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1.0 GENERAL INFORMATION

1.1 Statement of Philosophy

- The Bible is God's revelation to man and is our final authority in all areas of life.
- God is the Creator and Sustainer of all things, and in Him resides all truth. Only as we know Him can we completely know anything. (Col. 1:16-17)
- Man is made in the image of God and created for His glory.
- Because of man's depravity through sin he is inherently evil, and his only hope for restoration to God is through regeneration provided by Jesus Christ.
- The primary responsibility for the education of a child lies with the parent.
- The Christian school is an extension of the Christian home, and both work together in harmony with the Christian church.
- The school is responsible to educate the total child – spiritually, mentally, physically, and socially; however, the primary responsibility of the school is for intellectual development of the child.
- Since all truth is God's truth, every subject must be taught from a Biblical perspective.
- Students are responsible to submit to the authority of the school and to actively support its program.
- The school has the responsibility of a Biblical stewardship of its authority.
- The teacher represents the parent when the parent is not present.
- The school is responsible to civil authority unless contrary to the teachings of the Bible.
- Since we are involved in spiritual warfare, we must be prepared not only to combat ignorance but also deception and opposition.
- All personnel involved in the entire curriculum must be thoroughly committed to the Christian philosophy of education, and thoroughly Christian in character.
- We recognize the disciplinary aspect of education which is based on the Word of God, and which is necessary for good instruction and good learning to take place. This includes both reward and punishment.
- The Biblical view of teaching is that the instructor has a directive posture in the class as opposed to a passive.
- As a Christian school, we recognize that we have supernatural resources through prayer and the Holy Spirit and that they must be given priority in the administration of our schools.

1.2 Statement of Faith

The following has been adopted as the official doctrinal position of The King's Christian Academy. All Biblical instruction shall be in conformity to these commonly held doctrines of historic Christianity. Denominational distinctives shall be left to the individual churches and shall not be taught within the school.

- We believe in one God, Creator and Sustainer of all things-eternally existent in the three persons: Father, Son and Holy Spirit.
- We believe the Bible to be the only inspired, infallible, and authoritative Word of God.
- We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, and in His substitutionary and atoning death through His shed blood, in His bodily resurrection, and in His Ascension to the right hand of the Father.
- We believe that the present ministry of the Holy Spirit is to glorify the Lord Jesus Christ, to convict men, regenerate the believing sinner, indwell, guide, instruct, and empower the believer for Godly living and service.
- We believe that man was created as a unique being in the image of God to have dominion over the earth, but man fell into sin and is, therefore, lost. Only through regeneration by the Holy Spirit can salvation be obtained.

- We believe that the shed blood of Jesus Christ and His resurrection provide the only ground for justification and salvation for all who believe, and only such as receive Jesus Christ are born of the Holy Spirit, and thus become believers.
- We believe that the true church is composed of all such persons who, through saving faith in Jesus Christ are born of the Holy Spirit, and thus become believers.
- We believe in the personal and imminent return of our Lord Jesus Christ and that this blessed hope has a vital bearing on the personal life of the believer.
- We believe in the bodily resurrection of the dead; of the believer to everlasting blessedness and joy with the Lord, of the unbeliever to judgment and everlasting punishment.

All teachers, administrative personnel, and board members shall yearly reaffirm in writing their complete concurrence with and belief in the above Statement of Faith in order to secure and maintain their official position with the school. Denial of any of the above doctrinal truths shall be considered just cause for dismissal from one's capacity with KCA.

1.3 Mission

We help parents and churches fulfill their Biblical Responsibility to educate their children in Truth and Righteousness. We pursue academic excellence based on a Biblical worldview to build Christian character.

1.4 Accreditation and Affiliation

The King's Christian Academy enjoys the following credentials:

STATE: KCA is fully approved by the Maryland State Department of Education. This approval is based upon the quality of facilities, the preparation of our teachers, and the inventory of our media center. This approval extends to the entire educational program.

REGIONALLY: KCA is a member of the Mid-Atlantic Christian Schools Association (MACSA).

NATIONALLY: KCA is a member of the National Honor Society of Secondary Schools. KCA is a member of the Association of Christian Schools International (ACSI).

NILD: KCA is a member of the National Institute for Learning Development (NILD).

ECFA: KCA is a member of the Evangelical Council for Financial Accountability.

COC: KCA is a member of the Chamber of Commerce.

1.5 Notice of Non-discriminatory Policy

The King's Christian Academy is open to anyone interested in securing a Christian education, from Kindergarten through twelfth grade, whom the school finds qualified for admission and who agrees (and whose parents agree) that he or she shall abide by *The King's Christian Academy* rules. It must always be understood that attendance at *The King's Christian Academy* is a privilege and not a right. This privilege must be forfeited by any student who does not conform to the school's standards of conduct and/or who is unwilling to adjust to our environment.

All students must be convinced they want to attend *The King's Christian Academy* and agree to honestly and wholeheartedly apply themselves to "study to show [themselves] approved unto God" (2 Timothy 2:15, KJV). They also agree to be courteous and respectful to their peers, staff, faculty, and other daily associates.

The King's Christian Academy admits students of any race, color, national and ethnic origins to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic

origin in admissions policies, scholarship and loan programs, and athletic and other school-administered programs. *The King's Christian Academy* reserves the right to select students on the basis of academic performance, religious commitment, lifestyle choices, and personal qualifications including a willingness to cooperate with *The King's Christian Academy* administration and to abide by its policies.

1.6 Educational Objectives

- To teach the necessity of salvation and to give opportunity for personal acceptance of Jesus Christ as Savior.
- To teach that the Bible is the Word of God and is the final authority in faith, morals, and conduct.
- To produce in the student a Christian philosophy of life.
- To produce in the student a biblically consistent lifestyle.
- To produce in the student an attitude of submission to authority and self-discipline.
- To produce an attitude of Christian patriotism and civic responsibility.
- To develop each student to his fullest potential: mentally, physically, socially, and spiritually.
- To preserve and transmit our Christian cultural heritage.
- To teach the basic facts, concepts, and skills of mathematics and their application to daily life.
- To teach the basic concepts, facts, and skills of the natural sciences and to develop a commitment to Biblical creationism.
- To teach the basic concepts, facts and skills of the language arts and to develop a Christian perspective of their usage.
- To teach the basic concepts, facts and skills of social studies with a particular emphasis upon their Biblical source, implications, and consummation.
- To teach the basic concepts, facts, and skills of the fine arts and to develop a Christian appreciation of their usage.
- To teach the importance of physical fitness and encourage participation in lifetime sports.
- To challenge the student to a life of service to God and his fellow man.
- To develop the ability of the student to think, reason, analyze, and relate.
- To work hand-in-hand with the Christian home.
- To cooperate with local evangelical churches.
- To teach the child to manifest the fruits of the Spirit in daily life.
- To teach the Christian social graces.
- To develop a healthy self-image and boldness in belief.
- To foster Christian attitudes toward one's self and others.
- To equip and prepare the student for additional study at the college level.

1.7 Statement of Parent or Guardian

1. I have read and want my child(ren) educated in agreement with the KCA Statement of Faith and in accordance with KCA's mission.
2. I will pray for my child(ren)'s teacher and for KCA, and I agree to cooperate fully with the KCA administration and faculty as they seek to make Christian education effective in the life of my child and lead my child(ren) to love and serve the Lord Jesus Christ all his/her/their life.
3. I agree to attend KCA parent meetings and to donate ten hours of my time as a volunteer to KCA.
4. I give KCA my permission to discipline my child(ren) in accordance with its discipline policy. I understand the KCA administrator may disenroll any child who does not abide by KCA policies or whose parent creates disharmony or brings discredit upon the school.

5. I grant permission for my child(ren) to be included in pictures connected with the school program, including our website.
6. I give KCA my permission to place my child in the grade the KCA administrator considers appropriate.
7. My children are free from communicable diseases, and I agree to report to the KCA Administrator if my child(ren) contracts a communicable disease before or during this school year.
8. My children have my permission to attend regularly scheduled school activities and field trips. I understand that permission forms will be required for each field trip.
9. I understand that it is my responsibility to make tuition, fees, and other payments on time in accordance with my financial agreement with the school.
10. I grant permission for The King's Christian Academy to print our family name, address, phone number, and email in the school directory.

1.8 Parent Code (KCA Policy Manual 6610)

- Parents should become well acquainted with KCA, and its policies and procedures.
- Both parents should make every effort to attend all parent teacher fellowships.
- Parents should make every effort to support activities and programs of KCA.
- Parents should faithfully support and volunteer for duties and responsibilities at KCA as opportunities arise.
- Parents should understand that the Administrator has full responsibility for placing a student in the proper grade.
- Parents should agree that the teacher has full discretion in the classroom discipline of their child.
- Parents dissatisfied with the school in any respect should seek to resolve the matter with the person or persons involved, and refrain from spreading disharmony with other parties. (Matt. 18: 15-17)
- Parents should understand that KCA reserves the right to dismiss any student or family who does not respect its Spiritual Standards or cooperate in the educational process.
- Parents will pay all financial obligations to KCA on or before the due date, or follow procedures in section 3000.
- Parents are responsible to see that the students arrive at KCA in appropriate clothing.

1.9 Access to and Release of Permanent Records

Parents have access to the permanent records of their own children. No person, other than administrators, parents, teachers, or legal guardians, may have access to a child's permanent records.

1.10 Child Abuse

Any teacher, counselor, or other professional employee of the school who believes or has reason to believe that a child has been abused is required to make a report in the form and manner provided for in Article 27, S35A, Annotated Code of Maryland. All reports will be given through the school administrator.

1.11 Children At Risk Policy

On May 2, 2006 Senate Bill 111 was approved by Gov. Ehrlich. It prohibits a nonpublic school from hiring or retaining employees who the school knows have been convicted of certain crimes of child sexual abuse, a crime of violence, or a crime offense.

All volunteers at the school will complete an application in the school office. This will be reviewed by Administration to determine the acceptability of the applicants. All new volunteers who have direct contact with students will complete a fingerprint criminal background check. New volunteers must be in the school for six months prior to their approval to work one-on-one with students.

1.12 Fund-Raising

Since it is very difficult for Christian schools to survive on tuition alone, KCA welcomes gifts from families and friends. Special fall and spring events are planned for fund-raising. The school board must approve fund-raisers. All gifts are fully tax deductible since KCA has both federal and state tax-exempt status. 501.c(3) Non Profit

1.13 Financial Policies

- 1.13.1 Waivers - Any request for variation to the following policies should be submitted in writing to the school treasurer for a decision by the Board of Directors on a case-by-case basis.
- 1.13.2 Registration Fees - The registration fee is non-refundable, unless admission is denied, and must be paid in full at the time of registration. No student will hold a place on the roster without payment. The Board determines the fee annually, prior to spring registration.
- 1.13.3 Financial Disclosure - It is a policy of KCA to have an annual audit of all receipts and disbursements of the school's accounts. This audit is available for review in the school office upon request to the treasurer.
- 1.13.4 Gifts - All gifts to KCA are tax-deductible under article 501.c(3) of the IRS code.
- 1.13.5 Tuition – For detailed information, please refer to the *Financial Information Sheet* included in the registration packet.
 - a. Total tuition cost includes the base tuition cost plus the book and activity fees. Book and Activity Fees include books, activities, and Art and Computer supplies. Middle School fees also include the Black Rock Outdoor Science trip costs. These fees are not refundable.
 - b. Additional fees such as Testing fee, Registration fee, Family fee, Calvert County Bus fee, Graduation fee, and Withdrawal fee may also apply. These fees are not refundable.
 - c. Tuition credits may apply such as Multi-Student Tuition credits, Full Payment credit, Semi-Annual Payment credit, Electronic Funds Transmission credit, and Volunteer credit.
 - d. Financial Assistance is available but limited. A financial assistance application form must be filled and submitted to the Bookkeeper to apply.
 - e. Several payment plans are available such as: *Full Payment Plan, Semi-annual Payment Plan, and a 10 or 11 Monthly Payment Plan.*
 - f. Monthly tuition payment is due by the 1st or the 15th of the month. A late fee is automatically added to the account for late tuition. KCA may disenroll a student if the tuition account is more than thirty (30) days past due.
- 1.13.6 Withdrawal - As stated on the Registration Agreement, you agree to maintain your child(ren)'s enrollment in KCA for the entire school year. If you decide to disenroll your child(ren) at any time during the school year, you agree to pay a non-refundable withdrawal fee per student withdrawn. The only exceptions to this agreement are (1) loss of employment, (2) a change of employment or permanent change of station orders, which requires your family to move from the southern Maryland area, or (3) a recommendation by the KCA Administrator that you disenroll your student(s). ***A two-week written notice of withdrawal addressed to the Board is required.*** (See Financial

Policies). Parents must make an appointment with the Administrator for an exit conference. This helps the parents and the school to understand the reasons for withdrawal and ends the school-parent relationship on a very positive note.

