



# PARENT- STUDENT HANDBOOK

*“Equipping students to fulfill their  
God-given potential”*

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*This Parent-Student Handbook is subject to revisions, as the School Board deems necessary. Parents will be notified in writing of any changes or additions.*

## **GENERAL SCHOOL INFORMATION**

**Affiliation/Grades:** Konocti Christian Academy (KCA) is a non-denominational, private school educating students in Kindergarten through 10th grade. KCA is not affiliated with any one church in the community and its Board of Directors and student body represent various local churches. KCA is a 501(c)3 non-profit corporation.

**Schedule:** Mondays-Thursdays: 8:30 am-3:00 pm; Fridays: 8:30 am-2:00 pm. See school calendar for holidays.

**Admissions:** Each prospective student will submit an application and be interviewed along with his/her parents. Acceptance to Konocti Christian Academy will be granted after careful evaluation of the application, interview and placement testing. See complete details under Admission/Enrollment.

**Curriculum:** All students receive a complete and balanced education in arithmetic, science, social studies, Bible, and language arts, including spelling, phonics and literature. Physical education, music, art, Spanish, and drama are incorporated as time allows. Students attend chapel each Friday.

**Special Activities:** Our goal is to give opportunities for our students to experience various educational field trips throughout the school year. In addition, our students will be involved in drama presentations, musicals, open houses, and other activities.

**Parents:** Parental involvement is essential for the success of your child's education. There are many opportunities for parents to help in the classroom, as room mom, on field trips, and in monitoring and assisting in your child's homework. KCA requires 30 Parent Involvement hours from each family. Please see further details in this handbook under Tuition & Fees.

**Teachers:** Konocti Christian Academy is blessed to have highly qualified, credentialed teachers of integrity who are committed to academic excellence and the truths of Christianity.

**Board of Directors:** Konocti Christian Academy's Board of Directors is made up of parent volunteers of current students and alumni. The KCA Board is the governing body for Konocti Christian Academy. A complete list of current Board Members and their contact information is listed below. Please go through the proper channels before reaching out to the Board of Directors for any inquiries or concerns.

BOARD MEMBER INFORMATION	
Stephen Gleason: sgleason@kcaeagles.com	Jonathan Bridges: jbridges@kcaeagles.com
Becky Jeffries: rjeffries@kcaeagles.com	Laura Barnes: lbarnes@kcaeagles.com
Dave Rasner: drasner@kcaeagles.com	Rick Barnes: rbarnes@kcaeagles.com
Chris Aplet: caplet@kcaeagles.com	John Ewing: jewing@kcaeagles.com

## **NONDISCRIMINATORY POLICY AS TO STUDENTS**

Konocti Christian Academy admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, or national and ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

## **PHILOSOPHY OF EDUCATION/MISSION STATEMENT**

Konocti Christian Academy is dedicated to providing a content rich, academically rigorous education in a safe, caring, and structured environment. Konocti Christian Academy believes that each child can learn and that every child is a unique individual. Consequently, we believe an educator's greatest challenge is to recognize the ability level and learning style of each student and to provide an opportunity for the student to succeed.

We believe that a well-defined, sequential curriculum, in an ability-grouped environment, supported by high expectations, creates student involvement and high self-esteem. Included in these expectations are high standards for appropriate behavior. We believe this approach will encourage students to establish high personal and professional aspirations, which in turn will result in students with the skills, confidence, and desire to establish personal educational goals and pursue those goals in an institution of higher education, all in accordance with God's plan for his/her life.

We believe school staff should be united with parents in the primary teachings on faith, integrity, respect, responsibility, and compassion. We value children as unique individuals and encourage children to become lifelong learners and valuable members of society.

We believe Konocti Christian Academy must create a caring community where children experience a strong sense of belonging; a community that teaches the building blocks for character development and informed citizenship, and encourages responsibility, respect, integrity, and compassion. We believe that every effort must be made by the educator to foster respect for personal, cultural, and individual differences, and to recognize each student as a valued member of the school community and global society.

