



# Kingdom Connection Academy

Kindergarten – 8<sup>th</sup> Grade  
2025-2026 Family Handbook

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## WELCOME

This handbook explains the expectations for life at Kingdom Connection Academy (KCA). KCA is accountable to the Lord, His body, the church as represented in Trinity Friends Church, the KCA Board of Education, the state of Ohio and of course our students and parents. Based on our commitment and accountability to the Lord and his body, the local church, we live to “do life together” differently than other schools.

**The handbook is not exhaustive. There is no way that this handbook can anticipate every eventuality and address it with policy. The handbook sets down common-sense guidelines for spirit-led Christ-followers to come together in an educational community. The handbook is our best effort at setting forth the aspirations and limitations of life at KCA. When there is doubt about something, please ask.**

The handbook can be modified at any time, and the modification becomes effective immediately upon notification of students, parents, and faculty. The handbook can be accessed via our website at <https://kingdomconnectionacademy.com/>

Students, parents and faculty will be asked to sign an agreement that states they have read the handbook and are willing to abide by what is set out in it. Signing that form feels like clicking on “agree” to the “terms and conditions” of that app you can’t wait to use. It’s more than that. It is a commitment to take a journey together, and to follow the Lord where he might lead as we “learn in harmony with God’s Word.”

## NON-DISCRIMINATORY POLICY

KCA admits students of any gender, race, and color, national and ethnic origin to all its rights, privileges, programs, and activities. In addition, the school will not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, employment, scholarships and loan programs, and athletic and other school administered programs, nor in the hiring of its certified or non-certified personnel. Furthermore KCA is not intended to be an alternative to court administrative agency ordered, or public school district initiated desegregation.

## MISSION AND VISION STATEMENTS

The mission of KCA is to provide an education centered on Christ, equipping students with the tools they need to make a positive impact in our community.

Luke 2:52 – And Jesus grew in wisdom, stature, and favor with God and man.

The vision of KCA is partnering with families in our community by providing a safe environment for their children to grow physically, mentally, socially, emotionally and spiritually, allowing Jesus to be an integral part of their lives.

- Seeking the word of God for truth and using that for every decision they make
- Developing a deep and rich prayer life centered in a personal relationship with Jesus, fostering open communication
- Cultivating emotionally healthy relationships
- Building loving connections, using Jesus as our model, including those who may be different from them

- Thinking critically, applying wisdom and truth to their learning, and discerning information rather than accepting it at face value
- Actively engaging the community through service to others
- Understanding their emotions and learning to use them positively in all situations

## DOCTRINAL BELIEFS

### STATEMENT OF FAITH: EVANGELICAL FRIENDS EASTERN REGION: DOCTRINAL BELIEFS

KCA serves students from many denominational backgrounds. We do this by respecting the doctrinal issues of other denominations without compromising the faith and beliefs of the Evangelical Friends Church – Eastern Region. This is our Statement of Doctrine in the following Statement of Faith.

#### GOD

- We believe in one<sup>1</sup> eternal,<sup>2</sup> omnipresent,<sup>3</sup> unchanging,<sup>4</sup> personal<sup>5</sup> God; perfect in holiness,<sup>6</sup> wisdom,<sup>7</sup> love,<sup>8</sup> power,<sup>9</sup> and justice<sup>10</sup> without preceding cause or beginning;<sup>11</sup> creator<sup>12</sup> and preserver<sup>13</sup> of all things, visible and invisible.
- He exists as one divine being and yet as a trinity of three distinct persons, identical, inseparable, and equal in divinity, power, and eternity: God the Father, God the Son, and God the Holy Spirit.<sup>14</sup>
- God revealed Himself in the past in many and various ways, though supremely in the person of Jesus Christ.<sup>15</sup> He continues to reveal Himself today through His creation,<sup>16</sup> the Holy Scriptures,<sup>17</sup> and the workings of the Holy Spirit in the hearts of people.<sup>18</sup>
- He alone is worthy of our worship, honor, praise and thanksgiving, now and forevermore.<sup>19</sup>

#### JESUS CHRIST

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<sup>1</sup> Deuteronomy 6:4; Mark 12:29

<sup>2</sup> Psalm 90:1-2; Romans 1:20

<sup>3</sup> Psalm 139:7-12

<sup>4</sup> James 1:17; Malachi 3:6

<sup>5</sup> John 14:9

<sup>6</sup> Isaiah 6:3; 1 Peter 1:15-16

<sup>7</sup> Romans 11:33

<sup>8</sup> 1 John 4:8

<sup>9</sup> 1 Chronicles 29:11-12; Isaiah 40:26-28; Ephesians 1:18-20

<sup>10</sup> Psalm 89:14; Romans 3:26

<sup>11</sup> Psalm 93:2

<sup>12</sup> Genesis 1:1; Romans 11:36

<sup>13</sup> Psalm 104:27-30; Colossians 1:16-17

<sup>14</sup> Matthew 28:19; John 14:16-, 18, 23; II Corinthians 13:14

<sup>15</sup> Hebrews 1:2; John 1:18

<sup>16</sup> Romans 1:19-20

<sup>17</sup> II Timothy 3:16; II Peter 1:21

<sup>18</sup> Acts 8:29; 13:2; 15:28; 16:6-10

<sup>19</sup> Galatians 1:5

- a. We believe that Jesus Christ, the Word who was with God and was God,<sup>20</sup> is the only begotten Son of God.<sup>21</sup> He was conceived by the Holy Spirit<sup>22</sup> and born of the Virgin Mary<sup>23</sup> and is the express image of the invisible God.<sup>24</sup> He combines within Himself both the divine nature of God and human nature in one perfect indivisible personality, the God-man.<sup>25</sup>
- b. He lived and suffered in the world to show the Way of Life.<sup>26</sup> He was crucified and died as the atonement for the sins of the whole world,<sup>27</sup> making the only provision whereby people can find forgiveness of sins and cleansing from all unrighteousness.<sup>28</sup>
- c. He died in our place<sup>29</sup> and was raised the third day for our justification;<sup>30</sup> He ascended into heaven<sup>31</sup> and sits at the right hand of God, ever living as our only Mediator and High Priest making intercession for us,<sup>32</sup> and from there will return again to receive His church unto Himself<sup>33</sup> and to judge the world in righteousness.<sup>34</sup>

#### THE HOLY SPIRIT

- a. We believe in the Holy Spirit, not as an impersonal principle or influence, but as a divine person,<sup>35</sup> and though distinct from the Father and Son, proceeding from both,<sup>36</sup> with whom He is equal in authority, power, glory, and titles.<sup>37</sup>
- b. He is the divine agent in conviction of sin,<sup>38</sup> regeneration,<sup>39</sup> sanctification,<sup>40</sup> and the believers' assurance.<sup>41</sup>
- c. He is given as an indwelling Presence to every believer to be a teacher,<sup>42</sup> guide,<sup>43</sup> and source of comfort.<sup>44</sup> He purifies the heart of the believer<sup>45</sup> and imparts at His own choosing spiritual gifts for

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<sup>20</sup> John 1:1-2; Colossians 1:16-17

<sup>21</sup> John 1:18; I John 4:9

<sup>22</sup> Matthew 1:20; Luke 1:35

<sup>23</sup> Matthew 1:18; Luke 1:34

<sup>24</sup> Colossians 1:15

<sup>25</sup> John 1:14; Colossians 2:9

<sup>26</sup> John 14:6; Romans 5:10; Ephesians 5:2; I Peter 2:21

<sup>27</sup> Romans 3:23-25; I John 2:2

<sup>28</sup> Ephesians 1:7; Colossians 1:13-14; Titus 2:14

<sup>29</sup> I Corinthians 15:4; I John 4:10

<sup>30</sup> Romans 4:25; I Corinthians 15:4

<sup>31</sup> Acts 1:9; Ephesians 4:8

<sup>32</sup> Romans 8:34; Hebrews 7:25; Hebrews 9:24

<sup>33</sup> I Thessalonians 4:15-17

<sup>34</sup> Romans 2:16; II Timothy 4:1

<sup>35</sup> John 14:16-17, 26; 16:13-14

<sup>36</sup> John 15:26; 16:7

<sup>37</sup> Matthew 28:19; II Corinthians 13:14

<sup>38</sup> John 16:8

<sup>39</sup> John 3:5

<sup>40</sup> I Corinthians 6:11

<sup>41</sup> Romans 8:15-16; Galatians 4:6

<sup>42</sup> John 14:26

<sup>43</sup> John 16:13

<sup>44</sup> Acts 1:31

<sup>45</sup> Acts 15:9; I John 1:9

service and the building up of the body of Christ.<sup>46</sup> He produces in believers the fruit of the Spirit<sup>47</sup> so that they may conform to the image of Christ.

### HOLY SCRIPTURE

- a. As with early Friends, we believe that all Scripture,<sup>48</sup> both of the Old and New Testaments, is given by inspiration of God, without error in all that it affirms,<sup>49</sup> and is the only infallible rule of faith and practice.<sup>50</sup> It is fully authoritative and trustworthy, fully sufficient for all believers now and always,<sup>51</sup> and profitable for teaching, reproof, correction, and training in righteousness.<sup>52</sup>
- b. Thus, the declarations contained in it rest on the authority of God Himself,<sup>53</sup> and there can be no appeal from them to any other authority whatever. They are the only divinely authorized record of the doctrines which we are bound as Christians to believe,<sup>54</sup> and of the moral principles which are to regulate our behavior.<sup>55</sup> Only such doctrines as are contained in the Scripture can be regarded as Articles of Faith.<sup>56</sup> The Holy Spirit, who inspired the Scripture, must ever be its true interpreter.<sup>57</sup> Whatever any person says or does which is contrary to the Scripture, though under profession of the guidance of the Spirit, must be reckoned and accounted a delusion.<sup>58</sup>
- c. The Scripture demands of believers complete obedience<sup>59</sup> and is made increasingly open to those who study and obey it.<sup>60</sup>

### CREATION

- a. We believe creation to be that free act of the triune God,<sup>61</sup> the Father,<sup>62</sup> Son,<sup>63</sup> and Holy Spirit,<sup>64</sup> by which in the beginning and for His own glory<sup>65</sup> God made, without use of pre-existing material,<sup>66</sup> the whole visible and invisible universe.<sup>67</sup>

### SATAN

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<sup>46</sup> I Corinthians 12:4-11; Ephesians 4:7-13