Student records will not be forwarded until:

- a. The exit conference has been conducted.
- b. All financial obligations are met.
- c. A release form, signed by the parent has been received from the new school.

In the event of disenrollment, the tuition will be based upon the number of months in which the student is ENROLLED. For example, disenrollment anytime in December will result in 5 months tuition due, one half the yearly tuition total. *

* This is for tuition only. Book and Activity fees for the entire year are not refundable.

1.13.7 Financial Agreement

1. I understand the registration fee is due when I submit this registration form and that it is not refundable unless KCA does not accept my child for enrollment. I also understand that a family fee is due with my registration form if my family is enrolling for the first time and does not have a student currently enrolled at KCA.
2. I am registering my child(ren) for the school year. I agree to maintain my child(ren)'s enrollment in KCA for the entire school year. If I decide to disenroll my child(ren) at any time during the school year, I understand that I must pay a withdrawal fee per student withdrawn.
3. I understand tuition is due as follows: first semester July 1; second semester January 1.
4. I understand KCA has contracted with *Tuition Management Systems* to collect tuition payments from those families choosing an installment plan. I understand *Tuition Management Systems* will assess a late fee when my tuition payment is more than 15 days late. I understand KCA may disenroll my child(ren) if my tuition account is more than thirty (30) days past due.
5. I understand I am responsible for all unpaid tuition, fees, and other items charged to my account, and I agree to pay 35% of the unpaid balance as a reasonable collection fee if my account is placed with a collection agency because I have not paid my unpaid balance after a reasonable time period.
6. I agree to try to resolve any dissatisfaction, misunderstanding, or disagreement I may experience with a person or persons within the KCA community directly with that person or persons as a first step in resolving the matter. If I am unable to resolve the matter directly, I agree to ask a respected member of the KCA community to act as an impartial intermediary between me and the person or persons involved to help resolve the matter. If I am unable to resolve the matter with the impartial intermediary, I agree to bring the matter to the KCA administrator for resolution. (Note: This procedure is KCA's good faith attempt to resolve conflicts within the school's community in accordance with the Biblical guidance given in Matthew 18:15-17.) I agree to accept the decision of the KCA administrator as final and agree not to hold a negative attitude in my heart toward the administrator or the school or spread negative reports about the school. I agree to discuss the matter only with those involved and not with others within the community who are not involved.
7. I agree to submit to a board of conciliation, the members of which have been mutually selected by myself and officials of KCA, rather than taking a dispute to a civil court, if I, or any member of my immediate family, reach a point of disagreement on an issue of a non-criminal nature with The King's Christian Academy and/or its legal corporate entity, in keeping with 1 Corinthians 6:1. I agree the procedure to be followed, including costs involved, would be that which has been established by the Christian Legal Society.

1.14 Admission to the Student Body

The King's Christian Academy's normal class size is 26 students. Additional students may be added with additional classroom aide time. The average student teacher ratio is one to twenty.

1.14.1 Prospective List

At the time a parent contacts the school, the child is placed on our Prospective List and our introductory packet is mailed to the family. The Prospective List shows preliminary information such as birth date, parent's name, mailing address, and telephone number. Applicants are then processed from the Prospective List upon return of the preliminary questionnaire.

1.14.2 Registration Procedure

The registration procedure at KCA is as follows. During the early spring, Open House Registration is held for all students presently attending KCA. Public Registration is held for families enrolling new students not presently attending KCA. All families on the Prospective List are contacted and informed as to whether or not there are openings available.

1.14.3 Requirements for Admission

The following requirements have been established for admission to KCA:

1. Both parents (Guardians) must sign the Registration Agreement, agreeing to the Statement of Faith and the mission of KCA.
2. Satisfactory scholastic record in previous school.
3. Satisfactory discipline record in previous school.
4. Satisfactory performance on an informal entrance inventory.
5. Medical approval from a private physician, if necessary.
6. The student must have no diagnosed communicable diseases.
7. Proper age: 5 and/or 6 years old by September 31.
8. Personal interview of the prospective student and parents with the Administrator.
9. Payment of registration and any additional fees applicable.
10. Signed Standard of Conduct and Student Questionnaire (Students Grades 6-12 only)
11. Immunization Records and Birth Certificate must be provided.

1.14.4 Preference for Enrollment

In opening enrollment to the general public the following order of preference has been established:

1. All families with children currently attending KCA are given first choice in enrolling additional students.
2. Those families wishing to enroll more than one child at KCA receive preference over those families enrolling just one child.
3. After the above considerations have been met, new students will be processed in the order in which they applied to KCA.
4. Students must be tested and evaluated after enrollment.

1.15 School Closing Procedure

In the event of inclement weather or bus failure, parents will be notified during the day of any delays or alternate transportation required. This is accomplished by phone, so it is incumbent upon parents to provide the school with numbers where parents or guardians may be contacted at times during the day and evening. Unlisted numbers must not be withheld and will not be given to any other individual by the school.

KCA follows the public school closing and delay schedule. In the event of inclement weather, please listen to the local TV or radio station for information about school closings and delays. Closings and delays will also be published on KCA's website: www.kcademy.net.

In the event that KCA is scheduled for a half day and the public schools call for a two-hour

delay, we will *not* have school. In the event of inclement weather on a day that public schools are not in session, please check KCA's website for information.

1.16 Grievance Policy

The parties agree to resolve any differences, conflicts, or claims by following the biblical pattern of Matt. 18:15-17. Should the parties to this agreement have unresolved issues after the following of Matthew 18 principles, the parties agree to be bound by the following mediation and binding arbitration agreement in an attempt to resolve issues and bring reconciliation:

The parties agree to make every effort to live at peace and to resolve disputes with each other in private or within the Christian community in accordance with biblical standards set forth in 1 Cor.6:1-8, Matt. 5:23-24, and Matt. 18:15-20. Therefore, the parties agree that any claim or dispute arising, in any way, out of or related to this agreement, be settled by biblically based mediation. This specifically includes, but is not limited to, any claims under federal, state, or local statutes or ordinances, any claim based upon contract, tort, public policy, wrongful termination, or common law.

If resolution of the dispute and reconciliation do not result from mediation, the matter shall then be submitted to an independent and objective arbitrator for binding arbitration. The parties agree for the mediation and arbitration process to be conducted in accordance with the "Rules of Procedure for Christian conciliation" contained in the Peacemaker Ministries booklet, Guidelines for Christian conciliation.

Consistent with these rules, each party to the agreement shall agree to the selection of the arbitrator. The parties agree that if there is an impasse in the selection of the arbitrator, the institute for Christian Conciliation division of the Peacemaker Ministries of Billings, Montana (406) 256-1583, shall be asked to provide the name of a qualified person who will serve in that capacity. Consistent with the Rules, the arbitrator shall issue a written opinion within a reasonable time.

The parties to this agreement acknowledge and agree that these methods, Christian mediation and Christian arbitration, shall be the sole method of resolution and the sole remedy for any controversy or claim arising out of this agreement. The parties expressly waive their right to file a lawsuit against one another in any civil court, except for the purposes of enforcing a legally binding arbitration decision. The parties to this agreement understand they are waiving their right to file a lawsuit and acknowledge they have had an opportunity to consult legal counsel before signing this agreement.

1.17 Health

1. All children must have state required immunizations and physicals, and be free from communicable disease before entering KCA.
2. Medications: A nurse or certified medication technician will administer medications absolutely necessary during school hours. The following rules apply for ALL medications including over-the-counter and prescription drugs: (1) The parent must provide the KCA *Authorization Form For Medication* filled out by both physician and parent including: Date of order, Student name, medication, dosage, time, duration, side effects, allergies, and diagnosis. (2) **ALL** medications must be provided in the **original** container (no baggies, envelopes or any other containers). (3) The prescription container must be **clearly** labeled and unaltered. (4) Medications must be dropped-off and picked-up in the school office by a parent or guardian. **Students must never carry any over-the-counter or prescription drugs to or from school. Any medications delivered to the school by a student will be locked in the office and will not be administered.** (5) All medicines, including aspirin,

aspirin substitutes, cough drops, etc., will be locked in the school office. (6) Under no circumstances will a child administer **ANY** drugs, including aspirin or cough drops.

3. **Communicable Diseases:** The school office will be notified immediately in writing of any diagnosed communicable disease in students, faculty or staff. Persons with illness such as Hepatitis, Acquired Immune Deficiency Syndrome, Measles, Chicken Pox, etc., may not attend KCA until such time as both a physician and the Board of Directors judge that condition safe.
4. **Illness in School:** Parents or Guardians will be called if a child becomes ill or has an injury during school so that the child can be taken home. In the event of a serious accident, the school will contact the parents, or designated emergency contact, and the rescue squad to transport the child to the hospital.
5. The school is not equipped to provide for special needs of handicapped students. Each applicant will be considered individually.

1.18 Visitors

All visitors, including parents, must sign-in on the visitors' log in the office and wear a visitors' pass before proceeding inside the school.

2.0 Uniforms

Flynn & O'Hara supplies KCA uniforms. Uniforms can be ordered by filling out an order form (available in the school office), or by visiting the website: www.flynnohara.com. Some uniform items may also be found in local stores. KCA also provides a uniform recycling service that is run by a parent volunteer. Used uniforms are turned in and provided to requesting families when available on a first-come first-serve basis. Contact the school office for more information.

- Regular uniforms are worn on Monday, Tuesday, Thursday, and Friday. On Wednesday students wear the chapel uniform.
- All uniform items must be clean and in good repair.
- No male is allowed to wear an earring.
- Girls dresses/skirts shall be knee length or longer.
- Hair shall be of a natural color, not fall in the eyes, or be styled in a fashion deemed extreme by the administration.
- Shoes must be enclosed and comfortable for physical activity. Athletic shoes must be worn for physical education classes. Sandal-type shoes with a back strap may be worn during warm weather.
- Infractions of the uniform code will result in the issuance of demerits.

“Let no man despise thy youth; but be thou an example of the believer in work, in conversation, in charity, in spirit, in faith, in purity.” 1 Timothy 4:12 The apostle Paul gave these words to his young son in the faith, Timothy. They contain much wisdom for KCA students.

We should never wear, say, or do anything that would cause others to turn away from the Lord Jesus Christ. In reading the Bible we learn that long hair is a shame to a man (1 Corinthians 11:14); we learn about cleanliness from II Corinthians 7:1, “Let us cleanse ourselves from all filthiness of the flesh and spirit;” and from 1 Peter 3:3-4 we learn that we should not be so concerned with our outward adorning of clothing but with the “hidden person” of the heart. These scriptures tell us to be modest, to be clean, to be pure, and to be an example in all that we do or say.