To this end, Konocti Christian Academy will endeavor to provide students of varying abilities with an instructional design that provides the following:

- Demanding academic curriculum in traditional subject matter that is focused on establishing the skills, confidence, and desire to set personal educational goals and pursue those goals in an institution of higher education.
- Development of the whole student by promoting high spiritual, academic, physical, social standards, and opportunities for achievement, integrated with creative and critical thinking skills.
- Qualified and gifted faculty who are capable of working individually with students and who have the skills to empower students to excel academically beyond their expectations.
- Smaller student/teacher ratios. Superior staffing ratios enable small group instruction and attention to individual needs. As a result, children learn more quickly, cover more material, increase opportunities for cumulative review, and retain their learning longer.
- Opportunities to develop individual character, conversation, and conduct that is a testimony to God's grace and serves to enable each child to fulfill his/her God-given potential. To this end, KCA will endeavor to teach students:
  - To work independently and cooperatively.

- To fulfill their personal commitments.
- A biblical, God-centered view of life, i.e. applying biblical principles to every part of daily life, and that God's truth is absolute and the standard for all truth.
- To positively impact the lives of others through compassion, community service, and civic responsibility.
- That they are image-bearers of God who have been created with unique gifts and talents that need to be developed for His glory, which is their ultimate purpose.

### **STATEMENT OF FAITH**

We believe:

- 1) That the Bible is the inspired, inerrant, authoritative Word of God.
- 2) There is only one God, eternally existent as three persons: Father, Son, and Holy Spirit.
- 3) In the deity of Jesus Christ, his virgin birth, sinless life, miracles, substitutionary death, bodily resurrection, ascension into Heaven, and imminent personal return in power and glory.
- 4) All people, by their sinful nature, need salvation through regeneration by the Holy Spirit and this is achieved as a gift from God, by grace alone.
- 5) In the resurrection of the saved and the lost, the saved to eternal life in heaven and the lost to eternal separation from the Lord.
- 6) In the spiritual unity of believers in our Lord Jesus Christ.

### **ADMISSION/ENROLLMENT**

Konocti Christian Academy commits to providing an excellent academic program along with Christian discipleship for every student. KCA staff and families work together to create a nurturing learning environment where young people are encouraged in their continuing maturity. Enrolling at KCA means **both parents and students** have read and agree with the philosophy and mission, the doctrinal statement and the policies, and look forward to participating actively in the process.

Attendance at Konocti Christian Academy is a privilege, not a right. Students must demonstrate a desire to be educated in a Christian school atmosphere. ***Students or families, whose behavior, whether in action or attitude, is not in a spirit of cooperation with the school's policies, will be asked to withdraw.***

### **PROCEDURE FOR ENROLLMENT:**

- 1) Obtain an admissions packet from the school office.
- 2) Return all completed forms and non-refundable registration fee to the office (fees are refundable only if we are unable to admit students.)
- 3) If requirements are met, a time will be set for placement testing.
- 4) Parents and their child are required to attend an interview with the principal to determine eligibility of admission.
- 5) KCA has an enrollment committee made up of administration and faculty. It is the responsibility of this committee to annually review every returning student and any previous student applying for re-enrollment. The student's past year's behavior, academic, and attendance records are viewed before a decision on enrollment of the student is made. The attendance of any student, which has resulted in a negative or detrimental environment to the school, will be withheld from enrollment.

## ENROLLMENT GUIDELINES:

- 1) We are unable to accept students who do not have a clear discipline record from their previous school.
- 2) Students must have at least a C- average in all coursework from their previous school.
- 3) Students must be able to perform the basic academic requirements of KCA.
- 4) Previous school records and our admissions test help us to evaluate the appropriate grade level for your student.
- 5) Previous school records and standardized test scores help in evaluating the appropriate grade level for each student.
- 6) All new students to KCA will be placed on a 90-day probationary period. At the end of the 90-day probationary period, an evaluation will be made on the student's adjustment in the areas of academics, spiritual development, and social adaptability, as well as the overall fit. If it is determined that a student is not satisfactorily adjusting to Konocti Christian Academy in any of these areas, and remediation has not proven to be effective, the student may be asked to seek enrollment elsewhere.

## TUITION AND FEES

The annual Registration, Supply, Curriculum, Computer/Technology Services, and ASTEP Registration/Supply fees are **non-refundable fees applicable to all students**, except when KCA denies admittance to the school. Annual fees are due at the time of enrollment or re-enrollment. Annual fees will not be prorated for late start enrollment during the school year.

