain from visiting the classroom with questions.
- Please share any creative ideas that enhance the student's learning experience with their teacher.

4.2.5 Learning Disabilities Policy

This policy applies to all students and teachers in all the classrooms of KCA.

Definitions:

Severe Learning Disability: Any apparent condition in a potential student which would require a separate classroom, program, or staff in order to provide the educational services generally offered by KCA.

Learning Disability: Any condition in a potential student or student which does not require a separate classroom, program, and staff in order to provide the education services generally offered by KCA.

1. Children with a severe learning disability will only be admitted to KCA provided we have adequate staff, funding, and facilities.
2. Unless both parents and administration have agreed on a modified grading scale, all children, including those children who have been diagnosed as having a learning disability will be required to meet the same academic standards as all the other children in their grade level.
3. Children who have been diagnosed as having a learning disability will be given as much individual instruction and encouragement as their classmates.

It is the expectation of KCA that parents will be involved in the education process of their child/children. The parent of a child with a unique behavioral, emotional, learning or social need will be required to meet with the administrative staff and teacher(s) by the first 6 weeks of school. **Both** parents (unless situations prohibit) will be required to attend all scheduled parent/teacher conferences throughout the school year. If at any time it should be determined KCA is unable to adequately meet the needs of the student, a special conference will be scheduled.

V. School Code of Conduct

5.1 Student Etiquette

"Do nothing out of selfish ambition or vain conceit, but in humility consider others better than you. Each of you should look not only to your own interests, but also to the interests of others."
– Philippians 2:3-4

It is our hope this attitude will permeate and become part of the daily habit of mind and work at KCA.

KCA is a place to train our young men to show consideration and respect for the ladies in the school (Eph. 4:32, II Tim. 2:24). As some application of this truth, we want the young men to:

- Open doors for the ladies, either female teachers or female students. Always allow the females to exit the room first.
- Not engage in foolish talk or in coarse joking.
- Bestow honor on females by speaking appropriately and gently with/to them.

Second, KCA is a place to train students to show proper respect to their teachers and administrators (1 Tim. 5:17, 1 Thess. 5:12). It is the objective of KCA for every student to recognize the authority and honor of faculty, staff, and parents. Students must acknowledge all faculty, staff, and parents with professionalism and respect. This will be enforced during all school hours, school functions, and all correspondences, both written and emailed. Students must address all adults with proper titles (Dr., Mr., Mrs., Ms., etc.). Faculty and staff are also encouraged to refer to other adults by their titles and not by first names.

At KCA, the older students will be an example to the younger students. KCA is a place to train students to be a good example. Consider the heart of Christ toward younger children. This involves watching out for little ones and allowing elementary students access prior to them.

KCA students are encouraged to make a special effort to welcome visitors to King's Cross Academy by practicing hospitality (Rom. 12:13).

- Please keep a clean, tidy, and uncluttered room
- If/when a visitor comes to your class, the teacher will ask the class to stand and greet the guest(s).

- Students acknowledge, in unison, "Good Morning Pastor Emery." *They will address the individual they are familiar with* and that individual will introduce the guest to the teacher and class.
- The class is to stand until the teacher instructs class to sit.
- Greet parents who visit during school assemblies. Make sure that the ladies have a place to sit.
- Make a special effort to welcome students who are new to KCA.

5.2 Philosophy of Discipline

Discipline, in a correctional sense, is necessary to both mold the character of each student and to maintain an orderly atmosphere in which each student has an equal opportunity to listen to the teacher and to do his or her own work. Disruption and disobedience are inconsistent with our task, and students engaging in the same will be disciplined.

It is our desire to utilize Biblical doctrines to assist our students in becoming responsible, mature, and accountable for their actions. Corporal punishment will not be used. The kind and amount of discipline and correction will be determined by the teachers, and if necessary, the administration. The discipline will be administered to address the student's behavior and attitude. The vast majority of discipline problems will be addressed at the classroom level.

Love, forgiveness, and restitution will be an integral part of the discipline of a student. Examples of disciplinary procedures may include but are not limited to the following: verbal correction, restitution (such as lunchroom cleanup or work detail), parental attendance during the school day with their student, detention, suspension, expulsion or other measures consistent with biblical guidelines.

5.2.2 Conduct

At KCA we seek to provide not only a solid academic foundation, but also firm grounding in moral and ethical values. This begins with clear standards of personal conduct—basic expectations of appearance, behavior, and attitude—that enhance the learning atmosphere of the school and prepare children for life in a world of other individuals with their own needs, opinions, and expectations. Self-discipline and respectfulness are encouraged and expected in all aspects of school life. We enroll students judged to be civilized and cooperative. *Parents are obligated, under the terms of the enrollment contract, to adhere to all rules and policies in this handbook. If as enrollment progresses, a student cannot or will not abide by the rules, then that student may be expelled.* After consultation with parents, student, and involved faculty, the Administration may acknowledge that all other corrective avenues have been exhausted and expel the student.