2.1 Regular Uniform (Monday, Tuesday, Thursday and Friday)

All students must wear a blue or white polo shirt embroidered with a KCA logo on it. All shirts must be tucked in. Shirt sleeves may be short or long.

GIRLS

- **Skirts:** may be KCA red plaid, navy blue or khaki pleated skirts. Must be knee length or longer.

It is recommended that shorts be worn under the skirts.

- **Jumpers:** may be KCA red plaid only. They are highly recommended for grades K through 2nd, and are available through grade 5th. Must be knee length or longer. *It is recommended that shorts be worn under the jumpers.*
- **Slacks:** Girls may wear navy blue or khaki slacks in the winter when the temperature is below 35 degrees. Must be a modest fit, not skin tight. Belts are required.
- **Shorts:** Uniform shorts of khaki or navy color may be worn during the months of August, September, May and June. The length of shorts must reach the knee. Belts are required.
- **Socks:** must be solid red, navy blue, white, or khaki in color. Short or long socks are acceptable.
- **Winter options (November through March):** Leggings, tights or long socks in solid red, white or navy blue may be worn under the skirts on cold days. Pants that could be/are worn without a skirt (such as sweat pants) will not be acceptable as a substitute for leggings. Solid red, white or navy blue sweaters, cardigans, or turtlenecks may also be worn with uniforms. Long sleeve Tee-shirts of solid red, white or navy blue may be worn under the KCA logo shirt. Students in Grades 6 to 12 only may wear the approved logo sweatshirts.

BOYS:

- **Trousers:** may be navy or khaki trousers.
- **Shorts:** Knee length uniform shorts of khaki or navy color may be worn during the months of August, September, May and June.
- **Belts:** Boys in grades 2 through 12 must wear a belt with their trousers or shorts. Not required/recommended for boys in Kindergarten and 1st grade.
- **Socks:** must be solid navy blue, white, or khaki in color.
- **Winter options (November through March):** Solid red, white or navy blue sweaters, cardigans, or turtlenecks may also be worn with uniforms. Long sleeve Tee-shirts of solid red, white or navy blue may be worn under the KCA logo shirt. Students in Grades 6 to 12 only may wear the approved logo sweatshirts.

2.2 Chapel Uniform (Wednesday)

Wednesday is *formal* uniform day for chapel. All students must wear white shirts and must be tucked in. Shirt sleeves may be short or long. A white tee shirt may be worn underneath the white shirt. However, *NO colors, printing or sleeves should be seen.* If winter requires warmer clothing indoors, it is acceptable to wear solid red, white or navy blue sweaters/cardigans with uniform.

GIRLS: may only wear the **red plaid** skirt or jumper, white buttondown/peterpan collar blouse, and solid white, red or navy socks. No shorts or slacks.

BOYS: may only wear **navy blue** trousers, white buttondown collar shirts, and navy socks. No shorts. Belts are required for boys in grades 2-12. Collar and top shirt buttons are to be buttoned. A solid red, navy blue, or KCA red plaid tie is required for all boys. Ties are to be slid to the top so as to present a neat and presentable appearance.

2.3 Casual Dress

The last Thursday of each month will be a casual day. Other casual days or non-uniform days are scheduled or awarded throughout the year, and are advertised on the school calendar, weekly newsletter, and school website calendar.

Clothing should be modest and in keeping with our Christian philosophy. Clothing with slogans promoting alcohol, cigarettes, or displaying inappropriate themes is not allowed. Play clothes, such as halter-tops, bathing gear, and laboring clothes are inappropriate. Infractions will result in the issuance of demerits.

3.0 Arrival and Dismissal Procedure

3.1 Arrival

3.1.1 Busses

Busses drop off between 8:30 and 8:45 AM. Busses will drop off students at the main entrance in the circle and then leave the school grounds.

3.1.2 Car drop-off

Cars dropping off students will make an immediate right into the **GYM** parking lot, drive up to the **MULTI-PURPOSE ROOM DOORS** and drop off the student(s) with school personnel. If you have business in the front office, park in the Gym parking lot. Do not enter the bus circle until after 9:00am.

3.1.3 Late Arrivals

On or after 8:50a.m., parents must come into the Main Entrance to the School Office window and complete the Student Sign-in Log. The student(s) will be given a student pass to give to the teacher.

Note: The office parking lot (left) will be closed off from 8:00 to 9:30a.m. Only student drivers and faculty and staff will be allowed to park their car in this area during this period.

3.2 Regular Dismissal (3:45p.m.)

Classroom clean up begins at or before 3:30pm. Students should pick up all articles from the floor and throw away all garbage.

At 3:35p.m. the High School drivers and High School Bus riders will be dismissed.

At 3:40p.m. the Lower School bus riders will be dismissed to their busses.

At 3:45p.m. the busses will pull out of the bus circle.

At 4:15p.m. all remaining students will go to after school care and will be charged a fee for the day.

3.2.1 Busses

Buses will fill the circle. The office will call over the school's P.A. system to release students from their classrooms to their respective busses at the main entrance. All buses will stay in the bus circle until all riding students have boarded. At 3:45p.m. the buses will leave together. **All vehicles must give the right-of-way to buses.**

3.2.2 Car pick-up

- Lower School teachers (Grades K-5) will take their car riders to the corner outside the lower school wing after bus riders are dismissed.* (*See Rainy Day Dismissal*)
- Upper School teachers (Grades 6-12) will take their car riders to the multi-purpose room exit after bus riders are dismissed.* (*See Rainy Day Dismissal*)
- At 3:45p.m. teachers will transfer car pick-up students to the Duty personnel in the Multi-purpose room. Car pick-up parents will proceed to the GYM parking lot. Each car pick-up family will have a card placed in their front right window. Car pick-ups will then drive up to the Multi-purpose room doors. The student(s) will be released from the Multi-purpose room doors to the vehicle door with the correct pass card in the window. If the parent assigns another person to pick up their child(ren), then the parent must provide the person with their car pick-up pass card **OR** the person must come into the Multi-purpose room, show a photo ID to the Duty personnel, and sign-out the student(s) on the school log.
- If a parent assigns someone else to pick-up their student(s), the parent must send a written notification to the school office that morning. No child may be released without written parental authorization.
- **Car pick-ups may not enter the bus circle until after 4:15p.m.** Cars must proceed out the exit and entrance lane from the gym parking lot.

NOTE: When exiting the school grounds, the sheriff has suggested that busses and

parents who need to go south on Route 5, should turn right onto Route 5, then turn left at Route 249, and then turn right into the road *beside* the shopping center parking lot and circle around, back to Route 5. There is a public road beside the shopping center, which connects to Route 249.

3.3 Rainy Day Dismissal

All teachers (Grades K-12) will take car riders to the multi-purpose room exit for dismissal.

3.4 Early dismissal

Dental, doctor, etc. appointments should be picked up before 3:00 at the school office (before busses arrive).

Note: All transportation arrangements, phone calls, notes, etc. **must be made before 3:00pm.** Otherwise, students are placed on the bus.

3.5 Student Release

Students released during the school day must be released from the school office. A parent or guardian must sign-out the student at the school office. Teachers will not dismiss a student from class until the office has notified the teacher. If a parent assigns someone else to pick-up their student(s), the parent must send a written notification to the school office that morning or call the school office before 3p.m. No child may be released without parental authorization.

KCA must have written or verbal permission from the parents before any student's transportation to or from school is changed.

4.0 Before and After School Care

- Families who wish to enroll their student(s) in the Before and After Care Program may do so by filling out a registration form available in the School Office.
- Students who are not picked up by 4:15p.m. will go to after school care and will be charged the daily fee. After a total of three returning days, the student will automatically be enrolled in the program and a registration fee will be required.

4.1 Before School Care (7a.m. – 8:30a.m.)

Before school care begins at 7a.m. Students will be dismissed at 8:30a.m. to their classrooms. In the event of a one hour delay, before care will begin at 8a.m. Likewise, if there is a two hour delay, before care will begin at 9a.m.

4.2 After School Care (4:00p.m. – 5:30p.m.)

After School care begins at 4:00p.m. Students must be picked-up promptly at 5:30p.m. or before. Children will only be released to legal guardians or designated persons. (*See Student Release 3.5*) For every minute past 5:30p.m., one dollar per minute will be charged. No snacks will be provided. Students will be allowed to bring snacks from home or buy from the vending machines with parental permission. After school care will not be provided on half-days because teachers will be working or participating in meetings. If school is dismissed early due to inclement weather or a national emergency, no after school care will be provided.

4.3 Sick Days

Credit will not be extended for sick days except for a child requiring hospitalization. In special cases, a physician's note should be submitted with a written request for exemption to the KCA office.

4.4 Fees

4.4.1 Registration Fee

A non-refundable registration fee per student is required.

4.4.2 Weekly Rates

All rates must be paid one week in advance. They should be sent in with the child in the golden envelope. If payment is not received the previous week, the parent must pay the fees due at the classroom in the morning before drop off. Accounts in arrears will only be given a one week grace period before the student is disenrolled.

One dollar per minute will be charged for every minute past 5:30p.m.

The weekly rate remains the same regardless of the time the child is dropped off or picked up from the program.

4.4.3 Daily Rates

The daily rates are offered for students who are not in the program all five days of the week. The daily rates are offered on a space available basis only. A registration fee is also required.

5.0 School Policies

5.1 Attendance Policy

1. Any child who is not present in his/her appropriate classroom by 8:50a.m. shall be marked absent.
2. ALL absences must be excused in writing by a note from home.
3. After an absence of three or more days, a written note from a doctor may be required.
4. Students leaving after 2:00 p.m. will not be marked absent.
5. KCA strongly feels that family activities are vital to a student's well being. For this reason there are vacations at Christmas, Easter, and holidays. Parents are encouraged to use this time for family vacations so that the child does not have to miss time when school is in session.

5.1.1 Absences

The parents/guardian of a student must provide the necessary documentation for absences on the day that the student returns to school. If the school does not receive the necessary documentation within three school days, the absence will be coded unexcused. Appropriate documentation of absences should include the child's name, date of absence, reason for absence, parent's signature, and date of the note.

5.1.2 Excused Absences

The following reasons are deemed excused absences:

- Death in the immediate family
- Student illness, for which the Administrator may require a physician's certificate
- Court summons
- Hazardous weather conditions
- Work if approved or sponsored by the school
- Observance of a religious holiday
- State of emergency
- Suspension
- Lack of authorized transportation
- Other circumstances which, in the judgment of the Administrator or designee, constitute a good and sufficient cause for absence from school

5.1.3 Unexcused Absences

Absences, including absences for any portion of the day, for any reason other than those

cited as excused are presumed to be unexcused and may constitute truancy.

5.1.4 Days Present

A student is counted present for a full day if the student attends for three hours or more of the school day. A student is counted absent if the student attends less than three hours per day.

A student is counted tardy if the student arrives after 8:50 a.m. and before twelve noon (12:00 p.m.). All tardy students are required to report to the office and be signed in by their parents or authorized high school driver. Three tardies equal one day of absence.

Half-days cannot be noted on our School Dynamics Administrative system. Therefore, we will abide by the new times and rules. This policy is in effect from August 28, 2007 forward.

5.1.5 Perfect Attendance

A perfect attendance award is given each year to students who do not miss any days of school.