REGISTRATION/SUPPLY FEE: The registration fee is non-refundable except when KCA denies admittance. The annual supply fee is applied to providing each student with school supplies they will need for the school year.

CURRICULUM FEE: The curriculum fees vary by grade level and are applicable for all students enrolling in K-8<sup>th</sup> grade. Grades 9<sup>th</sup>-10<sup>th</sup> curriculum fees are paid online through the Acellus website. Curriculum fees for K-8<sup>th</sup> grade students are due on September 1<sup>st</sup> or at the time of registration (if enrollment is later in the school year). Lost or damaged books will be billed to the parents' account.

COMPUTER/TECHNOLOGY SERVICES FEE: The computer/technology services fee is applicable to all students and is applied to chromebook purchases, outside IT services, and the cost of our internet provider.

TUITION PAYMENT SCHEDULE: The tuition fees vary according to grade level and number of children attending from the same family (see Tuition and Fees Schedule). Tuition payments may be made in one of the following ways:

- Monthly (1<sup>st</sup> payment due September 1<sup>st</sup>, last payment due June 1<sup>st</sup>, in 10 equal payments)
- Semi-annually (1<sup>st</sup> payment due September 1<sup>st</sup>, 2<sup>nd</sup> payment due January 1<sup>st</sup>)
- Annually (payment in full with 5% discount if received by September 1<sup>st</sup>).

PAST DUE ACCOUNTS: Tuition is due on the first of each month, and is considered late after the tenth of the month. A \$15 fee will be assessed on payments made after the tenth of the month. If the tuition and

late fee are not paid by the 30<sup>th</sup> of the month, the student will no longer be accepted into school and cannot return until the unpaid balance is paid in full. A \$15 late fee will be assessed monthly on any unpaid balance. A \$25 fee will be assessed on any returned checks. If you experience financial difficulties, please contact the school office. Accounts 60 days past due may be referred to collections. Accounts 120 days past due will be reported to credit reporting agencies. If it becomes necessary for KCA to consult or use legal counsel to collect fees owing to KCA, the parent/guardian agrees to pay all court costs, attorney fees and collection costs as they relate to this matter.

**PARENT INVOLVEMENT (PI) HOURS:** Parents are required to volunteer a total of 30 hours per family per school year (5 of the 30 hours shall be spent in preparation or helping at the annual Renaissance Faire). PI hours will be tallied at the end of May and will be billed at \$15 per hour. Parents will have the opportunity to make up any billable hours in the month of June, if opportunities are available. For a list of parent involvement opportunities, please contact the school office and check our weekly Communiqué for sign-up slots available. PI hours are separate from VTC (volunteering for tuition credit programs.) Please see below.

**TUITION DISCOUNTS:** Once 25 PI hours have been fulfilled (5 additional hours reserved for Renaissance Faire), parents approved for the Volunteer for Tuition Discount Program (VTC) will volunteer a minimum of 12 hours per month in order to receive \$75 per month in tuition credit per family. There will be many different needs from helping in the classroom to jobs that can be completed at home or in the evening. Please contact the school office for an application for the Volunteer for Tuition Discount Program or additional details.

**SCHOLARSHIPS:** It is the goal of KCA to offer scholarships as funding allows. Scholarship applications are available in the office. The KCA Scholarship Committee will distribute scholarship funds based upon qualifications. As per the application, terms and conditions must be met. We encourage those receiving a scholarship to take advantage of the Volunteer for Tuition Credit program.

**WITHDRAWAL FROM SCHOOL:** Should a student withdraw from KCA during the school year, an early withdrawal fee of one month's tuition will be added to any balance on the account. Should a withdrawal become necessary, please notify the school in writing as soon as possible.