- a. Students and parents are expected to cooperate with basic Christian standards of behavior and conversation. We make it clear to all students that we expect grace and kindness and measure how they treat their schoolmates by the Golden Rule.
- b. KCA stresses the importance of politeness, curb disparaging comments and "tattling" (except in cases of actual danger or serious wrongdoing), and insist that students handle disagreements without resorting to name-calling or physical confrontation.
- c. The child should understand that his parents have delegated their authority to the school; therefore, he is subject to the instruction and discipline of the teachers and Administration in their prescribed roles at KCA.
- d. There will be no talking back or arguing with teachers or staff. Prompt and respectful obedience is expected. Requests from the teacher should not have to be repeated.
- e. No chewing gum, electronic devices, or other distracting/dangerous items are allowed on the school grounds. (See cell phone policy.)
- f. Students are expected to be aware of and avoid the off-limits areas of the building or grounds (e.g., driveways and parking areas).
- g. Students are expected to treat all the school's materials and facilities with respect and care. This includes all textbooks distributed to the students. If textbooks are lost or damaged, the student will be billed for replacement books.
- h. *No use of cell phones during school hours.* Cell phones must be turned into the office where they will be placed in a packet with their name on it. Students may retrieve their devices at the end of the day upon leaving the building.

5.2.3 Disciplinary Procedures

Teachers will confer with students to explain unacceptable behavior and develop strategies for improving behavior. Depending on the teacher's discretion, yet consistent with parental involvement, a conduct note may be sent home. All inappropriate conduct or communication will be reported to administration. After conferring with the administration, a phone call will be placed to the parent(s) and/or a conference may be arranged. The teacher may choose to call the parents immediately in severe situations.

Any student who has multiple incidents of misbehavior will receive further disciplinary action as defined by the administration. Students who persist with conduct violations may receive suspension or expulsion.

5.2.4 Anti-Bullying Policy

KCA has an anti-bullying policy stating that no bullying will be tolerated at any time. Bullying can be defined as a persistent and ongoing use of aggression, intimidation, harmful behavior and/or cruelty. This type of behavior will have the result of hurting another person verbally, physically, emotionally, creating a negative environment at school for another

individual. Examples can include but are not limited to the following: verbal bullying, physical bullying, nonverbal/nonphysical bullying, and cyber bullying. If a student feels that he is being bullied, he should withdraw from the situation and report the situation to the nearest member of staff. If a student observes another being bullied, he should intervene to stop the bullying from continuing; he should not remain as a passive onlooker. Parents will be contacted in all incidents of bullying.

5.3 Suspension and Expulsion

KCA realizes that expelling a student from school is a very serious matter and should always be carefully, and prayerfully, considered on a case-by-case basis. Students who have been suspended or expelled from the school will not be permitted on campus or at school sponsored events.

Serious violations of conduct in the following areas may result in immediate suspension or expulsion at the discretion of the administration: improper use of internet or e-mail; sexual misconduct or harassment; abuse of controlled substances; use of tobacco, Marijuana or vaping (any form); possession of firearms or lethal weapons; theft; insubordination to adults; destruction of school property; verbal abuse or cruelty to others; defiance; cheating; bullying or harassment of others; persistent rebellion; using physical or violent behavior toward another student or teacher.

The following will also result in disciplinary action in some form at the discretion of the administration: improper conduct in or out of class; improper use of telecommunication devices; extremes in haircuts, including shaved, partially shaved or extreme hair color; not following dress code or presenting a neat well-groomed appearance; public displays of affection at school or at school activities.

In the event of any disagreement as to the definitions of the above, the interpretation of the teachers, administration and board shall stand.

In the event of expulsion, no refunds, credits, or transfer of funds to another child's or family's account will be allowed.

5.3.2 Re-admittance

Should the expelled student desire to be readmitted to KCA at a later date, the school board and the Headmaster will make the decision based on the student's attitude and circumstances at the time of reapplication.

5.4 Cheating

Cheating is a serious offense. It involves unauthorized taking or giving of information from some other source other than the student's own mind and presenting it as if it came from his own mind. Thus, it involves both the components of stealing and lying.

If it is determined that a student has cheated, the following actions will be taken:

- Students will receive a zero on the assignment/test
- Administration will confer with the student
- The parent will be called
- If the student holds any leadership position in a class, club, or athletic team, he will lose his position. Cheating is a violation of honor and leadership is a matter of honor.
- Cheating in any form, properly established, may make the student ineligible for all academic honors or awards in all subjects.

5.5 Drug and Alcohol Use

It is the school's goal to cultivate an atmosphere in which moral and spiritual growth can thrive, integrating lifestyle with Christian principles and devotion to Christ. The school encourages students to see that living a Christian lifestyle is based on conscious choices rather than mere adherence to a strict moral code or acceptance of prevailing practices in

society at large. Christian lifestyle is expected of all students and consists of practicing Christian virtues and avoiding attitudes and actions that the Bible condemns as sinful.