5.2 Rules of Conduct

1. Rules are based on Biblical principles for a Christian Code of Conduct.
2. Students are to respect the authority of God, Parents, Teachers, and Staff.
3. Students are to be considerate of fellow students.
4. Students are to practice safety at all times.
5. Students are to preserve the building and equipment.
6. Radios, CD, DVD or tape players/recorders, electronic games, or any future derivatives thereof, are not permitted at school or on the buses without the prior permission of the Administration.
7. Skateboards are not allowed at school.
8. Students are to conduct themselves in an orderly and respectful manner at all times.
9. Students are to be clean and neat in appearance.
10. Students will not chew gum during the school day, or on the bus.
11. Students will obey all KCA staff in a polite manner. They will use Mister, Mrs. or Miss in addresses. Disrespect of any kind will not be tolerated under any circumstances.
12. No student will remain in any area of the building unattended.
13. Homework is to be turned in on the date due. Late work will not be accepted for a grade.
14. Classroom Conduct: Individual teachers will establish rules for the classroom procedures, water fountains, pencil sharpeners, etc. Students are expected to maintain a healthy atmosphere for learning in the classroom.
15. Hallway Conduct: Students will walk in the hallways. Running is forbidden.
16. Lunchroom Conduct: Students will sit in class assignments. Students will talk in a quiet tone. Students are responsible for all trash. Students will follow instructions of the lunchroom monitors in all matters including seating arrangements, noise and behavior. Students will wipe the tables after lunch as assigned by the adult/aide in charge. Teachers/Lunchroom Aides/Lunchroom Volunteers will dismiss the students.
17. Chapel Conduct: Students will bring their Bibles to chapel. A quiet and respectful attitude is expected.
18. Bus Conduct: Students represent the school even when out of the school building. Students will politely obey the bus driver and safety patrol. Students will obey the rules of safety explained by the drivers and found in Bus Rules (8000).
19. Fire Drill Conduct: Information on fire drill procedures is posted in each room. The procedure will be explained and rehearsed periodically and practiced regularly. Students

should not take these drills lightly or carelessly. Strict observance of procedures will be expected.

20. No guns, knives, or weapons of any kind may be brought on to school property or on the school busses.

5.3 Discipline Policy

Individuals need character building discipline. To this end, our students are guided by a set of rules and regulations. These are for the purpose of helping each student to learn to govern himself/herself responsibly. The Bible teaches that God requires discipline, including respect for authority.

Parents have delegated authority over their children to KCA during the school day. Yet, it is our basic philosophy that parents be involved in the process of developing mature behavior patterns. A conference with parents, students, and teachers helps to resolve any difficulty that is being experienced. Consistent parental support is of major importance in our joint effort of training.

Failure to maintain appropriate behavior will result in disciplinary action.

5.3.1 Unacceptable Behavior

Whenever possible, discipline will be handled by the classroom teacher. A demerit system will be used. The classroom teacher, the disciplinarian, or the principal may assign demerits. Demerits may be assigned in the following categories:

1. Disorder
2. Disrespect
3. Disobedience
4. Uniform infraction
5. Fighting or provoking a fight
6. Eating at inappropriate times or chewing gum
7. Destroying property
8. Cheating
9. Lying
10. Being tardy or negligent
11. Inappropriate language
12. Unsafe behavior
13. Satanic practices

5.3.2 Drug Testing and Searches

The King's Christian Academy reserves the right to conduct drug searches or drug testing for the use of alcohol, illegal drugs and abuse of prescription drugs or any harmful substance.

5.3.3 Disciplinary Responses

Discipline shall be handled at the lowest possible level, i.e. classroom. If problems continue to occur at the classroom level, the following steps will be taken:

1. Teacher counsels and prays with the student.
2. Teacher counsels the students and parents.
3. Administrator or disciplinarian counsels with student.
4. Administrator or disciplinarian counsels with parents and student.
5. Administrator temporarily suspends student.
6. Board of Directors expels the student.

- A student may earn more than one demerit for a single offense. If a student earns five or more demerits, he will serve one hour of after school detention. If he earns two more for a total of seven, he will serve a second one hour of after school detention. If the student earns a total of ten demerits in a quarter, he will be sent to the principal's office for conference and possible suspension.

- At all times the school principal or school board has the right in its sole discretion to bypass the demerit system and proceed to suspension, expulsion or any other available punishment if, in the administrator's or school board's sole judgment and discretion, such a punishment is necessary or is otherwise in the best interest of the school. Types of offenses which could result in a suspension or expulsion without proceeding through the demerit system include, but are by no means limited to, threats of violence to others or to the school in general, bringing a weapon to school, bringing other contraband or improper materials to school, fighting, improper harassing behavior, cheating, use of illegal drugs or alcohol, or any other behavior which is unsafe and/or places others or the school at a risk of potential danger. At all times, the school reserves the right to bypass the demerit system as necessary and the list contained above is not all inclusive or exhaustive.
- The School prohibits and does not tolerate threats of violence to others or actions which could be perceived as threatening violence to others. As a result, when any threat or perceived threat of harm is made by a student, either in school or out of school, to anyone affiliated with the school community or to the school or school property in general, it is the policy of the school to notify proper law enforcement officials.

5.3.4 Disenrollment Policy

KCA reserves the right to disenroll any student or family who does not abide by the policies and procedures of the school or who creates disharmony or brings discredit upon the school. These attributes are inconsistent with a Christian lifestyle, the philosophy of the school, and Galatians Chapter 5. (5800)

5.4 Grading Policy Guidelines

Students are graded according to the mastery of the subject material.

5.4.1 Grading System

A+ 100-99	B+ 91-90	C+ 83-82	D+ 75-74	F 69-0
A 98-94	B 89-86	C 81-78	D 73-71	
A- 93-92	B- 85-84	C- 77-76	D- 70	

Minor Subjects (Penmanship, Art, Physical Education, Health): It is permissible to use the following system for grades K-5:

O -- Outstanding S -- Satisfactory U -- Unsatisfactory

In grades K-5 the Reading level of the textbook will be recorded on the report card, when requested.

5.4.2 Grading Percent System (used as a guideline)

Tests - 45% Best indicator of mastering the skill, measured over the long term.

Daily work/Quizzes - 35% Good indicator of skill mastery, measured over the short term

Homework - 20% Assigned only three times per week and can be accomplished with the use of all available resources.

Grade Calculation = (Homework Avg)x(.20)+(Daily work/Quiz Avg.)x(.35)+(Test Avg)x(.45) = Final Grade

5.4.3 Deficiency Notices

Notices of unsatisfactory work (D and F averages) are mailed to the parents after the first five weeks of each quarter. Parents are asked to help students in deficient areas. If a conference is requested, please make an appointment with the teacher.

5.4.4 Cheating

Cheating is totally inconsistent with the purpose and philosophy of The King's Christian Academy. Cheating can be ACTIVE - deliberately giving or taking information, or

PASSIVE - observing others cheat and condoning it.

1. Any student who accepts an illegal answer from an outside source.
2. Any student who supplies an illegal answer to a fellow student, or
3. Any student who observes cheating taking place and refuses to report it to school authorities MAY be suspended from The King's Christian Academy.

Any student who has previously been suspended for any of the above offenses will be subject to expulsion from KCA.

The policies for cheating apply for all grades. Elementary students are taught honesty in character development before expulsion is ever considered.

5.5 Honor Roll Procedure

A school Honor Roll is compiled of all students who have successfully met the difficult academic requirements each grading quarter. Honorees are publicly recognized. The concept has proven itself at KCA as a real stimulus to personal improvement for many students.

5.5.1 Honor Roll Requirements

Determined as Follows:

Grades K - 8

A. Major Subjects: Reading, Language, Spelling, Math, Science, Social Studies, and Bible.

1. All A's and B's in these subjects.
2. At least 4 of these 7 must be A's (3 out of 5 in grades 1 and 2).

B. Minor Subjects: Penmanship, Art, Music, Health, and Physical Education.

A "C" or "S" average is required in these subjects.

Grades 9 – 12

A grade point average system is used in upper school, and based on the credit system. Each A receives a value of 4, B's are 3, C's are 2, D's are 1 and no points are received for an F.

3.75 and higher – Principal's Honor Roll

3.5 to 3.75 – Honor Roll

5.6 Page Format Standardization

The following criteria will be required for student work in grades four and up:

PAPER SIZE: Standard 8 ½" x 11"

Type Loose Leaf (non-spiral bound)

Color White, lined

INK/PENCIL: All work must be done in ink unless otherwise specified.

- a. Ballpoint only -- no fountain pens or felt tip.
- b. Blue or Black ink only.

Math, Art, Music, and special projects in other subjects may be done in pencil.

- c. Grades Kindergarten, one, two, and three use pencils.

WRITING: All written work must be done in cursive handwriting unless otherwise specified by the teacher, for appropriate grade levels.

HEADINGS: All written work must have the following standardized heading:

Upper Right Hand Corner: Name, Grade, Date (written out)

Top Line: Subject, Page, Exercise

NEATNESS: Sloppy papers will be graded and returned to each student. No grade will be recorded until the paper is re-done to a satisfactory level of neatness.

SPELLING - PUNCTUATION - GRAMMAR: Paper grades will be reduced 1 point for each error of this type. Exceptions are made for clinically diagnosed learning disabilities.

5.7 Citizenship Award

The King's Christian Academy has established a citizenship award to recognize exceptional growth in total character. The award is presented annually at the close of the school year to as many or as few in each grade who deserve it. To qualify a student must be recommended by the teacher and approved by the Administrator. The citizenship award is not automatic. It is truly earned. Please remember that citizenship is a positive, not a negative entity. Quietness is not necessary for good citizenship! It is not only what a child doesn't do, but, most importantly, what he does do. If a teacher encounters difficulty in determining a winner, it should be remembered that all students, who truly deserve it, would eventually be recognized during their years at KCA. It is best to be strict in awarding this honor than to lessen its importance by over distribution.

The following areas should be considered in evaluating potential candidates:

1. Academic competence -- must have a "C" average.
2. Personal attitude
 - a. Cooperation
 - b. Helpfulness
 - c. Initiative
 - d. Desire for improvement
3. Conduct
 - a. Playground deportment
 - b. Participation in group activity
 - c. Sportsmanship
 - d. Conduct on the bus
4. Character
 - a. Honesty
 - b. Application of Spiritual principles
5. Acceptance by peers

5.8 Promotion/Retention Policy

5.8.1 General Philosophy

As a school, our goal is to provide the best educational experience possible at the level of the individual child. Reason and experience both dictate that there are certain practical limitations to these ideals. No school can educate every child. Neither can a school assume the parent's responsibility during the crucial formative preschool years.

Every attempt is made to place the child at the proper level when he enters KCA. Applicants in grades 1 through 8 are occasionally placed in a lower grade level than in their former school. The sole purpose of such policies is the prevention of failure. A student must be successful. There is no substitute for success, and proper grade placement.

Occasionally, students may present well in the initial interview but begin to struggle after school begins. In such cases it is the school's policy to make adjustments in grade level early in the year. Ideally, this is done by the end of September but no later than the end of the first quarter. It is foolish to permit a child to struggle all year, then repeat the same grade the next year. Notice of potential retention will be sent by mail between the end of January and mid February. This is to inform parents of the situation, with a final decision being made in the spring or summer. Guideline for possible retention is failure of two or more academic subjects for two or more quarters. Sometimes this does not occur until later in the year, therefore delaying notification.

5.8.2 Determination

All students will be evaluated as to promotion, placement, or retention by the following

criteria:

1. Daily attendance record
2. Satisfactory work in the area of language and math skills
3. An overall "C" average

If the above standards have not been satisfied, the child is evaluated by the teacher and Administrator to determine what is the best policy in each individual case. Such factors as the child's homework record and social standing in the class are considered.

All retentions for the year shall be determined FOUR weeks before the close of school and THE PARENTS SHALL BE INFORMED AT THAT TIME. The individual student should also be prepared for this fact and informed personally by the teacher and Administrator. Emphasis should be placed on the idea that this will actually help the student be successful at his/her correct learning level.