### **STANDARD OF CONDUCT**

Konocti Christian Academy's discipline policy will reflect the following elements:

- 1) **POSITIVE EXPECTATIONS:** Every student is expected to be a cooperative, positive member of our student body. This includes cooperative and respectful interaction with teachers, staff, and fellow students, and obedience to school rules.
- 2) **RESPONSIBILITY AND ACCOUNTABILITY:** Each student is a responsible person, accountable for his or her actions. This includes an expectation for using common sense, decency, and respect for others.
- 3) **CORRECTION:** Correction of attitudes or infractions will be done carefully and with the full expectation for positive change. For as long as a student is enrolled at Konocti Christian Academy, we will provide support and counsel. We will not tolerate repeat violators who show no sincerity about living up to commitments or plans to correct behavior. See Student Discipline Process.

## **ATTENDANCE**

Students are expected to line up for prayer and pledge at 8:25 am. School begins at 8:30 am and is dismissed at 3 pm (2 pm Friday) for all grade levels. A yard duty supervisor will be available at 7:45 am each day, but students must not be dropped off prior to this time or left unsupervised. **Regular attendance is absolutely essential to successful education.** Each day is planned with instruction and experiences, all which enhance your child's education.

The physical health and welfare of each student and faculty member is important. We realize that our teaching effectiveness is largely dependent upon the physical well being of a student. **Please do not send your student to school at any time within 24 hours of a fever or vomiting, even if he/she appears to feel fine.**

All absences must be reported to the school office by phone or email that morning. Absences are normally excused for illness, family emergencies, pre-approved vacations, bereavement, doctor appointments, and acute illness in the family or quarantine in the home. Any absences not reported to the office will be considered unexcused. More than five unexcused absences in the school year will result in a **\$5 fee per unexcused absence thereafter.**

Students who miss school work through extended absences are responsible to make up the lessons and it is the parent's responsibility to see that this work is completed. **For an extended, excused absence, it is the parents' responsibility to turn in a completed Extended Absence Form at least one week in advance.** Forms are available in the office. Teachers will provide some of the assignments to be missed one day before the absence. This work is due the second day back to school, or faces reduction in grades. Any additional work missed will be assigned upon the student's return, and it will be required back as per the teacher's instruction. In the case of illness or emergency, students have an equal number of days to complete work assigned as the number of days absent.

If a student must leave campus during school hours (i.e. medical appointment), the adult transporting him/her must go to the office and sign the student out and back in upon return.

## **TARDY POLICY**

Tardiness shows disrespect for our school and its rules, the students, the staff, and the classroom environment. Patterns are established as children continue through adulthood, and we must set positive examples for the students. KCA enforces the following tardy policy:

Classes begin at 8:30 am, and any student arriving after 8:30 am shall proceed to the office for a tardy slip. Once a student obtains six unexcused tardies, the parents will be charged \$5 per additional unexcused tardy. After the tenth unexcused tardy, the infraction fee will be \$10 per unexcused tardy. An excused tardy consists of car trouble, road delay, illness, doctor's appointment, or any sudden events that would cause unexpected delay.

## **AFTERNOON DISMISSAL**

In order to show respect for teachers and their time, our afternoon dismissal policy will be enforced. Students are dismissed at 3 pm, Monday through Thursday, and at 2 pm on Friday. Please pick up your child promptly at these times. If a student has not been picked up within 15 minutes after the dismissal time, each additional minute will be billed at \$1 per minute. **Parents may call the office and request their child stay in**



KCA's after school program (ASTEP) if they know they will be late, and then the hourly rate of \$6.50 will be charged.

Pick up for all students is in front of the school buildings. An adult will help load the students in their vehicles. **If parents need to stop and talk with a teacher or go into the office, they must park their vehicle in the designated parking area to allow the pick-up traffic to flow smoothly. We highly encourage students to enter and exit their vehicle from the passenger side in order to keep them safe.**

If a student needs to walk home from school, written pre-authorization must be given to the office, and the student must sign out before leaving campus.

### **ASTEP... After School Training and Enrichment Program**

KCA offers after-school care for students in K-8<sup>th</sup> grades. ASTEP begins as soon as school is dismissed (3 pm, Monday-Thursday; 2 pm, Friday; 12 pm, minimum days) until 6:00 pm each day. Students are given a snack, have time for and help with their homework, and enjoy indoor/outdoor play time. Students may register to attend ASTEP on a regular basis (1-5 days per week programs are available). ASTEP is closed for all school holidays per the annual calendar. If parents need to reach their child or ASTEP staff after school hours, please call our office phone at 707-262-1522 and select the ASTEP option. **There is a separate ASTEP enrollment form to fill out along with an annual registration fee.** Please see ASTEP Information & Enrollment Guidelines for additional information. NCO funding is accepted for ASTEP.