KCA expects its students to abstain from the use of alcohol, marijuana and other controlled substances at all times (in school and out of school). Experimentation with or use of alcohol and other controlled substances is irresponsible social behavior, a detriment to one's learning potential, destructive of the learning environment for oneself and others, potentially dangerous, and illegal.

KCA believes it has a responsibility to assist students and families faced with this issue and will take necessary action to protect the rest of the student body.

In this area of life, disciplinary action must include a restorative element. Therefore, the school strongly believes that the involvement of professional counseling and appropriate follow-up through action may be necessary when such discipline is required. In addition, disciplinary action, ranging from suspension to expulsion, may be necessary for students who violate the school's expectations related to alcohol and/or controlled substances.

Drug Usage: Any student who, regardless of time or location, possesses, uses, or is under the influence of illegal drugs, controlled substances (including alcoholic beverages or marijuana), or who possesses associated paraphernalia, is subject to disciplinary action, which may include suspension, probation, mandatory counseling, or expulsion.

First Offense: The parents will be informed when a student is known or suspected to be using or possessing the above-mentioned substances. If a student is suspected by the administration of using any of these substances, the Headmaster may request permission from the parents to administer or obtain a drug test. Refusal to comply with this requirement may be grounds for expulsion.

If it is determined that the student is using illegal drugs, the parents of the student will be required to meet with the Headmaster to discuss intervention/prevention program options and make necessary arrangements. The student may not be readmitted to school until this meeting has taken place.

Parents and the student will be required to complete the program chosen by the parents and approved by the Headmaster and required to follow the recommendations made at the closing interview. The Headmaster shall be supplied with a written evaluation of the student's progress from the professional in charge of the program upon the program's completion. Refusal on the part of the student and/or parents to fully participate and follow recommendations may result in expulsion. The school will seek to work closely with the program directors, the student, and the parents to insure proper follow-up.

Depending upon the severity of the offense, the Headmaster may suspend the student (for a minimum of three (3) days), and in extreme cases may contact legal authorities. In addition, a probation period in which students are not permitted to participate in co-curricular activities will be applied. During the probation period, the teachers will also evaluate the student's attitude and behavior at school. Appropriate recommendations will be made to the Headmaster.

As a restorative measure, mandatory counseling may be required for the student. The details of this counseling will be worked out between the Headmaster and the family.

5.6 Authority of the School

When students are admitted to KCA, they become identified with the school and the school is judged by the way they conduct themselves. An important part of our mission is to teach our students the tenets necessary to become responsible contributors to the community. Therefore, the authority of the school with respect to the student conduct and discipline applies not only on campus, but also to any school-sponsored event regardless of time or location.

5.7 Standardized Dress Code

In order to foster a sense of pride in one's personal appearance and a professional atmosphere, KCA's dress code reflects a traditional style of grooming and dress. The goal of our uniform policy is to:

1. Foster unity and equality in our attire;
2. Adhere to biblical modesty and decency;
3. Be a good witness to the world by our standard of dress

Enforcement of the dress code requirements will be at the discretionary authority of the Administration. If necessary, parents may be asked to bring a change of clothing before the student will be admitted to class. A parent will be called to pick up their child if the uniform violation is not correctible or if the violation becomes habitual. A notice regarding the dress code violation will be sent home for a parent signature.

5.8 Telecommunication Device Policy for Students

Students are NOT ALLOWED to have on their person or in their possession a personal telecommunication device on school property. All devices must be turned in at the Office when they arrive on campus where they will remain in a safe, secure spot and filed in an envelope with their name. Students may retrieve their devices at the end of the day when school is let out and they leave for home.

Additionally, they are not to use devices while on school property while waiting for siblings or during an extracurricular activity held on campus. (Drama, Art, etc.). Students must receive permission to have and use a telecommunication device from the extra-curricular program leader.

Personal telecommunication device includes, but is not limited to

- Cell phones
- MP3 players
- iPads
- iPods
- Video gaming systems
- Any such device newly developed and introduced after this policy was distributed

Teachers for grades 4-8 are to read and discuss the KCA policy on telecommunication devices with their students. This policy will be strictly enforced—it is a zero tolerance policy. This policy is for the protection of all students, elementary through high school. Beyond being a distraction, the opportunity for inappropriate sites and information to be received over these devices makes this policy one of the most important policies to uphold.

While KCA reserves the right to immediately suspend or expel a student if individual circumstances warrant it, the following steps will typically be followed if deemed beneficial for the student and the school:

- First offence: Device will be confiscated, and the parent must sign it out of the office.
- Second offence: Device will be confiscated until a parent conference is held with Pastor Frey. These meetings cannot be scheduled same day, so the device may be held for an extended period.
- Third offence: Will be addressed as necessary through suspension of other means.

KCA shall not be responsible for the loss, theft, or destruction of devices brought on school property including device(s) turned into the office.

Students needing to contact their parents or parents needing to contact their child are to do so through the school office. Parents concerned with their child not being able to receive calls or texts should direct their concerns to the office.