5.9 Co-Curricular Eligibility

- In order for students to participate in extra activities they must have a 2.0 cumulative G.P.A. with no F's to be reviewed at mid-term and quarter (except for documented L.D. or A.D.H.D).
- Once a student is placed on academic probation their record will be reviewed on a biweekly (every 2 weeks) basis. During this period they may continue to practice, but not dress or attend games as part of the team.
- At the beginning of the school year, we will review the last quarter's grades of the previous year and these students will be placed on academic probation with bi-weekly review.
- These standards will be applied to all co-curricular activities, not just sports.

5.10 Homework

- Homework is a valid learning experience. It can be useful in reinforcing and applying material covered in class. The quality of homework is much more important than the quantity, and busy work is not the objective.
- Homework should be to provide practice on concepts ALREADY explained in class rather than to introduce new, unfamiliar material. It is a good idea to alternate homework assignments in a subject for every other night. In this way a student does not always have homework in the same subject. **ACADEMIC HOMEWORK SHOULD NEVER BE ASSIGNED AS A DISCIPLINARY METHOD.**
- Whenever possible it is wise to permit students to begin their homework in class. This makes certain that they know the assignment and may indicate to the teacher if they are capable of performing it.
- Parents should realize that it is of no advantage to the child to do his/her homework for him/her. This only gives the impression that the child knows and understands the material and discourages the child from becoming independent and self-sufficient. When the child is then tested on the material he supposedly knows, he is unable to do the work. Parents can be a real asset in guiding their children to the proper answer and demonstrating proper methods without actually doing the work for them.
- It should be understood that the quantity of homework is assigned according to the average level of the class. Faster students may complete their work in less time than others require, and slower students may require more time than the average students in the class.
- Too much homework and too little homework are both extremes to be avoided by the teacher. Due to the tremendous differences between the working habits of students, it is virtually impossible to establish an absolute time limit. The following, however, will serve as general guidelines.

- 5.10.1 Lower School (K-5)
 First Grade - 30 minutes
 Second Grade - 30-45 minutes
 Third Grade - 30-45 minutes
 Fourth Grade - 45-60 minutes
 Fifth Grade – 60-75 minutes
1. Homework will be assigned Monday, Tuesday, and Thursday nights.
 2. No homework should be assigned over the weekend. (Make-up work can be assigned for the weekend)
 3. No homework should be assigned on P.T.F. nights or other school evening functions.
 4. Homework should not be assigned on Wednesday nights.
- 5.10.2 Middle School (6-8)
 Sixth Grade - 75-90 minutes
 Seventh Grade - 75-90 minutes
 Eighth Grade - 75-90 minutes
1. Homework will be assigned Monday, Tuesday, and Thursday nights.
 2. No homework should be assigned over the weekend. (Make-up work can be assigned for the weekend)
 3. A moderate amount of homework may be assigned on P.T.F. and other special nights.
 4. Penalty for late work - Homework not handed in on time will receive a grade of zero. The teacher may still require the particular assignment to be done to a satisfactory level of competence. The zero will not be upgraded.
 5. A moderate amount of homework may be assigned on Wednesday nights.
- 5.10.3 High School (9-12)
1. Homework should average about 30 minutes per major subject.
 2. A moderate amount of homework may be assigned on P.T.F. and other special nights.
 3. Homework may occasionally be assigned over the weekend. Teachers will be careful not to abuse this option.
 4. Penalty for late work - Homework not handed in on time will receive a grade of zero. The teacher may still require the particular assignment to be done to a satisfactory level of competence. The zero will not be upgraded.
 5. A moderate amount of homework may be assigned on Wednesday nights.
 6. Homework may extend from one to three hours for College Preparatory Courses.
- 5.10.4 In the Event of Absence
 Homework on the day of absence may be requested by 10:00 a.m. and may be picked up at the school at 3:30 p.m. On some days, teachers have no free time and homework will not be available until the next day. Parents will be notified by phone in these cases. The importance of all homework assignments being finished cannot be overly emphasized. The school requires assignments be returned or the child will receive a zero which will be averaged into his/her final grade.

5.11 Plagiarism Policy

The King's Christian Academy has a no-tolerance policy concerning plagiarism. The first offense will result in five demerits and one day of In-School Suspension. Our ABEKA grammar books define plagiarism as "a form of stealing which consists of taking the opinion, the organization, or the sentence structure of another and presenting it as if it were your own." Notice that this definition is broad enough to include taking the work of another classmate as

well as taking work from a published source.

Every upper school student at KCA will have a grammar book that gives specific directions for the writing of research papers, including the avoidance of plagiarism. It is expected that this instruction given in grammar class and printed in the grammar book will be used in every class for every research paper.

This is the method we promote for the preparation of a research project without plagiarism:

1. Use several sources. Begin by making a bibliography card for each source.
2. Use note cards. As you read, take brief notes in your own words, avoiding the use of full sentences. Put only one piece of information on each card so that the cards from various sources can be shuffled or rearranged according to the outline of your paper.
3. Put in quotation marks any information you are copying directly; this should be done only when *how* something is said is more important than *what* is said.
4. Close your sources and put them away before you begin writing the paper. You should be working from *your* organized note cards, not from *someone else's* paper.
5. Devise your own outline for organizing the material. If your paper reads like one of the sources you used, you have plagiarized.
6. Follow the plan given in your grammar book for making accurate citations for the information used in your paper.

The goal is to produce something that is uniquely yours. The world is full of people who can quickly gather information and rearrange it for use. The world needs people who can read, analyze, and write with originality, and who will be faithful and honest in every matter.

5.12 Cell Phone Policy

KCA does not recommend that students have access to a cell phone during the school day. Cell phone access can be a distraction to students. If students bring a cell phone to school, they must observe the following rules:

1. Cell phones brought on school property must be registered with administration
2. Cell phones must remain OFF while on school property (this includes the school bus) (Note: "silent mode" is not considered "OFF")
3. Exceptions:
 - a. In an emergency, cell phone use to contact parents MAY be authorized by the school teacher or staff person in charge
 - b. On a case by case basis, the school teacher or staff person in charge MAY authorize a student to use their phone to contact parents; the call must be made in the presence of the authorizing adult
 - c. On an athletic bus, students MAY be authorized by the coach or school personnel to contact parents concerning the buses return to school.
4. Unauthorized use of cell phones (whether making or receiving calls, or activating the phone to use any of its features) during the school day will result in the following consequences:
 - a. First offense – one demerit and loss of phone for three days
 - b. Second offense – three demerits and loss of phone for two weeks
 - c. Third offense – five demerits and loss of phone for the remainder of the school year.

5.13 Student Websites

Any student who decides to operate a personal online website or contributes to a blog must register the website/blog with the Administrative staff. (Ex.: myspace.com, blogger.com, etc.) The website must be registered immediately upon its creation. Any student who creates a website or blog prior to attending KCA must register the website/blog as soon as he/she is accepted as a student. All websites/blogs will be monitored for content on a regular basis. Any student, including homeschool students, found with an unregistered website/blog or website/blog

material that is deemed inappropriate to the purpose and mission of KCA will be in direct disobedience to this ruling and will be subject to disciplinary action up to and including immediate ineligibility to attend KCA.

5.14 Internet Use Policy

Students are expected to use responsible behavior when on the Internet. The King's Christian Academy has created the following policy to make sure using the Internet is safe for all students.

Students are expected to follow these rules when on the Internet:

- Students will be polite, and use appropriate language when communicating with others on the Internet.
- Students will respect copyright laws.
- Students will respect the privacy of others, and will not reveal their own name, personal address or telephone number, or that of any other student.
- Using the Internet for non-school related activities is forbidden.

The use of the Internet is a privilege, and unacceptable use will end this privilege.

5.15 Sexual Immorality Policy

KCA seeks to teach and encourage their student body to live a consistent God honoring lifestyle.

We seek to be a light to the community through our policies and our students bearing witness to Christ. We desire to teach our students God's standards and personal responsibility. We do not condone sexual immorality, and we believe abortion is against God's law. Pregnancy itself is God's gift, and we want to be clear in our dealing with students that we are not confusing the act of immorality with the value of the child.

According to the Scripture repentance is necessary for the forgiveness of sin. Sincere repentance means a turning away from sin and committing to live by God's standards. Any student involved in immoral sexual behavior may truly repent, however, the results are public and long lasting.

The consequences have two particular differences associated with them. The first is that it has natural public consequences and requires a response to protect the school community. The second is the consequence of such disobedience is lifelong.

Any student (male or female) participating in sexual immorality will be disciplined according to the guidelines of the school's discipline policy.

5.16 Daily Schedule

School begins at 8:45 a.m. and ends at 3:45 p.m.

Each day begins with devotions and prayer.

Individual class schedules are posted on the walls of each classroom.

Library, Music, Art, and Physical Education are all individually scheduled for each classroom.

Please check your class schedule.

5.17 Chapel Schedule

Chapel is held in the multipurpose room or Gym each Wednesday morning. Chapel speakers include Pastors from cooperating churches, Bible teachers, music teachers, Drama players, and Missionaries. The school administrator and teachers also lead in Chapel devotions and music. Each class will present one Chapel program per year. Parents are welcome to attend.

5.18 Field Trips

Regularly scheduled field trips will be taken to places of special educational value, i.e., the Smithsonian, Wakefield, St. Mary's City, the National Zoo, the Kennedy Center, etc. Parents

who volunteer as chaperones for field trips are responsible for the students in their care. Therefore, no siblings of students or day care children are allowed to attend field trips.

5.19 Physical Education Program

- The Physical Education Program at KCA has been approved by the State and requires participation by each student. It is held according to individual class schedules.
- The program involves activities that will develop the physical and related mental abilities of each student according to age and grade level.
- In order for a student to develop these skills he/she **MUST** participate. To participate he/she must be appropriately dressed. Failure to participate will impact the student's development. Failure to participate without an excuse five times per grading period will result in the grade being lowered one letter grade. Excuse from participation in any P.E. session will require a written note from the parents or teacher explaining why the student should not participate.

5.19.1 P.E. Attire

Boys and girls must wear athletic shoes. Girls should wear shorts underneath their skirts.

5.19.2 Grading

The skills to be achieved are based on a National Achievement Standard and the grading scheme is as follows:

A – Excellent **B** – Good **C** – Fair **D** – Poor **F** – Failure

Sportsmanship is a very important part of the P.E. program. Therefore, students will also be graded on conduct.

Suspension from P.E. for disciplinary purposes three times per grading period will result in the grade being lowered one letter grade. For LOWER SCHOOL the following grades may be used:

O – Outstanding **S** – Satisfactory **N** – Needs to Improve **U** – Unsatisfactory

5.20 Standardized Test Information

- Each year, in the spring, the Stanford Achievement Test (SAT) is given to students grades K –9 in the school. A computerized profile of results is filed in each student's permanent record folder, and one copy is mailed to the parents.
- The Otis-Lennon Mental Ability Test is given annually to grades 3, 5, 7, and 9.
- American Guidance Service or a similar test is used for 1st grade screening.
- PIAT (Peabody Individualized Aptitude Test), San Diego Quick Test, Slosson Tests, etc. may be given to individual students as the need arises.
- Many class standardized test results average two years above grade level. This means that our program and curriculum are accelerated in many aspects. SAT averages have averaged 1.5 years above grade level.
- Students in grades 2-10 have achieved Post High School scores at various levels.
- Students from KCA have been accepted into the Gifted and Talented Program for the State Department of Education, Science Center, Inner Harbor, Baltimore, Maryland.
- Seventh grade students in the 98th National Academic percentile have been chosen to take the PSAT (Pre-Scholastic Achievement Test) through Johns Hopkins University Center for Talented Youth.
- Students who need specialized remediation may be processed through the public school evaluation for Speech and Language services. An Individualized Education Program (IEP) will be recommended.
- Vision and hearing testing, and scoliosis screening is administered through the St. Mary's County Health Department.