### **UNANTICIPATED SCHOOL CLOSURES**

KCA may close for extreme weather conditions, Public Safety Power Shutoffs (PSPS), or other emergencies. Please note that KCA will not be automatically following Lakeport Unified School District closures. KCA Closures will be announced on the KCA Facebook page ([https:// www.facebook.com/KCAEAGLES/](https://www.facebook.com/KCAEAGLES/)) or by email if you do not have Facebook. Closures will be announced by 8:00 PM the evening before whenever possible.

### **DRESS CODE**

Konocti Christian Academy's philosophy of dress code and personal appearance is based upon the desire to create an environment where each child is allowed to develop and shine as uniquely as God designed him/her. Rather than viewing adherence to principles of neatness, cleanliness, and respectful appearance as rigid or legalistic, KCA's goal is to foster an atmosphere where no one child's appearance demands undue attention.

#### **CLOTHING/SHOES/HAIR/JEWELRY**

- Clothing should fit properly and be clean and neat. For example, nothing too tight, baggy, saggy, low, short, sheer, etc.
- Stone-washed/factory faded jeans are acceptable as long as they are neat and clean in style (no tears exposing skin above the mid thigh and no graffitied fabric).
- No flip-flops or loose-fitting sandals are to be worn on campus and parents accept full responsibility for any consequential injuries. No Heelys (or shoes with wheels).
- No inappropriate messages or designs on clothing specifically promoting drug use, violence, or vulgarity.
- No spaghetti straps, strapless tops, or bare midriffs. Regular tank tops, cold shoulder tops, and sleeveless tops are acceptable. All tops must cover the midriff at rest and at play.
- Hemlines on dresses, skirts and shorts are to be modest in length (mid thigh).

- Shorts, tights, or leggings must be worn under dresses or skirts.
- No undergarments/straps should show.
- Hair should be clean and neatly groomed (no extreme styles or unnatural hair colors).
- Other than ear piercings, body or facial piercings are not to be worn at school. Jewelry is to be kept modest.

Teachers and staff are responsible for alerting the classroom teacher of infractions. If there is a dress code violation, parents will be notified by the classroom teacher or principal with a warning for the first infraction. A dress code violation notice will be sent home with the student at the end of the day. Further infractions will result in a phone call to parents requiring they bring appropriate clothing.

A few oversized shirts will be kept in the office for students to borrow if parents are unable to bring in appropriate clothing. For any specific questions, speak with the principal.

### **TOYS**

Students are discouraged from bringing toys from home to play with at school except on rainy days when the students cannot go outside to play. KCA is not responsible for the loss or damage of any toy brought on campus. The principal reserves the right to deny the use on campus of toys or games found to be objectionable, including radio controlled toys.

### **CELL PHONES**

Students are not allowed to use cell phones on campus during school hours. If a student brings his/her cell phone to school, he/she must turn it off once on campus. If parents must contact a student during the school day, please do so through the office. Messages will be given to students at break times to keep from interrupting classes.

### **ELECTRONIC GAME DEVICES/TABLETS/LAPTOPS**

Electronic game devices and tablets are not allowed on campus except for Fridays during ASTEP. Laptops are allowed for 5<sup>th</sup>-10<sup>th</sup> graders for word processing only. KCA is not responsible for any loss or damage to these devices. With the exception of 9<sup>th</sup> and 10<sup>th</sup>, students may not connect to the internet on campus but may use their personal devices for games (which are already downloaded) or word processing. Student use of social media is not allowed on campus.

### **TELEPHONE**

No student will be allowed to use the school telephone without permission from a school staff member. Students will be permitted to use it *only in the case of real need*. School staff will determine “real need.”

### **FIELD TRIPS**

Educational field trips will be taken periodically, as well as fun field trips. Parents are encouraged to assist with organization and supervision of field trips. Field trip permission slips will be sent home for each field trip and must be signed and returned for student participation. If you are attending a field trip AND taking other KCA students or staff, you may count that time as Parent Involvement hours.