<sup>47</sup> Galatians 5:22-23

<sup>48</sup> II Timothy 3:16

<sup>49</sup> Psalm 19:7-11

<sup>50</sup> Psalm 119:4, 105

<sup>51</sup> Psalm 119:89; I Peter 1:25

<sup>52</sup> II Timothy 3:16-17

<sup>53</sup> I Thessalonians 2:13

<sup>54</sup> Romans 1:16-17

<sup>55</sup> Psalm 119:9

<sup>56</sup> John 17:17

<sup>57</sup> John 14:26; 16:13; II Peter 1:21

<sup>58</sup> II Peter 1:20; I John 4:1

<sup>59</sup> Psalm 119:4; I Corinthians 4:2

<sup>60</sup> I Corinthians 2:4-5, 12

<sup>61</sup> Genesis 1:1; Genesis 1:26-27

<sup>62</sup> Hebrews 1:2

<sup>63</sup> Colossians 1:16

<sup>64</sup> Job 33:4; Psalm 104:30

<sup>65</sup> Psalm 19:1; Colossians 1:16

<sup>66</sup> Hebrews 11:3

<sup>67</sup> Nehemiah 9:6; John 1:3

- a. We believe in the existence of the Evil One, “that old serpent which is the Devil, and Satan,”<sup>68</sup> the old deceiver who by his own choice rebelled against God<sup>69</sup> and became evil, who tempted our first parents to sin,<sup>70</sup> and who through their disobedience brought about the fall of the human race,<sup>71</sup> with all its attendant degeneracy, unhappiness, and misery.<sup>72</sup>
- b. Satan demonstrated his evil character and purpose in his perpetual opposition to Christ by the temptations in the wilderness,<sup>73</sup> and to His people and to His kingdom.<sup>74</sup> But Satan’s power is limited,<sup>75</sup> and in God’s own time he will be chained and finally cast into the lake of fire.<sup>76</sup>
- c. While Satan is active in this world, Christians through the power of the Holy Spirit dwelling in them are able to resist Satan’s temptations and have victory over him.<sup>77</sup>

## HUMANITY

- a. The Creation: We believe that by a definite act God created man and woman in His own image, holy and capable of knowing and obeying God’s will, in order to glorify God and enjoy His fellowship forever.<sup>78</sup>
- b. The Fall: We believe that Adam and Eve fell from this original state by a voluntary act of disobedience,<sup>79</sup> thus suffering the immediate loss of a perfect relationship with God<sup>80</sup> and making self the center of their lives. By this act, they suffered spiritual death, and sin entered the world and death by sin, so that death passed upon all.<sup>81</sup> The devastating effects of the Fall extend to all areas of God’s created order, including our physical bodies, our relationships with others, and the cosmos.<sup>82</sup>
- c. We further believe that as a consequence of the Fall, all people are born with a nature which is thoroughly sinful<sup>83</sup> and not subject to the law of God, so that only through the operation of the grace of God can they repent and call upon Him. However, by God’s grace infants are not under condemnation but are heirs of salvation.<sup>84</sup>
- d. Equality: We believe that, as image bearers of God, all human beings are of infinite and equal value, worthy of dignity and respect from conception through natural death.<sup>85</sup> We reject all forms of racism and any philosophy that claims the inherent superiority of one group of people over others.<sup>86</sup> We recognize and celebrate the great diversity of human ethnicities as we together reflect the image of God, affirming our biblical duty to seek justice for all people.<sup>87</sup>

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<sup>68</sup> Revelation 20:2

<sup>69</sup> Revelation 12:7-9

<sup>70</sup> Genesis 3:1-6; II Corinthians 11:3

<sup>71</sup> Romans 5:12, 15-19

<sup>72</sup> Genesis 3:17-19; Romans 8:18-22

<sup>73</sup> Matthew 4:1-11; Luke 4:1-15

<sup>74</sup> II Corinthians 4:4; Ephesians 2:2

<sup>75</sup> Job 1:12; 2:6; I Corinthians 10:13

<sup>76</sup> Revelation 20:1-3, 10

<sup>77</sup> I Corinthians 10:13; I Peter 5:8-11; I John 4:4

<sup>78</sup> Genesis 1:26-27, 31; 2:7; James 3:9b

<sup>79</sup> Genesis 3:6-24; Romans 5:12-13

<sup>80</sup> Genesis 2:17; Isaiah 59:2

<sup>81</sup> Ezekiel 18:19-20; Romans 5:12-14, 17-19; 6:23a; Psalm 51:5; 58:3

<sup>82</sup> Genesis 3:14-19; Genesis 6:5-6; Romans 5:12, 18; Romans 8:19-23

<sup>83</sup> Isaiah 53:6; Romans 3:12-16; Titus 1:15; Ephesians 2:1; Ephesians 4:18-19

<sup>84</sup> Matthew 18:3

<sup>85</sup> Genesis 9’6; Psalm 139:13-16; Mathew 10:29-31

<sup>86</sup> Galatians 3:28; Colossians 3:11; Acts 17:26; James 2:8-9

<sup>87</sup> Leviticus 19:15; Isaiah 1:15-17; Zechariah 7:9-10



- e. Gender: We believe that, as part of God's good design for humankind, people are purposefully and immutably created as male or female. These two distinct genders together reflect the image and nature of God and are essential to God's design for human flourishing. Consequently, God's holy purposes in creation serve as the foundation for our identity as male or female in accordance with our biological sex at birth.<sup>88</sup>
- f. Family: We believe that family is the basic unit of human relationship, and as such is also the foundational unit of society. From the beginning, God blessed and encouraged families, commanding Adam and Eve to "be fruitful, and multiply, and replenish the earth."<sup>89</sup> The Bible describes children as a gift to be received with joyful gratitude and to be lovingly disciplined in the ways of the Lord.<sup>90</sup> The Trinitarian family of Father, Son, and Holy Spirit demonstrates the unique bond of self-giving love and nurture that God intends to be shared within our own families.<sup>91</sup>
- g. Singleness: We believe that those who are called to singleness within God's family receive a good gift from God as seen in the life of Jesus<sup>92</sup> and later affirmed by the apostle Paul.<sup>93</sup> It is an opportunity for focused communion with God, increased opportunity for community with others, and service for God's purposes.<sup>94</sup>
- h. Marriage: We believe that God designed marriage for humanity. As first described in Genesis and later affirmed by Jesus, marriage is a God ordained, covenant relationship between a biologically born male and a biologically born female.<sup>95</sup> This lifelong, sexually exclusive relationship brings children into the world and thus sustains the stewardship of the earth. Biblical marriage – marked by faithfulness, sacrificial love and joy- displays the relationship between God and His people.<sup>96</sup> We believe it is God's intention that sexual relations occur only within the marriage covenant between one man (husband) and one woman (wife).<sup>97</sup>

## SALVATION

- a. We affirm the truth that salvation can only be found through faith in Jesus Christ.<sup>98</sup> We believe that by the grace of our Lord Jesus Christ,<sup>99</sup> through the direct and immediate agency of the Holy Spirit,<sup>100</sup> persons may be reconciled to God and recovered from their fallen state through justification,<sup>101</sup> regeneration,<sup>102</sup> sanctification,<sup>103</sup> and ultimately the resurrection of the body.<sup>104</sup>
- b. Justification: In response to sinners' repentance, surrender of themselves, and sincere faith in the power and sufficiency of Jesus' atoning death and shed blood,<sup>105</sup> God pardons them from past sins and declares

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<sup>88</sup> Genesis 1:27; Genesis 5:1-2; Matthew 19:4-6

<sup>89</sup> Genesis 1:28

<sup>90</sup> Psalm 127:3-5; Deuteronomy 6:4-9; 2 Timothy 1:5

<sup>91</sup> Matthew 3:16-17; 2 Corinthians 13:14; 1 Peter 1:2

<sup>92</sup> Matthew 12:46-50

<sup>93</sup> 1 Corinthians 7:25-35

<sup>94</sup> Matthew 19:12

<sup>95</sup> Genesis 2:18, 20b-25; Matthew 19:4-7

<sup>96</sup> Ephesians 5:31-32

<sup>97</sup> 1 Corinthians 6:18-20; 1 Corinthians 7:1-3

<sup>98</sup> John 14:6

<sup>99</sup> Galatians 1:3-5; Ephesians 2:8-9

<sup>100</sup> John 3:5; Romans 5:5

<sup>101</sup> Romans 4:25; 5:1; Titus 3:7

<sup>102</sup> Colossians 3:9-11; Titus 3:5

<sup>103</sup> II Thessalonians 2:13; I Peter 1:2

<sup>104</sup> I Corinthians 15:20-22

<sup>105</sup> Ephesians 1:7; I John 1:8-2:2

them righteous, not for anything they have done but because of the obedience and atoning death of Christ.<sup>106</sup>

- c. Regeneration: In response to sinners' repentance, surrender of themselves, and sincere faith in the power and sufficiency of Jesus' atoning death and shed blood, God also by His gracious power makes them new creatures.<sup>107</sup> By the Holy Spirit they are born again into the family of God<sup>108</sup> to a new life of love to God and to people.<sup>109</sup> Their minds are enlightened to understand His truth,<sup>110</sup> and their wills are renewed to do His will,<sup>111</sup> as He begins to conform them to His image. The evidence of this regeneration of the believer is the fruit of the Spirit.<sup>112</sup>
- d. Sanctification: We believe that children of God at the moment of their conversion do receive the Holy Spirit.<sup>113</sup> As they trust in Him and obey His will, they manifest more and more of the fruit of the Spirit, conform more and more to the likeness of God, and thus are being continuously sanctified.<sup>114</sup>
- e. It is also the will of God that believers receive the fullness of the Spirit,<sup>115</sup> which He will graciously grant in response to their full consecration to His will and their faith in Christ's promises and in His atoning death.<sup>116</sup> Sanctification is thus a process in which the Holy Spirit continuously disciplines the believer into paths of holiness and an act in which He cleanses the heart from an imperfect relationship and state.<sup>117</sup>
- f. We further believe that the fullness of the Holy Spirit does not make believers incapable of choosing to sin, nor even from completely falling away from God, yet it so cleanses and empowers them as to enable them to have victory over sin, to endeavor fully to love God and people, and to witness to the living Christ.<sup>118</sup>

#### THE CHURCH

- a. We believe that the Church is made up of all those from the apostles until now,<sup>119</sup> both the triumphant dead and the living,<sup>120</sup> who through response to God's gracious offer of salvation<sup>121</sup> by repentance of their sins<sup>122</sup> and faith in the Lord Jesus Christ as their Savior<sup>123</sup> have been born again<sup>124</sup> as new creatures

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<sup>106</sup> Romans 3:26-26; II Corinthians 5:20-21