5.21 Safety

“Lo, Children are a heritage of the Lord” Psalm 127:3

We at KCA have a God given responsibility to provide a safe environment for all students.

Particular attention is called to the following areas:

1. Before and After school care – KCA is unable to accept the responsibility of Students before 8:30am or after 4:00pm. Between 8:30-4:00, STUDENTS MUST BE SUPERVISED AT ALL TIMES. They cannot be unattended.
2. No contact sports are allowed – i.e. football, boxing, arm wrestling, etc.
3. Field Trips –Parents receive field trip permission forms, which have been approved by the administrator. These must be returned with parental signatures.
4. Playground Safety-Hazardous conditions must be reported to the Administrator.
5. Science Fair Projects-Hazardous materials may be brought by parents and taken home that day. They are never left in the classrooms.
6. Classroom Experiments-Proper safety procedure and equipment should be used at all times.
7. In no case is a student allowed to go back into the building from the bus. This is the most frequent cause of student accidents, i.e. running to or from a moving bus. NO WALKING between parked buses.
8. An ounce of prevention is better than a pound of medicine.*

5.22 Partnering with Parents Policy

The Kings Christian Academy (hereafter “The School”) is an educational institution whose mission is to help parents and churches educate their children in truth and righteousness with academic excellence based upon a Biblical worldview for Christian character development.

Working hand-in-hand with the Christian home, and helping, or partnering, with parents is a vital aspect of the School’s mission. In accordance with Amos 3:3, (“Can two walk together, except they be agreed?”), parents of School students must agree with the Biblical worldview that is the basis for the KCA educational experience. Parents must cooperate with the School and support the religious educational philosophy and ministry of the School.

The School is committed to the truths of historic Christianity as revealed in the Holy Bible. The School teaches that the Bible is the infallible Word of God, establishes the basis for our beliefs, and sets the standard for acceptable behavior and conduct. The School’s doctrinal position is outlined in our Statement of Faith, and Biblical standards of conduct are clearly stated in passages such as, but not limited to, Exodus 20:1-17, Leviticus 18:1-30, Matthew 22:34-40, Romans 1:18-32, and 1 Thessalonians 4:1-8.

When a student’s home environment is inconsistent with the School’s religious beliefs and teachings, the School cannot effectively partner with the parent(s) and fulfill its educational objectives. This occurs where the parents or the home environment demonstrate beliefs, attitudes, lifestyles, or conduct that conflict with a Biblical worldview and the religious teachings of the School. This situation creates an inevitable conflict between the Biblically based guidelines taught at the School and the beliefs, attitudes, lifestyles, or conduct a student observes at home or sees demonstrated by a student’s parent(s).

When the School determines that it cannot effectively partner with parent(s) to teach their student, the School will decline enrollment of the student or discontinue any further enrollment of the student, because enrollment is not in the best interest of either the School or the student. The School reserves the right to decline enrollment or dismiss any student or family under such circumstances based solely on its discretion.

6.0 High School Policies

6.1 Parental Involvement

Prayer undergirds our school. We are committed to daily prayer for every facet of the Christian School and this includes God's blessing of protection and power. Although we believe in a strong academic program that will prepare our students for their tasks in this life, we desire even more the salvation of every student, and pray that each will become a faithful disciple of the Lord Jesus Christ. The most important preparation we can provide is for an eternity with God Himself. Your greatest influence upon KCAHS and your child is your faithful and continual prayer support. The fervent prayer of a righteous man availeth much.

6.2 Academic Philosophy

Our strategy for providing quality high school instruction is based on the open High School philosophy. Instead of the traditional concept of freshmen courses and sophomore courses, we have developed our curriculum around the credit concept used by most colleges. All courses of instruction needed to complete high school will be provided over a four-year period. First, second, third, and fourth year high school students may take the courses of instruction together. The successful completion of each course earns the student credits toward graduation. Just like public schools, KCA High School will require the state-recommended number of credits for each discipline prior to graduation. Should students move away in the middle of their high school years, it is common practice that their new school will adjust their schedules to ensure that they receive the complementary courses of instruction and credits they need for graduation.

6.3 Admission Policy

- Please read *Requirements for Admission 1.14.3* for additional requirements.
- Students who wish to enroll in The King's Christian Academy High School must come with a parent or parents to meet with the principal. In this interview, the fitness of the student for our school will be evaluated, including the spiritual, academic, and behavioral readiness.
- *Spiritual Readiness* - We strive always to honor God and expect that students will uphold this goal. Students may or may not have personal relationships with Jesus Christ, but their words, actions, and attitudes may not interfere with our dedication to His honor. Students and parents must be willing to be governed by Scriptural principles in any relationship with the school.
- *Academic Readiness* - Students admitted to the High School must have successfully completed the requirements of the eighth grade. Each student will be individually evaluated to determine the course work and schedule that will be most likely to ensure success in completing a high school program. Students may be recommended for the Alpha-Omega Program, or even for some independent study. (KCA is primarily designed for average and above average students and may not be able to provide effective programs for mentally or emotionally handicapped students, or for those with serious behavioral problems, severe academic deficiencies, or severe learning disabilities.)
- *Behavioral Readiness* - We believe that attendance at KCA is a privilege, not a right. Students must agree in philosophy with the goals of the school, and desire to conform to our standards and regulations. We require that students sign the school Code of Conduct, establishing from the time of registration a whole-hearted desire to participate in Christian school. KCA reserves the right to disenroll any student who, in the opinion of the school administration, does not follow the spirit of the institution, regardless of whether or not they conform to specific rules and regulations.
- Students who have been accepted for registration must submit all required documents included in the registration packet.
- Students who have been suspended or expelled from another school may not be admitted to

KCA until they have a six month record of good behavior and an administrative letter of reference.

6.4 Standard of Conduct

As a student of The King's Christian Academy:

1. I pledge to uphold the school's standards against cheating, plagiarism, lying, stealing, swearing, smoking, gambling, pornography, drinking alcoholic beverages, using or talking favorably about illegal drugs, or using indecent language.
2. I will act in a very orderly and respectful manner. I will not bully or use abusive language.
3. I will maintain Christian standards in courtesy, kindness, morality, and honesty.
4. I will abstain from sexual immorality. I will not engage in any form of sexual harassment. I agree to abstain from owning or using any form of pornographic materials at KCA or KCA sponsored activities such as videos, magazines, video games, pictures, websites, and others.
5. I will strive to be of unquestionable character in dress, conduct, and other areas of life.
6. Upon observing or learning of a violation of the Standard of Conduct, I will immediately report it to my teacher and/or parent, and I will be willing to discuss the incident with the suspected offender, my teacher, and an administrative official. This procedure is based on the Scriptural Principle of Matthew 18:15.
7. I agree to abstain from owning or using any occult materials at KCA or KCA sponsored activities. These include, but are not limited to, Grand Theft Auto Series, other occult or Gothic dress or fantasy games, computer discs, videotapes, books, notebooks, pentagrams, yin yang symbols, crystals, Non-Christian tee shirts, or occult clothing, piercing or cutting.

I agree to abide by the above standards of conduct and other regulations expected of each student enrolled in *The King's Christian Academy* while I am a student attending the school, and will not give the impression to students, parents, or faculty that I am not in harmony with the goals, aims, and standards of KCA.

6.5 Course Descriptions

6.5.1 Bible

Apologetics - Using the applications of Christian character, the understanding of the purpose of God as revealed in Scripture, plus the knowledge of what God is like; how should we defend our faith and justify our belief? In this course, students will learn to confidently give away their faith. They will learn not to fear the world's system but to trust the reality and power of God's plan of redemption for mankind.

Character for Christian Living - Portraits from many years of Old Testament history are used to study meaningful character. The objective of character study has as its goal personal, pertinent applications for the students' own Christian lifestyle.

Bible Survey - This course endeavors to show students the big picture of the Bible. It moves through the entire Bible during the course of the year. The students will see the Bible as a whole and how it all fits perfectly into God's plan.

The Character of God - In this course, the knowledge of God is the goal. The year's study will cover God the Father's mighty character, God the Son in all His aspects, and God the Holy Spirit and His purpose and work. The goal for the student is to know God's character and thus glorify Him completely, heart, soul, and mind and body.

6.5.2 English

Elements of Literature - Students will learn to define and recognize writing techniques involving imaginative comparison, sound, syntax, allusion, symbol, and irony. Students will practice writing compositions of their own using these techniques. Grammar skills will include the parts of speech and usage, paragraph development, and punctuation. Weekly vocabulary study will take words from the readings to be used in writing. A

research paper and a poetry anthology will be required.

Fundamentals of Literature - The forms of literature, including conflict, character, theme, structure, point of view, and moral tone will be studied in this course. Students will practice writing compositions of their own using what they have learned. Grammar skills will include the parts of speech and usage, paragraph development, and punctuation. Weekly vocabulary study will take words from the readings to be used in writing. A research paper and a poetry anthology will be required.

American Literature - The literature of America will be reviewed from a historical Christian perspective. Students will evaluate the relationship between history and literature, read a variety of American authors, and compose their own ideas in writing responses. The course also includes vocabulary study, writing a research paper, and preparing several oral and written book reports.

British Literature - Our heritage of literature in the English language will be studied in reading classic British literature. Students will read widely and write frequently. Thorough grammar review and weekly vocabulary study will be applied in both reading and writing. Several oral presentations, book reports, and a research paper will be required.

6.5.3 Foreign Languages

Spanish I - This course is designed to instruct students to begin to speak and understand Spanish, with simple and practical conversation as a goal. There is an introduction to pronunciation, vocabulary, and grammatical structures. Memorization of Bible verses in Spanish is also a major part of this course. Singing of Spanish is also incorporated.

Evaluation consists of regular vocabulary quizzes, memory verse quizzes, class participation (oral and written), oral conversation with partners, oral vocabulary practice, homework assignments, unit tests, and quarterly projects.

Spanish II - This course continues to build on the basics of Spanish I conversation, study, memorization, practice and application. Additional vocabulary building and development of pronunciation and grammar skills will be taught.

Evaluation consists of regular vocabulary quizzes, memory verse quizzes, class participation (oral and written), oral conversation with a partner, oral vocabulary practice in group and alone, homework assignments, unit tests, and quarterly projects.

French I - This course is designed to instruct students to begin to speak and understand French, with simple and practical conversation as a goal. There is an introduction to pronunciation, vocabulary, grammatical structures, and French culture. Memorization of Bible verses in French is also a major part of this course. Evaluation consists of regular vocabulary quizzes, memory verse quizzes, class participation (oral and written), oral conversation with partners, oral vocabulary practice, homework assignments, unit tests, and quarterly projects.

French II - This course continues to build on the basics of French I conversation, study, memorization, practice and application. Advanced grammar, sentence structure, conversational skills, and scriptures will be taught. Evaluation consists of regular vocabulary quizzes, memory verse quizzes, class participation (oral and written), oral conversation with a partner, oral vocabulary practice in group and alone, homework assignments, unit tests, and quarterly projects.

6.5.4 History

Community Service - KCA believes that as Christians we need to serve our community in Jesus' name. We require that our students give a total of 100 hours of community service or 25 hours for each year that they are enrolled in our high school. This service may be completed at any time during high school. All projects are voluntary and must be approved by the HS counselor who will keep the record folders.

Civics - Civics teaches the foundations and basics of American government by studying the Constitution of the United States, the government of the state of Maryland and local government's structure and function. Civics includes the function of law and order and the provision for common defense. The process of immigration, citizenship and the American free enterprise system are also included.