## **LUNCHES AND SNACKS**

Students are required to bring their own snack and lunch to school daily. Please send ample food for your growing child for both morning snack and lunchtime. Food must be stable at room temperature; microwaves and refrigeration are not available for student use. Lunches, snacks and beverages should be nutritious, as they impact the learning process. Beverages containing caffeine should not be brought to school and no glass containers are allowed on campus. **Students must bring their own cutlery.**

## **PLAYGROUND RULES**

- Treat everyone, students and adults, with courtesy and respect.
- Keep hands & feet to yourself. No hitting, pushing, punching, kicking, biting, tackling, dog-piling or piggyback rides.
- Bathrooms are not playrooms. Keep it short and leave it clean.
- Go down the slide, not up. Use the jungle gym in the way it was designed.
- Return balls/playground toys to the ball cart at the end of each recess.
- Stay behind the double-yellow line on the asphalt and inside the fence at all times.
- Do not climb or hang on the ramp railing, fences, basketball poles, or trees.
- Do not pull branches off trees or shrubs.
- Swing on your sitting bones (not tummy/feet). Swing back-and-forth, not side-to-side or twisting.
- Eat at picnic tables and pick up your trash.
- Settle differences between each other peacefully.

## **STUDENT HEALTH/MEDICATION**

If it becomes necessary for medication to be administered at school, a “Medication Consent Form” must be on file in the school office. The school will not be able to dispense any form of medication without a current, signed “Consent for Medication” form. No medication including any form of inhaler, pain reliever, cough drops, or prescription drugs are to be carried by a student on campus. Special health problems should be discussed with the office personnel. If your child comes to school with a cough, please send cough drops for the teacher to dispense.

There are some communicable diseases that require a child to have a written clearance before readmission to school. A physician’s note may be necessary for readmission to the school (or if the child’s recovery is in question). If your student is ill with a specified communicable disease, please notify the school office. In some cases we will need to notify other families of the possibility of infection to their child, which will be done with as much discretion as possible. Illnesses or communicable diseases include, but are not limited to, chicken pox, pinworms, impetigo, whooping cough, scabies, measles, pink eye, ringworm, mumps, pneumonia, strep throat, swine flu, lice, or home bed bug infestation.

Every student is required by the California State Department of Health to have their immunization record on file in the school office. New students must provide an up-to-date immunization record with their registration packet. Parents of students with immunization exemptions will be contacted in the event of an outbreak of any of the non-immunized diseases.

## **CHAPEL**

Students will attend regular weekly chapel services each Friday morning conducted by a local pastor, church lay person/teacher, or staff member. Each year KCA has a theme for chapel which carries over into

team-building activities for the entire school. Students will purchase a theme T-shirt for the year and will wear the T-shirt every Friday for chapel. T-shirts may be worn with jeans, pants, shorts or skirts.

### **RENAISSANCE FAIRE**

Konocti Christian Academy's largest fundraiser of the year is our Annual Renaissance Faire. This event is a fun day for students, families, and guests to walk back in time and be immersed in Renaissance-era costumes, music, feasting, games, and theater performed by KCA students. **Student participation is mandatory for this event.** The date is the first Saturday of May, which gives parents ample time to mark their calendars and schedule around this important day. In addition to student participation, we strongly encourage parents to volunteer at this fun event. Note that 5 of the 30 PI hours must be related to the Renaissance Faire.

### **VOLUNTEERS**

Volunteers bring something special to a school. They provide extra services for children, help us keep costs down, and bring a sense of satisfaction to the volunteer. If you have a skill or talent that could benefit the school, please let us know. Areas of need include math and reading group helpers, classroom helpers, fundraising, room moms, playground supervision, etc. All our volunteers are a welcome and vital part of our program. In order to insure that all students derive the maximum benefit from such volunteers, we ask that the following guidelines be respected:

- 1) All volunteers that directly supervise children must pass a background check. Forms are available from the office.
- 2) Do not bring siblings (fewer distractions are better).
- 3) For the safety of all students, volunteers must sign in at the office prior to reporting to their duty, and wear a name badge.
- 4) To maximize effectiveness, volunteers must pre-arrange his/her in-class time so that the teacher may structure the day's activities accordingly and help eliminate class interruptions.
- 5) Volunteers will receive information and/or training as needed at the beginning of the school year.