<sup>107</sup> II Corinthians 5:17

<sup>108</sup> Romans 8:14-16

<sup>109</sup> John 3:3; I John 4:7-21

<sup>110</sup> John 16:12-15; Romans 12:1-2

<sup>111</sup> I John 2:17

<sup>112</sup> Galatians 5:22-23

<sup>113</sup> John 3:5-8; Romans 8:14-17; I Corinthians 12:13

<sup>114</sup> Galatians 5:22-25

<sup>115</sup> Acts 2:38-39; Ephesians 3:14-19; 5:18; I Thessalonians 5:23-24

<sup>116</sup> Romans 8:5; 12:1-2

<sup>117</sup> John 17:17; Romans 6:1-2, 22-23; Acts 15:8-9

<sup>118</sup> II Corinthians 7:1; II Peter 2:20-22; Acts 1:8

<sup>119</sup> Matthew 16:18

<sup>120</sup> I Thessalonians 4:14-17

<sup>121</sup> Ephesians 2:8-9

<sup>122</sup> II Chronicles 7:14; Mark 1:14-15; Acts 2:38

<sup>123</sup> John 1:12; Romans 5:1

<sup>124</sup> John 3:3

in Christ.<sup>125</sup> This Church is spiritual in nature,<sup>126</sup> universal in scope,<sup>127</sup> holy in character,<sup>128</sup> and redemptive in its life and purpose.<sup>129</sup>

- b. Its purposes are to make disciples of all nations by its witness to the grace and love of God<sup>130</sup> and to live as a loving fellowship, which builds up one another in the grace and knowledge of God.<sup>131</sup>
- c. The Church accomplishes these purposes by its existence as particular local congregations gathered out of the world<sup>132</sup> and as associations of congregations in larger organizations<sup>133</sup> under the leadership and service of those called and gifted to such service.<sup>134</sup> It worships in prayer,<sup>135</sup> thanksgiving,<sup>136</sup> and song;<sup>137</sup> diligently studies the Word of God;<sup>138</sup> witnesses to and proclaims the gospel of God's Son;<sup>139</sup> exercises the gifts of the Spirit;<sup>140</sup> administers discipline;<sup>141</sup> and performs works of blessing and service both physical and spiritual to its members and to all in need.<sup>142</sup>

#### LAST THINGS

- a. We believe that upon death the mortal body returns to the dust from which it came.<sup>143</sup> The spirits of the righteous will experience joy and life in the presence of God, but the unrighteous will be separated from His presence in the darkness and torment of their evil.<sup>144</sup>
- b. We believe in the literal and personal return of the Lord Jesus Christ to this earth at a time not revealed.<sup>145</sup> At His return the righteous dead will be raised and the righteous living will be changed to their glorification in bodies like their Lord's glorious resurrected body – bodies which they possessed in earthly life but now with glorified, heavenly qualities. The unrighteous will also be resurrected for the final judgment.<sup>146</sup>
- c. We believe that Christ will consummate His kingdom over all people and nations by His final triumph over Satan.<sup>147</sup>
- d. We believe that the Lord Jesus Christ will finally judge all persons of their belief in Him as demonstrated by commitment of their lives to the way of the cross; the lost to everlasting punishment and the redeemed to eternal blessing and life.<sup>148</sup>

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<sup>125</sup> II Corinthians 5:17

<sup>126</sup> John 4:23-24; I Peter 2:5

<sup>127</sup> I Corinthians 12:12-27; Hebrews 12:22-24

<sup>128</sup> Psalm 24:3-4; Ephesians 5:25-27; Revelation 19:7-8

<sup>129</sup> Luke 24:46-48

<sup>130</sup> Matthew 28:18-20; Acts 1:8

<sup>131</sup> Acts 2:41-47; Ephesians 4:11-16

<sup>132</sup> I Corinthians 1:2; Acts 11:22; I Thessalonians 1:1

<sup>133</sup> Romans 16:4, 16; I Corinthians 16:19; II Corinthians 8:1; Galatians 1:2, 22-23

<sup>134</sup> Ephesians 4:11-13; Hebrews 13:17

<sup>135</sup> Isaiah 56:7; Luke 19:45-46; I Thessalonians 5:17; James 5:13-16

<sup>136</sup> Psalm 100:1-4; Philippians 4:6; I Thessalonians 5:18

<sup>137</sup> Psalm 100:2; Ephesians 5:19; Colossians 3:16

<sup>138</sup> Acts 17:10-11; Colossians 3:16; I Peter 2:2-3

<sup>139</sup> Matthew 28:19-20; Acts 1:8

<sup>140</sup> I Corinthians 12:7-11; Ephesians 4:11-13; II Timothy 1:6

<sup>141</sup> Matthew 18:15-17; II Corinthians 2:5-8; Galatians 6:1

<sup>142</sup> Matthew 25:34-40; John 13:12-17

<sup>143</sup> Genesis 3:19; Psalm 103:14-16; Ecclesiastes 12:6-7

<sup>144</sup> Luke 16:19-31; 23:39-43

<sup>145</sup> Matthew 24:4-44; John 14:3; I Thessalonians 4:15-18

<sup>146</sup> Romans 6:5; Philippians 3:21; John 5:28-29; Revelation 21:1-8

<sup>147</sup> I Corinthians 15:20-26; Philippians 2:9-11; Revelation 20:10-15

<sup>148</sup> Matthew 25:31-46; II Corinthians 5:10

## EDUCATIONAL PHILOSOPHY

### Biblical Foundation

KCA is a ministry of TFC. The educational philosophy of KCA is based on a God-centered view of truth and man as presented in the Bible, which is the final authority on all matters (*John 1:1, II Tim. 3:16*). The student is taught the Bible so he/she may understand God as well as the student's own true nature and function as God's image. The student is developed and related to God as a whole person, that is: physically, mentally, socially, emotionally and spiritually (Luke 2:52). He/she is taught to see all truth as God's truth and to integrate it with, and interpret it by, God's Word. He/she is educated as an individual with his/her own unique abilities and personality who learns to live and work with others at home, in the church and in a changing secular society.

### Biblical Worldview/Spiritual Formation

Christian education is the result of all knowledge being tested against, and integrated with, a biblically based view of God and the world (Colossians 1:16, 17; John 1:3). The entire process of education is seen as a means used by the Holy Spirit to bring the student into fellowship with God, to assist the student in developing the mind of Christ, to train the student in Christlikeness, to teach the student to respond like God and to help the student demonstrate Christ-like character qualities so that he/she can fulfill God's total purpose for his/her life personally and vocationally.

### Family Partnership

The primary responsibility for the education of children rests with parents (Deuteronomy 6:7, 8; Genesis 17:7; Proverbs 22:6). However, the Christian school and the church provide a partnership in educating students (Deuteronomy 11:18; Psalm 78:4, 5). The authority for such an education comes both from God's command that children be taught to love God and place Him first in their lives and from the fact that parents/families are responsible for the total education and training of their children.

### Educators

The Christian teacher, empowered by the Holy Spirit, guides and nurtures students through instruction, admonition, and personal example. God has created all students with unique talents as well as particular developmental growth patterns. Therefore, the rigorous learning process is enhanced as teachers utilize varied teaching strategies and instructional methodologies to guide today's learners to be able to defend their faith and impact the world around them (Psalm 139:13-15; Romans 12:4-8).

## EXPECTED STUDENT OUTCOMES

The expected student outcomes ("ESO") of an education received at KCA are the essential elements used in developing the entire KCA program. Always with the Mission of KCA in mind, the ESO will be integrated into the curricular, co-curricular, and extracurricular areas of student life and educational opportunities at KCA. Taken together, the full array of ESO serve to describe who a KCA graduate is, what they should know, and what they are able to do.

## SPIRITUAL FORMATION & BIBLICAL WORLDVIEW DEVELOPMENT

KCA is conspicuously Christian with an emphasis on discipleship. Students should:

- Recognize Jesus Christ as their Lord and Savior and have a growing, personal relationship with Him.
- Know, understand, and apply God's Word as essential to a complete Christian life.
- Be able to articulate and defend their Biblical worldview with an understanding of opposing worldviews.
- Regularly engage in spiritual disciplines of prayer, Bible study, scripture memorization, worship and service.
- Personally respond to carrying out the Great Commission locally and around the world, understanding the worth of every human being as created in the image of God, and treating people with respect, dignity, grace and truth.
- Be empowered by the Holy Spirit to pursue a life filled with the fruit of the Spirit. (Gal 5:22-23)
- Demonstrate good stewardship of their finances, time (including discretionary time), talents, and treasures in a way that adds value to the kingdom.
- Demonstrate a heart of gratitude through a lifestyle of service.

## ACADEMIC/INTELLECTUAL DEVELOPMENT

In setting a high standard for academic and educational excellence, KCA students and graduates will have a solid foundation for lifelong learning and should:

- Vigorously pursue wisdom, knowledge, and understanding which come from God.
- Be well prepared in all academic disciplines, and possess the essential skills of reading, writing, speaking, listening, mathematics, science including critical thinking and complex problem solving.
- Know and understand the people, events, and movements in history (including church history) and the cultures of other peoples and places.
- Appreciate literature and the arts, and understand how they form and shape their beliefs and values.
- Be prepared with sufficient apologetic skills to defend their faith.
- Have well-developed and successful study habits and research skills which allow them to compete in education, the marketplace, and honest intellectual inquiry.
- Demonstrate evidence of an education equal to or exceeding State and National academic standards.

## CHARACTER & LEADERSHIP DEVELOPMENT

A KCA education will cultivate and promote the qualities of good personal character and dynamic leadership. Every student and graduate should:

- Value and respect all people as individuals created in God's image.
- Be selfless in service to others and encouraging to all with whom they labor.
- Be self-motivated and diligent in work, heartily fulfilling their role in the workplace, industry, or mission.
- Develop and value a reputation of honesty and integrity.
- Demonstrate servant leadership by being actively engaged and willing to work with those under authority.
- Prayerfully consider the words of their mouth, the meditations of their heart, and the consequences of their behavior.
- Never seek to avoid responsibility for their words, actions, or decisions.

- Utilize influence honorably.
- Understand that work has dignity as an expression of the nature of God, and that any work done as unto the Lord is an act of worship.
- Possess a critical appreciation of other cultures toward promoting inter-ethnic harmony and encouraging Biblical hospitality.

#### DIGITAL LITERACY & SKILLS DEVELOPMENT

Concurrent to the completion of a rigorous academic program is the development of contemporary life skills for the 21<sup>st</sup> century. The KCA student can be expected to use information technologies and the Internet to:

- Aspire to independently investigate and research information.
- Analyze, evaluate and utilize information.
- Have the ability to present ideas and share research clearly and competently.
- Appreciate all technology as tools useful in fulfilling God's Great Commission.

#### PERSONAL HEALTH DEVELOPMENT

An education from KCA includes a focus on and concern for the physical, mental, emotional and social health of every student who will be taught to:

- Know their personal value and worth is established by God's love for them.
- Realize that God has a loving plan and meaningful purpose for their life.
- Treat their bodies as the temple of the Holy Spirit, and to make wise decisions about nutrition, fitness, and lifestyle to help them be better stewards of their gifts and abilities.
- Develop healthy and meaningful relationships.
- Value participation in extra-curricular and co-curricular activities as helpful not only to their development, but also to the growth of their interpersonal health.
- Rely on Biblical values and standards to establish personal, academic, vocational, and social priorities.