World History - World history from creation to the present is taught from a Biblical perspective. It covers the beginnings of civilization in Africa and the Middle East, Europe the home of Western civilization, and the Renaissance and Reformation, Enlightenment and Progress of mankind as well as the world at war, the rise of communism and liberalism, continuing into present current events.

American History - American history is viewed from the exploration and colonial period to the present time. It includes the War for Independence, the Jacksonian Era, Manifest Destiny, The Civil War, Reconstruction, The West, Progressive Era, the twentieth century wars and ideas, the Cold War, civil rights, the United Nations and current events. The Christian influence in American history is an overall theme.

Modern World History - Modern World History covers the time from the Industrial Revolution to the 2000's showing how industrialism, nationalism, and modern imperialism were used in the development of the nations of today. This course will emphasize the increasing importance of science and technology, political revolutions, nationalism, and the interdependence of nations, as they developed in order to give the student insight into the present world as it is moving to the end time. The events, themes, ideas, and men of history covered in this course are evaluated on the basis of Scripture so that the student will see that history is developing and moving toward the coming of our Lord in judgment.

Geography - The purpose of this course is to give the student the skills and understanding needed to know and understand the earth's geography. This understanding of the earth's surface includes studying the earth's resources as well as how man living on the earth uses these resources. The course study will include a systematic study of the whole earth spread out, to the unique features of the individual countries and regions of the earth.

6.5.5 Mathematics

Algebra I - This course will introduce students to real numbers and their subsets, order of operations of real numbers, number properties, powers, exponents, roots polynomials, evaluation of algebraic expressions and equations, inequalities, factoring, systems of equations, and graphs of linear equations. Problem solving will be emphasized throughout this course.

Algebra II - This course includes work in solving equations, inequalities, substitution and elimination of variables, exponents, radicals polynomials, factoring, quadratic equations, functions, and logarithms with emphasis on problem solving throughout. Work in geometric topics such as properties of polygons, two-and-three dimensional figures, and the Pythagorean theorem will also be studied.

Geometry - This course gives students an overview of geometric relationships in two and three-dimensional examples. Students will practice deductive reasoning in both mathematical and nonmathematical situations. Course work includes an integration of geometry with arithmetic, algebra and numerical trigonometry. Topics discussed will include lines and angles, methods of arriving at conclusions, congruent triangles, quadrilaterals, circles, proportions, polygons, inequalities, coordinate geometry, reasoning skills, proofs and solid geometry.

Advanced Math/Trigonometry - This course is designed to build on math foundations already learned by the students and prepare them for Calculus. Trigonometry, functions,

and graphing complex equations will be emphasized. Other topics discussed include: equations, matrices, complex numbers, sequences and series, and beginning Calculus.

Calculus - Students with strong backgrounds in both algebra and trigonometry are introduced to calculus combined with elements of analytic geometry. Extensive use will be made of a graphing calculator throughout the course. The calculator will be one approved for use on the AP Calculus and SAT exams. The topics include a review of advanced math and algebra, definition, understanding, properties and calculation of limits of various functions including one-sided limits and the definition of a derivative. The properties and rules of derivatives are applied to differentiate polynomials, sums of functions, products and quotients of functions, rational functions, exponential and logarithmic functions, and trigonometric functions. Implicit differentiation is also covered. Derivatives are applied to practical problems such as related rate, displacement, velocity, and acceleration problems. The student will learn integral calculus of various functions including trigonometric functions and its application to practical problems. Definite integrals of polynomials and certain trigonometric functions are included in this course. The student will also learn the use of numerical approximations to definite integrals using Riemann sums and trapezoidal sums.

6.5.6 Physical Education

This course integrates health concepts and understandings contributing to personal wellness with physical activities that promote cardiovascular-pulmonary efficiency and muscular coordination. Emphasis is on helping students make personal health decisions as well as developing knowledge, skills, and disposition, which lead to lifetime fitness activities.

6.5.7 Science

Physical Science - This course studies physical science from a Christian perspective. The study of chemistry will focus on atoms and molecules and how they combine but will also include organic chemistry and biochemistry. The study of physics will include units on motion, sound, light, heat, magnetism, and electricity. The skills of recall, comprehension, application, analyzing, and synthesizing are an integral part of this fundamental course in physical science. Student experimentation, teacher demonstration, and various methods of evaluation are incorporated. Students are required to do one project per quarter pertinent to topic of study.

Biology - This course covers the study of life based on a Christian foundation with heavy emphasis on the origin of life of all living things. The science of life unit includes the chemistry of life, cytology, genetics, and continuity of life. The science of organisms covers the classification of living things – microbiology, fungi, botany, zoology, and ecology. The final unit covers the study of human life, anatomy, physiology, incoming substances, external transport, nervous system, hormones, the human mind and human reproduction. Basic science skills are incorporated into labs, teacher/student demonstrations and quarterly projects. Discussions of various specimens are used to illustrate the various and intricate structures of several living things. The final exam consists of dissecting a frog to its skeleton.

Chemistry - The course will provide the student with a basic introduction to chemistry. Topics to be covered include atomic structure, chemical formulas and equations, the periodic table, and chemical bonding. Simple lab demonstrations will be presented by the teacher and/or students.

Physics - This course in physics covers the five areas of physics: mechanics, thermodynamics, electromagnetics, and optics and light. Some material in modern physics may be covered. The course materials in mechanics are measurements, vectors, kinematics, dynamics, work energy, momentum, rotational/circular motion, and properties of

materials. Thermodynamics topics include the study of heat and thermo-dynamic cycles. Electromagnetics topics include oscillating motion, waves and sound, the laws of electricity, and magnetism. Laboratory work is included in the course curriculum and includes experiments on vectors, equilibrium forces, motion, energy, momentum, heat/energy, oscillating motion, sound, heat/energy, electricity, and magnetism.

6.5.8 Technology Education

Basic computer programming and Microsoft Word are taught in computer lab. Various other software, including Word Perfect, is also available.

6.5.9 Fine Arts

Music Appreciation - This course is designed to help students view music through the perspective of an informed listener. There are five units: Basic Sound Procedures, Elements of Music, Forms of Music, Historical Perspective, and Music Today. Concepts in timbre, melody, rhythm, harmony, expressive controls, form musical styles and skill in listening to identify elements are integral parts of this course. Local musicians and concerts will be incorporated into the curriculum as time and availability allow.

Art Appreciation - This course is designed to help students gain an appreciation of art. Students will be exposed to a broad base of techniques, historical and cultural backgrounds, and an aesthetic awareness of artistic styles. Local artists and museum visits will be incorporated into curriculum as time and availability allow.

6.6 Alpha Omega Program

Students who wish to take courses that are not described above as a part of the regular classroom instruction, may enroll in the Alpha Omega Program. These courses require independent study with daily monitoring by a classroom teacher.

6.7 Graduation Requirements

- Students must complete the following credit requirements to be eligible for graduation:

Subjects	Unit of Credit
Bible	4
English	4
Social Studies	4
Mathematics	3
Science	3
Foreign Language	2
Fine Arts	1
Technology	1
Physical Education/Health	1
Elective	<u>1</u>
Total	24

- At least four of the 24 required units of credit for graduation must be earned in the senior year after completion of grade 11 unless the student is granted a waiver or successfully completes an approved alternative program. Students are encouraged to present more than the minimum 24 units of credit for graduation.
- Units of credit are earned in ½ unit increments per semester for all courses. For example, if a student receives an “F” in United States History for the first semester and a “C” for the second semester, the student will earn ½ unit of credit. The “F” and “C” are not averaged. The semester failed for a required course must be the one which is repeated.
- When a course offered in the second semester is a continuation of a first semester course, the second semester will not be offered to students who have not previously taken the first semester.

- One unit of credit will be given for all successfully completed courses that meet five single class periods per week the entire school year or for the equivalent amount of time.
- The school reserves the right to cancel or combine any class due to insufficient enrollment.

6.8 Unit of Credit

A unit of credit is defined as successful completion of 45 minutes of instructional time per day for five days per week for 34 weeks per year.

6.9 Grade Point Average

Grade Point averages are computed using the following scale:

Letter Grade	Numerical Equivalent	Quality Points
A	92-100	4
B	84-91	3
C	76-83	2
D	70-75	1
F	Below 70	0

6.10 Student Driver Policy

Students are encouraged to ride the school bus whenever practical. KCA understands the dynamics of high school years, the added opportunities and responsibilities of extra curricular activities, and the need for after-school employment. Students may drive to school if they provide KCA written permission of their parent or legal guardian and the vehicle owner by filling out a Student Driver form provided in the school office. Students will receive a non-transferable parking pass and must follow all regulations established by the school. Students who drive to school must obtain permission from the administration in advance. Driving to school is a privilege, which may be revoked at any time that the student demonstrates an unwillingness to assume the responsibility of properly handling his vehicle.

1. All student-driven cars must be registered in the office.
2. Students will be given assigned places to park and the cars are not to be moved until the students leave for the day.
3. Cars are to be locked while they are on school grounds. They are not to be occupied during the school day. As soon as students arrive at school, all must leave the car and go to the supervised designated area. Students are not to go to their cars during the school day.
4. Driving which endangers the safety of people will result in the immediate loss of driving privileges.
5. Written permission by a parent or guardian must be provided to the school office before a sibling will be allowed to leave the school grounds with a student driver.
6. Any student who wishes to ride in a private vehicle with a student driver either to or from school must have written permission from both parents of the rider AND both parents of the student driver on file at school PRIOR to experience. No transportation by a student driver is permitted between school activities. Students of the same household may be transported by the student driver to school activities, but must have prior parental permission on file at the school office.
7. Students who violate the above stated policy may have their driving privilege revoked.

6.11 Student Visitors

KCA permits school age visitors who are friends or relatives of our students. Prior permission must be obtained from the Administrator. Visitors are expected to dress and act in compliance with the school codes.

7.0 Bus Transportation

- The St. Mary's County Non-Public Schools Transportation Division sets the bus schedules. KCA or Bus Drivers cannot make any changes to the bus schedule or alter any route or time.
- Each class is allowed one class trip per semester to a destination within a 50-mile radius at no cost to students so long as the regular bus schedule can be maintained.
- Trips that take a bus out of service for the two daily runs should be avoided. Should the Transportation Chairman agree, a replacement vehicle may be procured as a temporary replacement on a daily bus run. However, the additional cost may be charged to the students on the class trip at the discretion of the Chairman, who may elect to waive the fee.
- All riders on KCA vehicles must display good behavior at all times and not bring dishonor upon the school by their actions. All riders are under the authority of the driver and will observe all state, county, and school rules and regulations.
- Students will board and exit buses at the main entrance bus circle.

7.1 St. Mary's Route

Bus transportation is under the control of the Board of Directors through the Chairman of the Transportation Committee. Parents may petition for bus transportation by completing a request form at the time of registration. Bus routes are prepared prior to the beginning of the school year. Minor modifications are made just prior to school opening. Parents are contacted at that time with the route and schedule pertinent to their child. Every effort is made to provide safe and convenient service to all St. Mary's families at no charge. Length of routes, space on the bus and time of each run may limit the school to restricted service areas. Completion of the form does not guarantee stops at the points requested. Transportation should not be a condition of registration.

7.2 Calvert County Route

Limited bus transportation service is offered in Calvert County. The monthly fee is published in the registration packet. Partial use fees are not available.

After routes are established, all requests for modifications will be made to the Bus Coordinator.