### **GRADING**

Your child's report card will reflect the appropriate grading method and scale for their grade level. Report cards are sent home after the end of each trimester. Progress reports will be sent home mid-trimester to alert parents to any areas of concern or missed assignments.

### **HOMEWORK**

The support, encouragement, and reinforcement by parents in the area of homework are crucial. Assigned work to be completed outside of the class will be kept to an absolute minimum. Some homework will be a carryover from class work. It is for this reason that the student's efficient use of class time is important. If carryover class work becomes excessive, the parents and teacher need to consult and find an agreeable solution. Specific time will be given during the school day for the completion of assignments, studying for tests/quizzes, and reading in order to decrease work brought home. There will be no scheduled homework on Fridays, nor tests/quizzes on Mondays for which to study. KCA realizes that families need to spend time together, pursue common interests, and allow students time to be children outside the rigors of academics. The following is a schedule of maximum minutes per night of homework: Kindergarten = 20; First-Second = 30; Third-Fourth = 45; Fifth-Sixth = 60; Seventh-Ninth = 90. Teachers may assign a reading log for the purpose of reading at home in addition to the homework schedule above.

## **PROMOTION REQUIREMENTS**

In order to progress to the next grade, students must satisfactorily complete the course requirements for each grade level. Students may be promoted to the next grade if they earn a 1.67 cumulative GPA (C-) in the core curriculum for that grade level. However, the teacher and principal shall determine the best grade level placement for the student, taking into consideration factors such as behavior, maturity, and academic progress.

## **SERIOUS DIFFICULTY IN SCHOOL**

When a child is having serious difficulty keeping up with class work for any reason, (behavioral, developmental or learning differences, psychological) it is the parents' and school's duty to work together to attempt to correct the problem. Diagnosing the source of the problem can involve many professionals -- from the parents, who know the child best, to the teacher who spends many hours a day observing and working with the child, and to an outside professional who may be able to shed more technical knowledge on a child's responses to testing. Depending on the source of the problem, it may be easily corrected, or it may require resources unavailable at a small school. In the best interest of the child, if we determine this is the case, we will refer you to a resource more suitable to meet the needs of your child.

## **ACADEMIC PROBATION**

If a student experiences serious academic difficulty at any point during the year, and/or receives a "D" or an "F" grade on a report card in any subject, the student will be out on Academic Probation. The teacher will create an Academic Contract to be discussed at a conference. Teachers and parents will assist the student with identifying difficulties, and will develop a plan of action, which may include academic tutoring after school (paid for by the parents).

If the student's grade is raised to a "C-" or better by the end of the trimester, he/she will be removed from Academic Probation. If the student is unable to raise his/her grade to at least a "C-" by the end of the trimester, then the principal, teacher, parents, and student will discuss the next plan of action, which may be release of the student from enrollment.

Plagiarism is never acceptable. A student who plagiarizes will receive a 0% on that assignment and will be put on a Behavior Contract immediately.

## **STUDENT DISCIPLINE PROCESS**

The behavior and efforts of students are crucial to their success. Management will begin at the classroom level. It is the policy of all staff to handle behavior problems with the following procedure:

- The first infraction will be handled with a verbal warning. The teacher will put the student's name on the board, or instruct the student to do so. A second infraction will result in a loss of time at the next recess/lunch period. A third infraction on the same day will result in the loss of an even longer recess period. If the student chooses to misbehave again on that same day, the teacher will contact the parents at the end of the school day.
- When a behavior is deemed serious, unsafe, or ongoing, a *Student Incident Report* will be filled out by the classroom teacher, sent home, and placed in the student file, documenting the behavior.
- If a student repeatedly chooses to misbehave, and the behavior is deemed serious, unsafe, or ongoing the teacher and/or principal will meet with the student and work through the agreement form for the school-wide discipline plan, *The Correct-It Plan*. The parents will sign and return the

agreement form, and will be notified of any further incidents/action taken. This may include a student being put on a Behavior Contract to encourage appropriate behavior.