#### CITIZENSHIP DEVELOPMENT

Integral to meeting its Mission to prepare world-impacting Christian leaders, KCA students, regardless of where they live and serve in the world, will be trained to: be equipped with the tools they need to make a positive impact in their community.

Respect and obey the authority of civil government and understand its value to mankind.

- Be engaged in the civic affairs of voting, policy-making, and self-governance.
- Value and vigorously defend the rights and freedoms of citizens of the United States of America.
- Pray for civil leaders – whether or not they agree with those leaders.
- Demonstrate mercy, love, hospitality and compassion to their neighbors and countrymen at all times.
- Confidently exercise their Christian faith in their homes, the marketplace, the public square and the halls of government.

## ADMISSION PROCEDURE

### NEW STUDENTS

1. Each new applicant shall secure, fill out, and return an initial application form for admission. A non-refundable one time \$50 application fee must accompany the application.
2. Each new applicant and parents will be interviewed. At the time of the interview:
  - a. The applicant may be asked to take standardized placement tests.
  - b. The applicant and/or his parents or guardian shall be fully informed of the mission and vision, philosophy, and doctrinal beliefs of the school.
  - c. The parents or guardians shall be informed of the policies of the school.
  - d. Parents or guardians shall be informed of the tuition costs and payment plans.
3. All applicants are considered for enrollment regardless of race, color or national origin. KCA recruits and admits students of any race, color, gender, or ethnic origin to all its rights, privileges, programs and activities. In addition, the school will not discriminate on the basis of race, color, gender or ethnic origin in the administration of its educational programs, scholarships, loans, fees, tuition waivers, and athletics/extracurricular activities, nor in the hiring of its certified or non-certified personnel. Furthermore, the school is not intended to be an alternative to or court administrative agency ordered, or public school district initiated desegregation.
4. No student will be admitted;
  - a. Who has serious academic, conduct, emotional, learning, or physical problems which interfere with participation in the regular academic program and for which our program is not equipped or staffed, unless parents are willing to bear the expense of all additional staff and services.
  - b. Whose parents or guardian are not willing to abide by the purpose, philosophy, objectives and policies of KCA.
5. Appropriate testing and screening procedures will be used to determine the admission and placement of each student. This may include:
  - a. Review of report cards, school records, and standardized tests as appropriate
6. Upon acceptance, receipt of the family enrollment form, emergency cards completed and tuition payment arrangements made the student's place on the class roster will be secured. Tuition payments will be set up through the Head of Schools Office.
7. Enrollment is considered complete when all forms have been received and tuition payment arrangements made, and when all student records have been received (transcripts, immunization, health records, standardized test scores, special education reports and IEP's). Emergency cards must be turned in by the first day of school.
8. Students admitted to Kindergarten must be 5 years of age by August 30th of the current school year.
9. A probationary period of six school weeks for all new students will be required for final acceptance and appointment to grades.

## **CONTINUOUS ENROLLMENT**

1. Each student shall secure, fill out and return a continuous enrollment form and emergency cards annually for admission to KCA. A deposit per child as set forth by the KCA Board of Education must also be submitted.
2. Each student shall be considered enrolled for the following year unless a withdrawal form is filled out and given to the office.
3. In order for a child to remain at KCA, the student's account must be current or an alternate payment plan must be in place and approved by the Board of Education prior to the start of school.

Upon acceptance, receipt of the family enrollment form, emergency cards completed and tuition payment arrangements made the student's place on the class roster will be secured. Tuition payments will be set up

through the automatic tuition withdrawal program unless other arrangements have been made with the Board of Education.

## WITHDRAWAL POLICY

Upon the withdrawal of a student from KCA, a prorated tuition refund will be given based on the last day of attendance. If there are book fees, they will not be refunded.

Process for Withdrawal: Students who enroll at KCA are expected to attend for the entire school year, but we understand that unexpected events may necessitate a student's leaving during the school year. In those instances, students withdrawing from KCA should follow these steps:

1. Parents must notify the school office and schedule a meeting with the Head of Schools to discuss the withdrawal. At that time a withdrawal form should be filled out and given to the office staff.
2. On the last day of school, the withdrawing student must return all books and school equipment to the school office.
3. Parents must pay all tuition and fees accrued through the date of withdrawal per the Continuous Enrollment Contract should they apply. Official transcripts and school records will not be released or forwarded to another school until all school obligations have been satisfied.

Families that opt out of KCA or withdrawal are not guaranteed re-enrollment

## CONFIDENTIALITY OF RECORDS

Student records are kept secure in the school office and are open only to the child's teacher, the Head of Schools, an authorized agent of the Ohio Department of Education, representative of a court presenting a valid court order, or the child's parent or legal guardian.

## RESPONSIBILITY FOR PAYMENT

The person(s) (usually the parent/legal guardian) signing the enrollment forms are ultimately responsible for payment of tuition, lunch charges, and other fees. In the event that someone other than the parent/legal guardian is assuming responsibility for making payments, both the parent or legal guardian and that person should sign a Tuition Agreement form. If the latter does not meet the financial obligation, the parent/legal guardian who enrolled the child is responsible.

All fees are due in full by the school's fiscal year end (June 30th). The school has the right to terminate the attendance of any student for any reason addressed in the KCA Family Handbook, including the failure of the parent to maintain their financial obligation of KCA.

There is a \$25 returned payment fee for each payment returned. (If an electronic payment is returned, the payment amount as well as the returned payment fee will be attempted on the next payment date.)

An invoice not paid within 30 days of the due date is subject to a late fee of \$25 for every 30 days it is not paid in full. Payments will be applied to the oldest outstanding invoice moving forward until payment is exhausted.



In the event that prior or present obligations have not been met; any sum paid for any purpose including Tuition Deposit for a future year will be applied first to the satisfaction of prior and/or current obligations.

If no payment is made within sixty (60) days of the due date, the school may, at will suspend the student and is under no obligation to provide services, educational or otherwise to aid said student.

## PROCEDURE TO REQUEST STUDENT ASSISTANCE

### Students Grades K - 8

- I. Existing student referral may be initiated from teachers and/or parents.**
  - a. Initial Meeting with parent, teacher, and Head of Schools.
  - b. The Head of Schools and the teacher will work with parents to write a plan of action for the student. At this time, the Head of Schools and the teacher will review what KCA can and cannot provide. Once signed, changes cannot be made to the plan without a team meeting.
  - c. Plans will be reviewed each August prior to the new school year and adjusted accordingly. Students on plans will be re-evaluated every three years until either disability no longer exists or they graduate.
- II. New student with existing service plans**
  - a. Set up meeting with parents, teacher, and Head of Schools to review student's existing service plan.
  - b. Head of Schools and the teacher will inform parents of services which can and cannot be provided.
  - c. If parents still desire to enroll their student, Head of Schools and teacher will work with parents to write a KCA service plan.
  - d. Service plans will be reviewed each August prior to the new school year and adjusted accordingly.
  - e. Students on service plans will be re-evaluated every three years until either disability no longer exists or they graduate.
- III. New student with suspected disability**
  - a. Initial Meeting with parent, teacher, and Head of Schools, to discuss student needs. As this time, parents will be informed of our referral process and what services KCA can and cannot provide.

## HEALTH OF STUDENTS

### A. HEALTH RECORDS

Health records for each student shall be kept on file at the school. These shall include:

1. Record of immunizations (including exemption forms)
2. Eye tests
3. Hearing tests
4. Medication forms (administered at school)
5. Physical forms

### B. COMMON COMMUNICABLE DISEASES

The following is a list of regulations adopted for the control of contagious diseases. These regulations are for your protection. Please give full compliance.

1. Regular Measles: Exclusions from school for six days from the onset of the rash. Re-admission to school with note from parent.
2. German Measles: Exclusions from school for four weeks from onset. Re-admission to school with a note from parent.

3. Whooping Cough: Exclusions from school for four weeks from onset. Re-admission to school with a note from parent.
  4. Chicken Pox: Exclusion from school until all pox marks are dry and child is free of fever. Re-admission to school with note from parent.
  5. Mumps: Exclusions from school until fever is gone. Re-admission to school with a note from parent.
  6. Respiratory Streptococcal Infection including Scarlet Fever: Exclusions from school for not less than seven days. Re-admission to school with a certificate of recovery from physician.
  7. Tonsillitis: Exclusions from school and re-admission with note from the parent.
  8. Impetigo Contagiosa: Exclusions from school and re-admission with note from parent.
  9. Scabies: Exclusion from school and re-admission with certificate of recovery from physician.
  10. Tines Circinta: (Ring Worm) Exclusion from school and re-admission with a certificate of recovery from the physician.
  11. Lice: Exclusion from school until treated and release by Health department. Head checks may be done at the discretion of the school
  12. Pink Eye: (Conjunctivitis) Isolate eye discharge/reddening is noted. Exclusion for 24 hours with appropriate antibiotic treatment. Re-admission with parental note.
  13. Flu: Exclusion of children with fever above 100 degrees, diarrhea or vomiting, and those who feel ill. Re-admission after 24 hours symptom free with parental note.
  14. There are many other infectious diseases of various severity categorized by the Ohio Department of Health. The protocol for these will be followed as per instructions found on the Ohio Department Health Communicable Disease Chart.
- C. **MEDICATION** Policy for Prescribed and Non-Prescribed Medications:
1. Students are not to bring any medication to school unless it is absolutely necessary.
  2. If a student must bring a prescribed or non-prescribed medication to school, the school must have a written and signed form with the parent's instructions and their permission to take the medication. The **MEDICATION ADMINISTRATION RECORD** forms are available in the office.
  3. Prescription medication must come in original packaging with the prescription label.
  4. Prescribed and non-prescribed medication must not be expired.
  5. If the student needs to self-carry their prescribed emergency medication, both the parent and the prescriber must fill out and sign an **AUTHORIZATION TO SELF-CARRY** form available in the school office.
  6. The office personnel must be given the form and administer the medicine at the proper time. Administered medication will be documented.
  7. Medication will be kept locked in a safe place in the school clinic/office. If refrigeration is required, the medication will be stored in the refrigerator away from any food.
  8. No student may, at any time, give medication to another student.
- D. **Peanut & Tree Nut Allergy** (a copy of KCA's policy is available upon request)

## CHRISTIAN CONDUCT AND DISCIPLINE

Christianity is full of positives. New life is achieved through faith in Jesus, not through a system of negatives. Although God is a holy God demanding justice, He has also provided redemption and forgiveness. Jesus, Himself, taught Peter about the 70 times 7.

The general behavior of the pupils affects their growth and progress. Therefore, the teaching staff works together to model positive, constructive behavior on the part of the pupils. Each teacher assumes authority whenever necessary throughout the building or grounds regardless of whose pupils are involved.

The individual teacher will handle minor cases of misconduct by pupils. The teacher may take reasonable action as necessary to maintain order and discipline in the classroom or at any school event.