7.3 Bus Rules of Behavior

All riders on KCA vehicles must portray good behavior at all times and not bring dishonor upon the school by their actions. All riders are under the authority of the driver and will observe all state, county, and school rules and regulations. The following are the County Bus Rules:

1. Students must ride only the bus(es) to which they are assigned. You are advised that once a student gets on the bus he/she is not permitted to get off until he/she reaches his/her destination. No student will be permitted to board a bus other than at their designated stop. If a parent/guardian wishes to pick up their child after school and the child is on the bus, the parent must identify themselves to the driver and request the child be permitted to be discharged to the parents' care. If urgent, the parent/guardian must arrange transportation through the Transportation Office and follow up with a note to school for students to ride another bus. All bus changes are to be made through the Transportation Office at (301)866-5328.
2. When a student gets off at their transfer point, they must go directly to the transfer bus. If they do not get on the bus assigned but get into a private vehicle, the bus driver will call the Transportation Office and give the name of the student. The parent/guardian and the school will be notified.
3. No student is permitted to transport or have in their possession, firearms or any other dangerous weapons while on the school bus. This will constitute automatic dismissal for the rest of the school year from the bus. Students will also be reported to the police.

4. The possession or use of drugs, alcohol and tobacco is prohibited on the bus at all times.
5. No food or drinks may be consumed on the bus. All food and drinks must be in closed containers.
6. No radios, CD, DVD or tape players/recorders, or any future derivatives thereof are permitted on the bus. No beepers or cellular phones are to be used on the bus. Only the driver of the bus is permitted to carry and use a cellular phone for safety reasons.
7. DO NOT extend any part of the body out of the windows.
8. No standing. All students must be seated while the bus is in motion. No student is permitted in front of the first row of seats while the bus is in motion. Students may not change seats without the driver's permission.
9. No large bundles, packages or equipment will be permitted due to lack of space. No live animals are permitted. No skateboards are allowed on the bus.
10. Students may converse in a normal manner but loud, profane or obscene language will not be tolerated.
11. Studying is permitted provided no pencils or pens are used.
12. Students must cooperate in keeping the bus clean. Any malicious or willful damage to a school bus will result in the immediate suspension of transportation privileges for the students involved. Transportation privileges will be suspended until the term for the repair and cost have been settled satisfactorily.
13. Students must be on time for the bus. Parents are responsible for having their students at the bus stop ten (10) minutes before the scheduled bus arrival time. The bus will not wait for the students.
14. No fighting, creating disturbances or disregarding the school bus driver's instructions will be tolerated.
15. All discipline problems must be reported to the principal's office of the school the student attends and the Transportation Office before any action is taken. It is imperative that the parents/guardians are notified and given the reason and length of suspension. There may be circumstances when the general rules will not apply. Other appropriate action may be necessary as determined by the principal of the school.
16. When any of the rules are not being observed, the driver will turn in a referral slip to the principal of the school and/or the Transportation Office who will make a determination of discipline and inform the parent/guardian and driver.
17. REMEMBER! Riding the bus is a privilege. The driver of the bus is in full charge of the student except in the presence of a teacher. Failure to obey the driver's instructions will result in suspension of transportation privileges.

7.4 Discipline

The driver is the immediate authority on each bus. Drivers may establish additional rules for their bus after approval of the board. Drivers may designate bus captains or safety helpers on each bus who act in place of the driver on a limited basis. They have delegated authority. Failure to comply with these rules may result in disciplinary action that may include temporary or permanent suspension of bus privileges for the school year.

Guidelines for discipline:

1 st offence:	written warning	3 rd offence:	Five-day suspension
2 nd offence:	Two-day suspension	4 th offence:	Ten-day suspension

8.0 Athletics

KCA provides a Christ-centered education by teaching a biblical worldview throughout the entire school program. The athletic program serves as an integral part of the total education program.

8.1 Purposes

Participation in a sound athletic program produces many positive qualities within the athletes who compete. KCA's athletic program serves as a channel to develop, above all else, a strong Christian character in the lives of the athletes. Participation should foster the spiritual growth of an individual and team. KCA's athletic program should contribute to the athlete's development of good sportsmanship, a positive self-image, a willingness to embrace self-sacrifice, dedication and commitment to personal and team goals, physical fitness and athletic skills, social and emotional maturity. *Romans 12:1: "Therefore, I urge you, brothers, in view of God's mercy, to offer your bodies as living sacrifices, holy and pleasing to God – this is your spiritual act of worship."*

Through athletic participation, the athlete learns how to work with others to attain a goal, how to take adversity without complaining, how to be gracious in defeat or humble in victory, and how to treat others with respect and consideration. The athlete will learn the value of discipline, emotional control, and compliance to the rules. There are many opportunities for character growth through participation in the athletic program. *Philippians 2:5: "Your attitude should be the same as that of Christ Jesus."*

The KCA Athletic program also seeks to encourage athletes to view their abilities as gifts from God and to seek out ways in which they can minister to others through sport participation. Athletics is a powerful tool for ministry. Coaches and athletes are challenged to consider practical ways in which they can serve others and witness to others using sport as a platform for their ministry. Athletics can also be a powerful tool in shaping godly character qualities in nurturing a stronger personal relationship with Christ, in ministering to others, and in understanding the importance of teambuilding. (i.e. The team is more important than the individual).

8.2 Excellence

KCA is committed to excellence in athletics. Excellence has both an individual and a team component. Individual excellence is achieved when players honor God with their attitudes and behaviors, work hard in preparation, and play to their full potential. Team excellence is achieved when the team collectively honors God in their attitudes and responses especially during the pressures of athletic competition. Team excellence is also achieved when the team displays strong determination and 100% effort, and when they achieve their full potential. The school will develop feeder (upper elementary and middle school clinics, summer leagues, etc.) programs whenever possible. In order to achieve excellence, athletes will be required to attend all practice sessions. Unexcused absences will result in disciplinary actions. It is important that athletes and their parents understand the significance of making a full commitment to the team, and following through on their commitment.

8.3 Holistic Excellence

Although we believe that excellence in athletics is of great importance, we do not believe that excellence in athletics is the most important goal in life. Athletes have responsibilities to family, church, academic work, and other interests in addition to athletics. Although athletics should not be their whole life, excellence in athletics, as well as any area, requires commitment. Athletes will not be successful if their commitment is half-hearted and present only when convenient. Therefore:

- a. Coaches are encouraged to provide opportunity for skill development in their particular sport during the off-season. Students can be under significant stress by playing on multiple teams

during the same season. While off-season participation is NOT mandatory, athletes are encouraged to develop their skills in off-season workouts and teams when appropriate. While coaches are encouraged to provide these opportunities, they will not require, either formally or informally, such participation in order to be an in-season player. All school-affiliated skill development programs will have oversight and input from the athletic director.

- b. Athletes are encouraged, especially during middle school, to participate in multiple sports rather than choosing to specialize at a young age.
- c. Whenever possible, we will work to minimize evening games during the school week. (M-Th) However, some sports, especially at the varsity level, require evening games. Middle and high school games or practices are not permitted on Sundays. Exceptions must be approved by the Administrator. Practices and games are permitted during vacation periods. (Limited at the middle school level; expected at the high school level)
- d. Athletes who participate in other areas of school life (music, drama, math team, etc.) may experience unavoidable practice conflicts with other activities sponsored by the school. Coaches and faculty members (the adults) need to work out these compromises — students should not be caught in the middle. The Administrator, in consultation with the athletic director, will be consulted if the coaches and faculty members cannot resolve the conflict. The school must make every effort to avoid scheduling conflicts. Students may also need to learn the “life lesson” of having to choose between two activities and not always being able to participate in every opportunity.

8.4 Participation

The athletic program may be likened to a pyramid. The foundation and broad base is the middle school program. The next level represents the junior varsity program and the top level the varsity program. The largest number of participants is at the lowest level and the number decreases at each successive level. This is representative of what naturally occurs as young people experiment with involvement in many activities in middle school, and make choices concerning what they most enjoy and have the most talent for as they mature. At the high school level, we will seek to provide athletic opportunities for 35% or more of the high school student body during each season (perhaps slightly higher in fall and spring and slightly lower in winter) so that many students have the opportunity to participate in athletics. Hopefully, two-thirds (67%) of our students will participate in at least one sport annually.

8.5 Attendance Expectations

Coaches are expected to provide a clear schedule for all practices and games at the beginning of the season. Any serious family conflicts are to be discussed with the coach at that time. Parents are expected to avoid scheduling activities that conflict with published schedules. All pre-season camps and tryouts are mandatory unless announced otherwise. Excused absences are generally limited to physical illness and school conflicts. Conflicts with personal family trips, college visits, and church activities will be considered individually. These activities should be scheduled to avoid conflicts with academics or athletic programs. The Athletic Director will be the final authority on determining excused absences from practice or games.

8.6 Middle School

The middle school athletic program should meet the needs of the middle school child. Special concern must be given to the unique emotional, physical and mental stages of the 10 to 14 year old child. The primary goals of a middle school athletic program should be:

- a. Positive Attitudes — We want to teach responsibility and positive attitudes. Christian character, sportsmanship, team effort, and enthusiasm are more important in the big picture of sports and life than specific athletic skills.
- b. Participation — Our desire is to involve as many students as possible in athletic activities. To accomplish this, we will field “A” and “B” teams when possible. The development of skills is more important than winning games at the middle school level.
- c. Involvement — Because of our holistic philosophy of player development, playing in each game is essential. Each player should have minimum playing time equivalent to 20% of the total game time (25% minimum for B teams; ideally 33%) for the season, but not necessarily in every game.
- d. Physical Development — Because this is an age of intense physical changes, coaches should monitor physical training carefully. While some middle school students have gone through puberty and their physical development is similar to an adult, others are still children in physical development. The physical training for middle school teams should be less intense than that of high school teams. Teaching a healthy lifestyle of proper rest, balanced diet, etc., is also part of middle school coaching.

Cutting at the middle school level is always a major concern and should be done with great care. When cuts are needed, consideration should be taken to avoid singling out one or two individuals. We will not cut only one student per team in middle school basketball, and track and field.

8.7 High School

8.7.1 Junior Varsity

In addition to the central and primary goal of developing Christ-like character, attitude, and behavior in each athlete, the junior varsity program seeks to develop individual skills and team play. Practice time is longer than middle school practices because the athletes can sustain their attention longer and are physically stronger. All players should participate in most contests, providing valuable experience. Care must be taken to ensure that substitutions are carried out in a manner that will benefit the individual as well as the team. The development of both the individual and the team are important at the JV level. Development through competition is the priority. Eighth grade students are not eligible to participate on the HS level.

8.7.2 Varsity

In addition to the central and primary goal of developing Christ-like character, attitudes, and behavior in each athlete, the varsity athletic program seeks to refine players’ athletic skills. The further purposes of the varsity athletic program will be to mold the best possible team for the purpose of competition and to teach the importance of understanding and performing the roles given to each member for the good of the entire team and the glory of God.

At this level, team performance and team goals are more important than at the previous levels. Each member is expected to contribute to the development of the team. The team learns that to be strong, each member is of equal importance and vital to the success of the team. Although every individual’s role is highly valued, each member plays a different and necessary role on the team. At this level KCA believes in fielding the best

team possible, which means the best will play the most. Some players will not see playing time in every game.

The King's Christian Academy reserves the right to change any part of the KCA Student Handbook at any time when, in the discretion of the school, change is warranted; including but not limited to the policy on lying, stealing, harassing, cheating, plagiarizing, engaging in immoral conduct, occult practices, use of alcohol, illegal narcotics or abuse of prescription drugs, etc.

APPENDIX



PLEDGE TO THE CHRISTIAN FLAG

I pledge allegiance to the Christian Flag and to the Savior for whose Kingdom it stands. One Savior, crucified, risen, and coming again with life and liberty to all who believe.



PLEDGE TO THE BIBLE

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its words in my heart that I might not sin against God.



PLEDGE TO THE AMERICAN FLAG

I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands. One nation under God, indivisible, with liberty and justice for all.