*Corporal punishment is never allowed.*

### **SUSPENSION POLICY**

The principal has at all times the authority to suspend a student for 1-5 days for the following reasons:

- 1) Continued deliberate disobedience/disrespect displayed.
- 2) A rebellious spirit that is unchanged after much effort by the school staff.
- 3) A continued poor attitude and/or negative influence upon other students.
- 4) A serious breach of conduct inside or on the grounds of the school having an adverse effect upon the image of the school.
- 5) Failure of the student to comply with the disciplinary actions of the school.

A student may be suspended from school only after a parent/principal disciplinary conference. Very specific changes in attitudes and actions will be expected prior to the readmission. A readmission parent/principal conference will be necessary for the student to return to the school. Work missed during any suspension will be treated as an unexcused absence, and no grade higher than a 70% may be received. Disciplinary probation is involved when a student is suspended from school.

### **EXPULSION POLICY**

The removal of a student from KCA will take place under each of the following two conditions:

- 1) after all practical attempts between teacher, parent, and principal have been made to resolve academic and/or behavioral problems with a student who continues to refuse guidance;
- 2) when a student is involved in the violation of a federal, state or city law; activities that seriously threaten the safety of the student or another human being; activities that show gross lack of respect for authority or property; activities that violate biblical moral codes; or frequent and repeated activities and attitudes that show a general lack of respect for authority.

Expulsion will be recommended if it becomes apparent the school will not be able to meet the needs of a student, or when that student's behavior is preventing classroom instruction or is detrimental to the class and/or school. Expulsion may be immediate or an expulsion date may be set and the withdrawal procedure followed. Recommendations for expulsion will require the approval of the School Board.

### **CONFLICTS/GRIEVANCE PROCEDURE**

Parents are encouraged to resolve differences with a staff member by following the biblical mandate in Matthew 18 by going directly to the person(s) involved and working out differences. So that we may effectively deal with any concerns you may have, the parent is required to follow the procedures below when there is a concern or conflict:

- 1) The parent discusses the issue with the teacher. If the issue is complex, the teacher may request that the parent make an appointment to discuss the issue at length. If the parent feels the result is unsatisfactory, the parent then may:
- 2) Request an appointment with the principal and bring a written summary of the problem so that each item may be addressed effectively.
- 3) The principal will then endeavor to assist the parent in resolving the problem with the teacher either directly, or with a joint meeting between parent, teacher, and principal if appropriate.
- 4) If the parent feels the problem has not been resolved satisfactorily, they may then appeal in writing to the School Board who will consult with the principal, teacher, and parent to consider the issue.

### **HARASSMENT PREVENTION POLICY**

It is Konocti Christian Academy's position that it is the responsibility of every KCA employee, student, parent and volunteer, to cooperate in maintaining an environment free from unlawful and improper harassment. Konocti Christian Academy considers harassment a serious act of misconduct, and violations of this policy may subject an individual to disciplinary action, including immediate discharge or dismissal. Please see the school administration for a complete copy of KCA's Harassment Policy.

### **DRUGS/WEAPONS**

Konocti Christian Academy is a drug-free zone. Any person possessing, using, or selling a controlled substance or alcoholic beverage on campus will be reported to the law enforcement authorities. Absolutely no weapons are allowed on campus including knives or guns of any kind.

### **COMMUNICATION WITH TEACHERS/PRINCIPAL**

Konocti Christian Academy strives to keep an open line of communication between families, teachers, and the principal. In an effort to facilitate this goal, parents/guardians are asked to either call the school office to leave a message or email the teacher/principal. Please do not call or text them with their personal contact information or social media apps.



**PARENT-STUDENT HANDBOOK**

***Acknowledgement of Receipt and  
Agreement to Abide by the  
KCA Parent-Student Handbook***

I/we have read and agree to abide by and support the school in enforcing its policies and rules as outlined in the Parent-Student Handbook.

Father's/Guardian's Signature	Print Name	Date
Mother's/Guardian's Signature	Print Name	Date
Student's Signature	Print Name	Date
Student's Signature	Print Name	Date
Student's Signature	Print Name	Date

*Please sign and return to the office.*