If the misconduct of a pupil is persistent or if the misconduct is of a serious nature, the teacher shall refer the discipline problem to the Head of Schools. The Head of Schools will counsel the student, and if necessary, will contact the parents or guardian of the student to seek their cooperation in correcting the problem. Thus, both parents and school cooperate in constructive discipline of the student.

Seldom will learning occur in confusion. We believe students must be able to listen, follow directions, treat their peers with respect, and not impede the learning of others. We use discipline measures to ensure that each student has the freedom to learn. If all positive measures fail, negative measures such as removal of privileges, additional consequences may be considered and used at the discretion of the administrator in continual collaboration with teachers.

In cases of serious misconduct, it shall be noted in the student's cumulative record file. The following are considered to be serious misconduct by the school:

- Continued disobedience of classroom rules or procedures
- Inappropriate behavior or displays
- Unwholesome or obscene language or gestures
- Possession or viewing of off-color media
- Truancy
- Cheating/academic dishonesty
- Insubordination or disrespect
- Stealing
- Lying
- Intimidating, degrading, bullying or hazing of others
- Fighting or provoking a fight
- Use or possession of tobacco, drugs or alcohol
- Defacing or destruction of school or others personal property
- Sexual harassment or immorality

This is a sample list, as no list of offenses can be all encompassing.

The Head of Schools may suspend or expel a student for serious misconduct or for persistent misconduct at his discretion. The student may also be referred to the KCA Board of Education for expulsion. Students suspended or expelled are considered absent. Any student who is suspended or expelled from KCA shall not be permitted to attend extra-curricular activities or be on school property without permission from the administration.

- Suspension-In School- The student will be allowed to make up work.
- Out of School- All work must be completed. The highest grade you can obtain is a C.

In order to deal more consistently with students who are seriously or persistently misbehaving we use a misconduct report. This provides documentation necessary for parent conferences, etc....

We believe that classroom procedures, rules, and instructor implementation of the same should be the initial discipline policy. Some examples of classroom discipline would be tardiness, class and homework assignment promptness, and other behavior as deemed by the instructor. We believe that the teacher in the leadership

role should use his discernment for classroom management. The instructor will bring about change by using some other method and will not issue demerits for the above circumstances. Demerits will be issued when a specific offense involves a heart issue of direct disobedience willingly conducted by the student or behavior not appropriate of a KCA student.

The Head of Schools shall be involved when a heart issue arises. Examples of this would be dress code violation, disrespect to teacher or another individual, cheating, and other inappropriate behavior.

Procedure in response to any repeated heart issue will be as follows:

- 1st offense – a warning and counseling with the Head of Schools. A discipline letter may be sent home depending upon the severity of the infraction.
- 2nd offense – A discipline letter will be sent home noting an appropriate consequence that may have been given.
- 3rd offense – A call home to parent by student with the Head of Schools present. Consequences may involve a lunch or after school detention.
- 4th offense – parent/staff meeting conference to determine punishment.

(Some examples of possible consequences may be in school suspension, further detention, home or school privileges or a combination of home and school discipline.)

It is our intent to place the emphasis on the student's development of character as well as including the parent in the discipline procedure.

## THE MATTHEW 18 PRINCIPLE: PARENT/SCHOOL RELATIONSHIP

KCA is made up of people –parents, administrators, teachers, board members, and students. Like any other institution where you have a large group of people, you have the potential for misunderstanding, disagreement, and even wrongdoing. Nevertheless, it is God's will that we all work together in harmony. When misunderstandings or strong disagreements occur, the following principles should be followed in solving people-to-people problems. These principles are based in the spirit of Matthew 18:15-17.

### **KEEP THE MATTER CONFIDENTIAL**

The very pattern of sharing the problem only with those directly involved establishes the principle of confidentiality. This is important in that it stops gossip and statements, which can hurt.

### **KEEP THE CIRCLE AS SMALL AS POSSIBLE**

The first step and usually the only step needed in solving a person-to-person problem is for one of the two people involved to initiate face to face dialogue. Most problems are solved at the two people level.

### **BE STRAIGHTFORWARD**

Sometimes it is difficult to be straightforward and tell someone the very heart of the matter. But restoration and improvement can only come when the issues are lovingly and clearly presented.

### **BE FORGIVING**

"...If he shall hear thee, thou hast gained thy brother." This implies that once the matter is resolved, you should wholeheartedly forgive and restore the person whose fault has caused the problem.

-But, if the problem hasn't been resolved, the persons involved should agree to share the matter with the Head of Schools.

"...Take with thee one or two, that in the mouth of two or three witnesses every work may be established." An open and honest discussion among people who are sensitive to godly principles will most often reach an amicable solution.

-But, if it hasn't been reached, the Head of Schools should explain the problem to the chair of the Board of Education, who will then have input on how the matter will be presented to the board or resolve the issues with the Head of Schools and others involved and then report to the board at the next meeting.

Depending on the complexity of the problem, it may be appropriate for the board to request a special board meeting. The goal of such a high level meeting is to:

- Have a clear understanding of the problem
- Offer a solution or solutions for resolving the problem
- Give reproof and correction if necessary
- Give forgiveness and wholehearted restoration of those who have made amends

In summary, the Matthew 18 principle requires that parents talk to teachers about students' problems before they talk to the Head of Schools. Also, in-house problems should be discussed between individual staff members, before they talk to the Head of Schools.

A prayerful systematic approach to any problem dealing with people can help to improve any situation, if not solve the problem completely. KCA is a Christian school and as a result, we need to especially handle our problems the best way possible with guidelines that lead us to a "good report".

## ATTENDANCE POLICY

### Pupil Attendance:

1. **Compulsory Attendance Law:** Students who attend KCA are under the jurisdiction of the "Compulsory Attendance Law" (state code section 7.06). "Every child of compulsory school age (6 to 18 years) who is not employed on an age and schooling certificate, and has not been determined to be incapable of profiting substantially by further instruction, shall attend a school which conforms to the minimum standards prescribed by the State Board of Education".
2. **Length of School Year:** There shall be 910 hours for students in full-day kindergarten through Grade 6. There shall be 2 days for parent-teacher conferences (evenings). There will be two days of Professional Development for the teachers built into the school year also.
3. **Length of School Day:** The school day at KCA begins at 8:00 a.m. and ends at 3:00 p.m. each day. Students arriving before 7:45 a.m. should report to before school care. Before school care will begin at 7:00 a.m. unless otherwise set up with before school care staff. School office hours are 7:45 a.m. to 3:30 p.m.
4. **Policy Regarding Absences:** It is essential that students assume the obligation to attend their classes regularly and on time. Frequent absences result in decreased academic interest and achievement. Regular and punctual attendance is an important habit contributing to success in high school, college, and career. Classroom experiences such as field trips, labs, and simulations cannot be duplicated.

Absence from school is legally permissible as written in the State Attendance Law for:

- a. Personal illness.
- b. Illness in the family.
- c. Death of a relative.
- d. Home duties due to the absence of parents.
- e. Observance of religious holidays.
- f. Quarantine of home.
- g. Any emergency or set of circumstances which, in the judgment of the administration, constitutes good cause.

Further excused absences will be considered for medical, dental, or other appointments which cannot be scheduled outside school hours. It is highly encouraged that families plan ahead for medical appointments and vacation that will not interfere with class schedules.

5. Procedures to follow when an absence occurs: Parents of students who are absent from school are required, by state law (MISSING CHILD ACT), to call the school office by 9:00 a.m. each day. We must know that all children are accounted for.
6. Pre-approved absences: A pre-approved absence form must be completed at least 10 days in advance of the absence by both the student and the parent/guardian. This allows time for teachers and administrators to prepare make up assignments. Since the school calendar allows ample time for vacation in and around holiday seasons, parents should make every effort to arrange their vacations to coincide with school vacations.
7. Early Dismissals: Students must be signed out and back in at the office. In the event a student becomes ill during the school day, they must report to the school office and parents will be contacted. If a child is in the clinic for more than 45 minutes, a parent will be called a second time to determine if the child needs to be picked up and taken home. If they feel the child should return to class, then the child will be sent back to class.
8. Make up work: Students who are absent are required to make up all work missed. Unless an absence has been preapproved, students are responsible for collecting make up assignments from teachers and rescheduling tests/exams with teachers. The school is not responsible for this.
9. Yearly Attendance: When a student has missed 15 days of school per semester, he may be considered for retention even if work has been made up and the parent will be notified. Any student missing 30 or more days will be retained unless there are extenuating circumstances that have been approved by the administration and all work has been completed.
10. Tardiness: A tardy will be charged to a student's record when they arrive after 8:00 a.m. After 8:00 a.m. the student will need to sign in at the office. Parents will be contacted to meet with the Head of Schools should tardiness become habitual and excessive. Families are required to call the office before 9:00 a.m. to report a tardy or absence.
11. Policy Regarding Student Release: If student is to be released to anyone other than custodial parent/guardian/their designee, the parent should call or send a note.
12. Family Vacations: Since the school calendar allows ample time for vacations in and around holiday seasons, parents should make every effort to arrange their vacations to coincide with school vacations. However, whenever parents believe additional family vacation times are needed, such days (not to exceed five total per year) may be taken without penalty. Family vacations are not to be taken during examination weeks (i.e. the five day period prior to the end of the first semester and the last five days of the school year). Both the student and the parent/guardian should complete a "pre-arranged absence form" at least 10 days in advance.

13. Hunting: Students who go hunting should fill out a prearranged absence form at least two days in advance. Students will receive one day of excused absence for hunting with a note from the parents/guardians and a valid hunting license. More than one day per school year will be unexcused.

## STUDENT REPORT CARDS

Report cards are issued four (4) times each year at the end of each nine weeks period. All fees and outstanding balances must be current to receive the student's report card at the end of the school year.

Due to identified special educational needs, some students with Head of Schools, parent and teacher agreement may have their educational program content modified. In such cases, grade cards will have a notation that the assigned work was modified.

## HOMEWORK AND ASSIGNMENTS

Assignments of work outside of school by teachers to pupils shall be a direct outgrowth of classroom lessons and shall be given in reasonable amounts consistent with the age level and capabilities of the pupils involved. A progression of independent student homework responsibility throughout his/her school year and school career at KCA is expected.

### **Amount of Homework**

The amount of time a student needs to do homework varies from day to day and from student to student. The faculty attempts to assign a reasonable amount of homework in light of the subject matter and the abilities and needs of the students. A common rule to follow is 10 minutes per grade. I.e. Kindergarten 10 min., 1st grade 20 min., etc.

Teachers are expected to give reasonable homework assignments with consideration being given to Wednesday-night church meetings and special church activities. At these times the homework load should be lighter.

Here are some ways you can help your child with his/her studies:

1. Parents should see that the students have an organized and complete list of assignments. A daily homework log book is very helpful in getting students organized.
2. Be sure the student is provided with a quiet, secluded study place. Check ventilation, lighting, heat, etc.
3. Keep distractions of any sort to a minimum. Any electronic device should be off if they bother the student. Phone calls and text messages should be limited and minimized.
4. The hours reserved for study should be planned, written out and held to as rigidly as possible to be effective.
5. Parents may need to check from time to time to see how much and what kind of work is being done. Showing this interest can be a help and encouragement in itself. Make certain, however, the child is working independently. If there is a problem, why not pray together about it? We also encourage you to communicate regularly with you children's teacher.
6. Be sure all necessary tools and materials for work are available including paper, pen or pencil, rulers, books, compasses, protractors and other helps.

7. Plan for regular 5-minute breaks in the study time. Do something stimulating every 30 to 60 minutes.
8. Emphasize learning and appreciation, not marks or grades. Reading and studying are as important as written assignments.

### **Make –Up Work**

Students with excused absences will be allowed to make-up work within a reasonable length of time. A reasonable length of time will be from one to five class days, depending on circumstances. Students should not expect teachers to delay tests or allow them extra time simply because they missed a day of school just before the test. Consideration will be given to students missing several days in a row or those obviously too ill to prepare for school. For normal two to three day illnesses, all work must be made up within five class days after returning to school. If not, the student receives an incomplete on report card; the work must be completed within 5 class days after returning to school.

Teachers will assist students in making up work. However, it is the student's responsibility to determine what work has been missed and see that it is made up. When a student has obviously delayed or put off work, the teacher is no longer technically obligated to assist the student in making up the work and a grade of 0 will be given. Students are not permitted to miss regularly scheduled classes in order to make-up work.

## **GRADING SYSTEM**

### **First Grade Grading Scale**

| Percentage Range | Letter Grade |
|------------------|--------------|
| 98-100           | O            |
| 90-97            | S+           |
| 73-89            | S            |
| 60-72            | S-           |
| 59 or below      | U            |

### **Grades 2-6 Grading Scale**

|    |             |                                    |
|----|-------------|------------------------------------|
| A+ | 98-100      | <b>N = Needs Improving</b>         |
| A  | 93-97       | <b>I = Is Improving</b>            |
| A- | 90-92       | <b>S = Satisfactory Progress</b>   |
| B+ | 87-89       | <b>O = Outstanding</b>             |
| B  | 83-86       | <b>U = Unsatisfactory Progress</b> |
| B- | 80-82       |                                    |
| C+ | 77-79       |                                    |
| C  | 73-76       |                                    |
| C- | 70-72       |                                    |
| D+ | 67-69       |                                    |
| D  | 63-66       |                                    |
| D- | 60-62       |                                    |
| F  | 59 or below |                                    |

## **HONOR ROLL**

Honor rolls will include academic subjects only (those where A-F grades are given). **Honor Roll** – All A's **Merit Roll** – All A's and B's



Honor roll is an indication that a student has reached an academic standard for their grade level. Students doing modified academic work are not eligible for honor rolls.

## TESTING

KCA uses standardized achievement tests throughout the school year. The Head of Schools will determine the test(s) to be given and will coordinate the testing schedule. Teachers and parents will be notified of test results.

## PARENT/TEACHER CONFERENCES

KCA believes it is very important for school and home to work together. In order to promote effective communication and understanding, parents are asked to cooperate with the following guidelines:

1. School-wide conferences will be conducted following the first nine-week grading period and after the third nine-week grading period.
2. Teachers will also use letters, phone calls, emails and regular progress reports as needed to communicate with the parents.
3. It is important that each parent schedules a conference with a teacher whenever a need or concern is evident. Parents should not feel limited to the personal conference. Many needs can be met through a simple conference between parent and teacher. Concerns need to be shared first between the parent and teacher. The Head of Schools is interested in all areas concerning students and the school and will be available for parent-teacher conferences following the initial parent-teacher contact.

## STATEMENT ON BIBLE VERSIONS

## TEXTBOOK CARE

Students should treat all textbooks with care (especially school-owned, non-consumable books) that will be used from year to year.

It is recommended that students use book covers on their own hardback Bibles to prolong their life.

Textbooks, which have been neglected, abused excessively or lost, will need to be replaced at the student's expense. Students will be invoiced for replacement cost of lost or replaced books. Payment must be made prior to student receiving their grade card at the end of the school year.

## COMMUNICATIONS

Through these communication methods, we are building routines that students will need throughout their school career and future.

**Elementary Student Folders:** All teachers will send home student work throughout the week with their weekly papers and other important communications. Please check your child's folder daily and return the folder with the student the following day.

**School information website:** <https://www.kingdomconnectionacademy.com>

Check the KCA website or Facebook for the most current information on school and athletic events.

## DRESS CODE

It is the desire of KCA that our students live and conduct themselves in a manner that will be pleasing to God and glorifying to the name of our Savior, Jesus Christ. Standards for appearance are a means of building character and distinction in the lives of our students. The code is not intended to measure spirituality, but rather to serve as a tool in fostering the academic and character development of the students as they participate in their education. The standard of dress at KCA is designed to reflect modesty, neatness, and moderation.

Decisions regarding clothing choices are, at times, very complex. Because styles change frequently, we cannot anticipate and cover every possible fashion style ahead of time. Developing a dress code that is all encompassing is nearly impossible. **In all dress code issues, the Head of Schools reserves the right to make the final decisions on the appropriateness of clothing and appearance. The Head of Schools also reserves the right to make adjustments to the dress code should the need arise.**

We recognize that families and school officials interpret the dress code in a different manner. We realize that consistency and fairness are vital to having an effective dress code. To that end, the following guidelines should provide a better understanding of what is acceptable.

### General Guidelines:

- Parents are expected to be the first to enforce the KCA dress code.
- Students are expected to arrive on campus in dress code appropriate clothing and ready for class.
- All clothing should be clean and in good repair. Clothing with holes, rips, or tears should not be worn.
- KCA campus wear must be free of all logos other than school logos approved by the administration.
- Shorts, skirts, and jumpers must be knee length which is defined as top of the knee when standing up. Leggings and tights may only be worn under knee-length skirts or jumpers.
- Jackets, coats, sweatshirts (hooded, pullover, or zippered), or shirts worn as jackets and other forms of outer wear may not be worn during the school day.
- KCA uniform fleece/hoodie may be worn during school hours with a polo shirt underneath.
- All students must wear footwear. Elementary students must wear closed-toed and closed-heeled shoes for safety reasons.
- Dress and hair should not be distracting to teachers or students. Hair should be of natural color, clean, and neatly maintained.
- Boys must have hair off of the collar and ears and be clean shaven.
- Hats and bandanas will not be worn in the building.
- Tattoos and body piercings are not permitted for any school event. Earrings are only acceptable to be worn by girls.

### Spirit-Wear Days

- Every Friday, unless otherwise indicated, students may wear school approved pants or jeans with their Spirit Wear (KCA labeled shirts/sweatshirts).

- Students who choose not to wear KCA Spirit Wear must dress in the regular school uniform.

#### **Spirit Wear**

- School logo items may be available to purchase.

#### **Field Trip and Special Events Attire**

- We dress for the occasion. Notices will be sent home before the event. Please make sure your student knows what to wear. Appropriateness and modesty is a must.

#### **PE Dress Code**

- Tennis shoes for PE MUST be non-marking. This will ensure we are being good stewards of the floors God has provided for us. If students do not have proper footwear for PE, students will not participate. Sweatpants are permitted on PE days. Exceptions to this would be tear away pants (pants with buttons down the side to open up the legs) and wind pants (pants that are noisy when you walk).

#### **Elementary Guidelines: K-6th**

##### **Acceptable Items:**

##### **Girls:**

- Sunday Best
- Skirts/dresses must be knee-length
- Jeans/slacks/pants with elastic waistband - No rips or holes
- Knee-length shorts, culottes, or skorts
- Leggings may be worn ONLY under knee-length skirts/dresses
- KCA Hoodies with a polo or collared shirt underneath, modest sweaters, blouses and shirts (not too tight or midriff)
- Polo or collared shirts can be solid or patterned
- Closed toes and closed heeled shoes

##### **Boys:**

- Sunday Best
- Jeans/slacks/pants with elastic waistband - No rips or holes
- Knee-length shorts
- KCA Hoodie with polo or collared shirt underneath
- Polo or collared shirts can be solid or patterned
- Closed toed and closed heeled shoes
- Hair should be off the collar and ears

##### **Unacceptable Items:**

- T-shirts (other than KCA spirit wear on Friday)
- Earrings for boys
- Tattoos and body piercings
- Dangling earrings/big hoops for girls
- Tank tops or spaghetti straps (worn alone)
- Indoor hats and bandanas
- Make up

## **DRESS FOR OUTSIDE RECESS**

During the winter months always make sure your child has warm clothing and boots for recess outdoors. In cold weather we will not go outside if the temperature is below 20 degrees (or the wind chill), but always

dress your child as if we will go out. If the class goes out, so will your child. Students will not remain inside without supervision. We will follow the general guidelines for weather and what is considered appropriate dress:

- 60 and above: no jacket
- 45-59: jacket or sweatshirt only
- 21-44: snow: coat, hat, mittens, boots and snow pants

## PLAYGROUND RULES

These are the rules we ask our teachers/playground supervisors to enforce with the students when they are at recess on our playground. The student should:

- Most importantly remember the **GOLDEN RULE!!**
- Always be able to see the teacher/person in charge
- Never go outside of the fenced area of the playground without the teacher's permission
- Stay out of water and mud whenever possible

### **Slide rules to be enforced by teachers/playground supervisors:**

- Children should go down slide on their seat only
- Don't walk up the slide
- Don't put stones on the slide
- Don't hang on the slide support bars

### **Swing rules to be enforced by teachers/playground supervisors:**

- Children should not twist while swinging
- Don't jump out of the swing while it is in motion
- Must swing with seat in swing, not lying on stomach
- No double swinging

### **Additional playground rules:**

- Do not throw stones.
- Don't pick up or play with sticks.

## GENERAL SCHOOL RULES

Teachers are responsible for maintaining appropriate classroom discipline according the policies in this Family Handbook. It is important that the expectations are established from Day 1, practiced and maintained throughout the school year. Children thrive where there are clear boundaries, consequences (both positive and negative) are given promptly, and all is administered in love.

Warriors have **HEART** in the Hallways

|               |                                                                                       |
|---------------|---------------------------------------------------------------------------------------|
| H-Honest      | Be trustworthy, be responsible with your actions and words                            |
| E-Excellent   | Be quiet, don't waste time, use good manners                                          |
| A-Accountable | Go directly to your destination – walk – don't run                                    |
| R-Respectful  | Walk quietly – others are learning respect for personal space and keep hallways clean |

## SPECIFIC SCHOOL RULES

- a. No running in the classrooms or hallways. Please walk quietly!
- b. School property, buildings and equipment must be kept neat and clean at all times.
- c. Fighting, wrestling, pushing, scratching or biting playfully or intentionally will not be tolerated.
- d. Guns, toys from home, and gum are not allowed. This includes electronic games, headphones, phones, etc.
- e. Loud talking or yelling is not allowed indoors.
- f. No objects such as stones, sticks or toys are to be thrown or brought to school/inside after recess.
- g. Items such as playing cards, baseball cards, etc. that cause undue distraction at school should be left at home.

## SCHOOL LUNCHES

For this first school year we will be asking each student to pack their own lunch for the school day. If a student comes to school without a lunch we will supply a lunch for that student.

## LUNCHROOM RULES & HEALTHY SNACK/LUNCH

- a. At lunchtime, remain seated at your own table during the entire meal unless given permission to move.
- b. Pick up all paper or trash after eating and dispose of it properly when you are dismissed.
- c. Talk only to those people at your table during lunch.
- d. Eat your own food.
- e. Please pack a balanced lunch for your child.
- f. Packed lunches can only be warmed up after being cooked at home first. Please do not pack frozen meals.
- g. Do not leave the table until your dismissal time.
- h. While waiting for your teacher, follow hallway procedures.
- i. Any lunch time visits must be pre-arranged with teacher/office.
- j. Please send a HEALTHY snack in for your child's classroom snack.

## TRANSPORTATION POLICY

KCA does not have any school-sponsored transportation unless it is through public school transportation. This will include field trips, athletic events, and any school related activity. It is the responsibility of the parent to provide transportation to school related events.

## TRANSPORTATION TO SCHOOL

KCA does not provide transportation to and from school. Some public school districts provide transportation to our school and others provide an "in-lieu-of" reimbursement to parents. **Contact your public school district**

**office for information and requirements.** It is also important to let the KCA school office know if you change school districts during the school year.

Standards of behavior expected while at school also apply while waiting for, riding on, or departing from school buses. In addition, each public school district providing bus transportation may have other guidelines. Failure to comply will result in disciplinary action by KCA and may also result in suspension of bus privilege by the providing school district.

## BUS GUIDELINES

1. Be at bus stop on time (or 5 minutes before).
2. No misbehaving at bus stop - be respectful of property and others waiting for the bus.
3. Board the bus in an orderly manner taking an assigned seat or the first available seat.
4. Remain seated during the entire ride.
5. Talk at a conversational level - No shouting or rowdy behavior.
6. No talking/noise at railroad crossings or other danger points.
7. Do not extend any body parts out the windows.
8. Do not throw or pass objects on, from or into the bus.
9. No eating or drinking on the bus.
10. Do not transport animals or pets, weapons or hazardous items. Keep carry-on items to a minimum.
11. The bus driver is in charge! Obey the driver's instructions. Report any problems to the driver.
12. Do not leave seat until bus has come to a complete stop.
13. For afternoon dismissal: come to the front hallway. Remain quiet and orderly until your bus arrives. Do not leave the hallway or enter other areas without permission from bus supervisor. Board the bus in an orderly manner once it arrives.
14. You are representing KCA while on the public school busses. Please act in a manner pleasing to God!

## WALKERS

Students who are walking will be released from the front of the building. Students should go directly to their destination when released.

## CARLINE

Most of the students will be released from the rear of the school in carline. They will be dismissed after being called by the teachers on duty. Please show your KCA carline pass in your car window that shows your name so the teacher will know who to call.

## BEFORE/AFTER SCHOOL CARE

Before school care begins from the time a child is dropped off until 7:45 a.m. At 7:45 a.m. children are dismissed to go to their classrooms. There is no "grace" period in the mornings due to the same starting times. If a child is not picked up by the time the last car goes through the carline, they are sent to after school care and will be charged beginning from 3:15 p.m. until the time they are picked up. (All care times are charged in 15 minute increments.) Before school care begins at 7:00 a.m. (unless otherwise set up with care staff) and ends at 7:45 a.m. After school care begins at 3:15 p.m. and concludes at 5:30 p.m.

Hourly Rates (subject to change from year to year), are invoiced monthly at an hourly rate in 15 minute increments.

Afterschool care begins at 3:15 p.m. After 5:30 p.m. our specified closing time, parents will be charged at the rate of \$10.00 per child in 15 minute increments. (Time is rounded up and begins at 5:31 p.m.) Late pick-up time will be invoiced and mailed the following day. Parents who are consistently late in picking up children will lose daycare privileges.

Names of persons authorized to pick up your child must be provided on the emergency care card. I.D. may be requested if persons are not recognized by our care staff.

## CLASS PARTIES/CELEBRATIONS

Elementary (K-6) class parties will be held at Christmas and Valentine's Day. Other special occasions may be celebrated in your child's room such as Thanksgiving and Easter. Teachers will be in charge of planning their parties or requesting for parents to help.

Birthdays may be celebrated with a special treat from the child. Parents need to inform the teacher in advance of any celebrations so that they are fully informed of the intent and type of party. All students per grade are to be included in the celebration.

## FIELD TRIPS

Before participating, each pupil must have an emergency card on file for the current school year, and a permission slip signed by the parent or guardian. Parents will be notified of planned field trips and proper dress required.

Students are expected to represent our school and be a good Christian witness in appearance, word, and deed.

**The school asks that parent chaperones do not bring siblings on field trips for which they have volunteered to assist a teacher with a class. This is for the safety of the sibling as well as for the students that the parent is chaperoning.**

## VISITORS

Visitors are always welcome and **must** sign in at the school office upon their arrival and departure. All visits must be pre-arranged with the teacher or school office prior to arrival. Parents must wait in the office until the teacher has given permission through the office for visitors to come to the classroom.

## LOST ARTICLES

All unclaimed articles will be kept in the "Lost & Found" in the school office. At Christmas Break and again at the end of the school year, all unclaimed items will be donated to the less fortunate.

## FIRE, TORNADO AND SAFETY DRILLS

Monthly throughout the year, there will be fire drills. Tornado drills will also take place in the spring. When the fire signal sounds, the students and teachers should leave the building as shown on the posted exit charts in each classroom. Students and teachers are to remain in the designated area until instructed to return to the building. When a tornado drill takes place, students will crouch in the “duck and cover” position in prior designated areas as assigned to the teachers at the beginning of the year. Safety drills are required at least once per year in order to practice lock-down procedures.

## EMERGENCY CLOSINGS

In the event that school must be closed or delayed because of weather conditions or other reasons, the school will notify the parents by the following:

1. The Head of Schools will send a text via our text notification system
2. The closing or delay will be posted on our social media outlets
3. The closing or delay will be posted on our website: <https://www.kingdomconnectionacademy.com>
4. The television stations listed below will be notified:  
WANE TV – Channel  
WPTA TV – Channel

If a student arrives late due to weather conditions, they will not be counted as tardy; however, they must bring a note from their parent/guardian.

## INTERNET POLICY

Please read carefully before signing the Internet Usage Permission Form.  
Internet access is available to students, faculty and staff at KCA.

KCA is pleased to provide this access and believes the Internet offers vast, diverse, and unique resources and is a privilege from which everyone can reap tremendous rewards. Our goal in providing this service is to promote educational excellence in our school by facilitating resource sharing, innovation, and communication. Every person desiring access must have a signed Internet Usage Permission Form on file to use our computers for accessing the Internet and its various services.

Students can have limited access to:

- The Worldwide Web (www) for research purposes
- Many Library Catalogs, the Library of Congress and College/University information systems

With Internet access to people all over the world comes the availability of material that may not be considered to be of educational value in the context of the school setting morally, ethically or spiritually. KCA has taken precautions to restrict access to many controversial materials by installing a filtering server. Materials available on the Internet can include those of sexual behavior, violence, offensive language, etc. However, because of daily changes on a global network it is impossible to control all materials and an industrious user may discover controversial information. These materials would not likely be found accidentally while doing normal research; a user would have to intentionally look for them. We at KCA firmly believe that valuable information available



on the Internet far outweighs the possibility that users may procure material that is not consistent with the educational and spiritual goals of the school.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general this requires efficient, ethical and legal utilization of the network resources. If a KCA user violates any of these provisions, he or she will be subject to school discipline which can include: school suspension, or expulsion, termination of their Internet account and/or denial of future use of KCA computers. The signatures on the Internet Usage Permission Form are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance and indicate approval.

### **Internet - Terms and Conditions**

1. **Acceptable Use** - The purpose of KCA Internet access is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research and consistent with the educational objectives of KCA. Transmission of any material in violation of any international, U.S., state regulation or school use policy is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.
2. **Privileges** - The use of KCA computers and the Internet is a privilege, not a right, and inappropriate use can result in a cancellation of those privileges. The school administration will deem what is inappropriate use and their decision is final. Also, the Head of Schools may close an account or deny access at any time as required. The administration, faculty, or staff of KCA may request the administration to deny, revoke, or suspend specific users.
3. **Network Etiquette** - You are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:
  - Do not make any changes or modifications to computer programs or setups on KCA computers or any others that are accessible through the Internet.
  - Students who do not have permission to access the Internet should not be allowed to watch another student access the Internet.
  - All communications and information accessible via the network should be assumed to be private property.
4. **KCA makes no warranties of any kind, whether expressed or implied, for the service it is providing.** The school, its operators, and any institutions with which it is affiliated will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. KCA specifically denies any responsibility for the accuracy or quality of information obtained through its services.
5. **Security** – We have a monitoring security system set up on all of our school networks but it does not replace parental guidance and monitoring of your child’s use. Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the school network, you must notify a staff member in charge. Do not demonstrate the problem to other users. Attempts to log on to the network as a system administrator or faculty or staff, or attempting to evade, disable or “crack” passwords or other security provisions, will result in cancellation of user privileges and possible suspension or expulsion. Any user identified as a security

risk or having a history of problems with other computer systems may be denied access to the Internet as well as any computer at KCA.

6. Vandalism - Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware or data of another user, the school, Internet, or any of the above listed agencies or other networks that are connected to the KCA Internet backbone. This includes, but not limited to, the uploading or creation of computer viruses, modifying computer programs or files, or making changes to KCA computer setups or programs. You do NOT have permission to install any software programs or download and save any programs from the Internet to computers at KCA. You do NOT have permission to hook up any devices (except headphones) to any KCA computer or to the KCA network.

#### **FOR THE PARENT OR GUARDIAN:**

1. Read Internet Usage Policy
2. Any violation of the regulations included is unethical and may constitute a criminal offense.
3. Personally discuss the agreement with your son/daughter and make them aware of the conditions and consequences of its use/misuse.
4. Understand that it is impossible for KCA administrators, faculty and staff to monitor or restrict access to all controversial materials when students are given access to the Internet.
5. \*By signing the authorization statement you release KCA, its operators, and any institutions with which it is affiliated from any and all claims and damages of any nature which may arise from my son's/daughter's use, or inability to use this access.
6. This approval will remain in effect during this school year unless cancellation is submitted in writing by the parent/guardian or canceled by the administration.

#### **FOR THE STUDENT:**

1. Read Internet Usage Policy and agree to follow this agreement completely.
2. Do not access forbidden information, do not install any software programs, and do not change or modify any computer setups or programs belonging to KCA or any other facility.
3. Checking personal email accounts, instant messaging, entering chat rooms, Facebook, personal web pages and game playing is prohibited.
4. Students must immediately notify a staff member in charge if a security problem is discovered.
5. Should you commit any violation, your access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.
6. Understand that general student guidelines always apply.

*\*A signed copy of this form must be on file at time of enrollment.*

## **CELL PHONE POLICY**

Cell phones are not to be used by KCA elementary students during the school day (8am – 3pm). Cell phones should be turned off and left in book bags, or in the school office. The school is not responsible for any student's cell phone. Any student who uses a cell phone during the school day without prior authorization from school administration will have that cell phone confiscated, and the phone may be picked up in the office at the conclusion of the school day. School phones are not to be used during before or after school care as well. They should be left in their book bags or given to whomever is in charge.

## ANTI-BULLYING POLICY

### **What is Bullying?**

Bullying is when someone intentionally and repeatedly engages in behavior that is harmful toward another person.

Bullying may include, but is not limited to:

- Physical
- Social/emotional
- Verbal

### **Cyberbullying will not be tolerated.**

“Cyberbullying” is bullying by use of an electronic device using, but not limited to, email, instant messaging, text messages, blogs, cell phones, online games, websites, social media, etc.

### **Guiding Principles for Students to Prevent Bullying**

1. We will not bully others. (Ephesians 4:32)
2. We will help others who may be bullied. (Romans 15:1-2)
3. We will include all students. (Romans 15:7)
4. We will tell an adult at school or at home if we know someone is being bullied. (Ephesians 5:11-14)

Where misconduct reports demonstrate a pattern of misbehavior, the situation will be handled by staff and the Head of Schools in accordance with KCA policies. In cases of bullying, the school administration will meet with the parents of all students involved. The consequences of bullying will be proportional to the nature of the offense. The consequences include, but are not limited to, admonition, counseling, detention, suspension, and/or expulsion.

## WEAPONS

Firearms, flammable materials, explosives, knives, chains, illegal weapons, or anything that could be used to portray a weapon will NOT be permitted on school property. This includes "look-alike" weapons and anything else that could be used against another student or school personnel to cause bodily harm or intimidation. Violators may receive up to a 10-day suspension with recommendation for expulsion. Authorities may be contacted.

## SUBSTANCE ABUSE

We believe that any non-medical involvement (i.e. consumption, procurement, provision) with controlled substances, or material generally acknowledged to be harmful to an individual's physical, spiritual, or psychological health is inconsistent with the Christian lifestyle.

Although Scripture does not speak directly to the problem of drug abuse, it does instruct individuals in the maintenance of healthful lifestyles and avoidance of harmful indulgences and excesses.

Furthermore, since drug involvement is specifically defined and prohibited under Ohio and Federal Criminal Laws, its avoidance is implied by the Biblical injunction to be subject to our governmental authorities. The Scripture gives us guidelines in this situation. Romans 13:1-7 instructs us to be subject to the civil authorities

ordained of God. In obedience to the Scripture, we have checked with the civil authorities and find that “crime is committed when drugs are sold or in some cases possessed.” The official position for KCA is then to report all such violations to the local law enforcement agencies as well as consider what action that we as an institution must take in reference to that student’s future at KCA.

Total abstinence and absence (use or possession) from tobacco, alcoholic beverages, and non-prescribed use of drugs is expected of all students at all times. Students taking medicine or prescribed drugs are to follow school written guidelines. (1Corinthians 6:19, 20; 1 Corinthians 8:9)

## INAPPROPRIATE DISPLAYS OF AFFECTION

As a school we encourage students, to develop comfortable friendships with the opposite gender. However, pairing off is discouraged, and inappropriate displays of affection are unacceptable. KCA understands that students may develop a social relationship with members of the opposite sex, but school is not the appropriate place for hugging, kissing, holding hands, or having an arm around a boyfriend or girlfriend. Inappropriate touching of any kind is not acceptable.

## SEXTING

**Sexting** is the act of sending, knowingly receiving, or forwarding sexually explicit or suggestive messages, photos, or images via cell phone, IPOD, computer, or other digital service. Students engaged in such activities, both on campus and off campus, are subject to state laws and school discipline. The school considers sending, sharing, possessing, or even viewing pictures, text messages, or emails that contain a sexual message or image a violation of this policy. This violation could result in school discipline, up to, and including, expulsion, and the notification of local law enforcement. Students are required to immediately report any such activities to a teacher or the Head of Schools. If a student reports any such activities or a staff member has reason to believe “sexting” has taken place, it is the responsibility of the staff member to report it to the Head of Schools. The parents of all parties will be notified. If a student receives unsolicited sexual material and reports, he or she will not be held liable. The Head of Schools has the right to verify, through legitimate means, that “sexting” has occurred and to decide on the necessary disciplinary action.

## SEXUAL HARASSMENT OF EMPLOYEES AND STUDENTS

Any unwelcome sexual advances, requests for sexual favors, and other verbal, written, or physical conduct of a sexual nature, which creates an intimidating, hostile or offensive environment, constitutes sexual harassment. Sexual harassment can occur in a variety of circumstances, including but not limited to the following:

- A. The victim as well as the harasser may be a female or a male. The victim does not have to be of the opposite sex.
- B. The victim does not have to be the person to whom the harassing action was directed, but could be anyone affected by the offensive conduct.
- C. The harasser’s conduct must be unwelcome.

Any member of the school community who believes that he/she has been subjected to sexual harassment will report the incident(s) to the Head of Schools. The Head of Schools will attempt to resolve the problem in an informal manner, through the following process:

- A. Confer with the charging party to make clear the alleged facts.
- B. Meet with the charged party to make clear the alleged facts.
  - 1. Attempt to resolve the matter informally through conciliation.
  - 2. Transfer the record to the Head of Schools or his designee and notify the parties by certified mail of his/her official action relative to the complaint.

Should the Head of Schools be involved, the incident should be reported to the chair of the Board of Education or the Senior Pastor of Trinity Friends Church.

The Head of Schools reserves the right to rule on any discipline situation that is not specifically covered in this handbook. There may be various disciplinary steps used in dealing with situations not covered in this handbook.



# Kingdom Connection Academy

## STATEMENT OF PARENT SUPPORT

**Please Read the following statements carefully and sign below to indicate your agreement**

We recognize that, as parents, we are fully responsible for our child(ren). By enrolling our child(ren) in Kingdom Connection Academy, we place him/her under the authority of the school and will support the goals and standards of the school. We agree to:

- Pray for the ministry of the school, the staff and the students
- Support the school with time and abilities as needed and available
- Support the school staff in determining the proper discipline measures for each student
- By our own conversations and attitude, encourage our child(ren) in positive attitudes toward the school
- Encourage our child(ren) to be prompt and cooperative
- Cooperate in training our child(ren) to respect school property and pay for damaged property, should it occur
- Send our child(ren) to school in proper attire, in accordance with current dress code
- Meet all financial obligations required by the school and be ultimately responsible for payment of our child(ren)'s expenses

## KINGDOM CONNECTION ACADEMY HANDBOOK AGREEMENT

**Please read the following statements carefully and sign below to indicate your agreement**

The Family Handbook is posted on our website: <https://kingdomconnectionacademy.com>

- I hereby affirm that I have read the Family Handbook and discussed its policies with my student
- I certify that I consent to and will submit to all governing policies of the school, including all applicable policies in the Family Handbook
- I understand that the services of the school are engaged by mutual consent, and that either the school or I reserve the right to terminate any or all services at any time
- I understand that this handbook does not contractually bind Kingdom Connection Academy and is subject to change without notice by decision of the Board of Education of Kingdom Connection Academy.
- Admission to the school is a privilege, not a right, and admission for one school year does not guarantee automatic admission for future school years.
- I have read and acknowledge the school's Mission/Vision Statements & the Statement of Faith – Doctrine of Evangelical Friends Eastern Region.

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Signature of Parent

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Signature of Parent

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Date



# Kingdom Connection Academy

## STUDENT APPLICATION

Date: \_\_\_\_\_

*Please print legibly*

Grade applying \_\_\_\_\_

### **Student Information:**

T-shirt size \_\_\_\_\_

Student's Last Name: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Age: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Gender: male female Last 4# of SS: \_\_\_\_\_

Place of Birth City/State: \_\_\_\_\_ Country: \_\_\_\_\_

### **Parent/Guardian Information:**

Mother/Guardian's Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Place of Employment: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Father/Guardian's Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Place of Employment: \_\_\_\_\_ Work Phone: \_\_\_\_\_

### **Best FIRST contact information for emergencies, school closures, etc.**

Name: \_\_\_\_\_ Phone # \_\_\_\_\_ Email: \_\_\_\_\_

### **Local contacts for emergencies and other related school matters PLEASE LIST 3**

Name: \_\_\_\_\_ Phone # \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Phone # \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Phone # \_\_\_\_\_ Relationship: \_\_\_\_\_

### **Prior School Information**

Name of last (pre)school attended: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Date attended: from \_\_\_\_\_ to \_\_\_\_\_ Grade completed: \_\_\_\_\_

Principal's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

### **Academic Information** (check any that apply)

\_\_\_\_\_ My child has an active Individualized Education Plan(IEP) or 504 Plan

\_\_\_\_\_ My child has previously had classroom accommodations

\_\_\_\_\_ I have concerns about my child's learning development

### **Other information:**

Primary language spoken in the home: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Proof of Residency verified by: \_\_\_\_\_ Date: \_\_\_\_\_

Proof of Behavioral Report verified by: \_\_\_\_\_ Date: \_\_\_\_\_

Are you in need of \_\_\_\_\_ before school care?  
\_\_\_\_\_ after school care?

***\*-these items below must be submitted with the application***

***ALL OTHER ITEMS need to be submitted prior to the Covenant Meeting***

### **Office use only:**

\_\_\_\_\_ birth certificate\* \_\_\_\_\_ proof of residency\* \_\_\_\_\_ parent photo ID

\_\_\_\_\_ immunization records \_\_\_\_\_ custody documents (if applies)

\_\_\_\_\_ current report card (1<sup>st</sup>/2<sup>nd</sup>) \_\_\_\_\_ attendance report if not on behavioral report\* report card\*

\_\_\_\_\_ any state test results\* \_\_\_\_\_ signed Admission Policy\* \_\_\_\_\_ letter of recommendation

\_\_\_\_\_ signed acknowledgement of having read the Family Handbook \_\_\_\_\_ \$50 application fee\*