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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 that is based on the Word of God and 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; 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 is fully accredited by the Association of Christian Schools International (ACSI) and the Middle States Association of Colleges and Schools.

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.

KCA is also a member of the following: the Mid-Atlantic Christian Schools Association (MACSA), the Evangelical Council for Financial Accountability, the National Honor Society of Secondary Schools, the National Institute for Learning Development (NILD), and 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 Pre-k through twelfth grade, who satisfies the admission qualifications.

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 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 fellowship gatherings.
- 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 of the Policy Manual.
- Parents are responsible to see that the students arrive at KCA in appropriate clothing.

1.7 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.

1.8 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.
1.9 FUNDRAISING AND FINANCIAL GIFTS

1.9.1 FUNDRAISING

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 fundraising. The school administrator must approve fundraisers.

In addition to fundraising events, an annual Development fee is added for all families during registration/re-enrollments. This fee ensures that KCA can complete a project during the school year or over the course of the summer, knowing that they have the funds to do so.

1.9.2 FINANCIAL GIFTS

All financial gifts to KCA are fully tax deductible under article 501(c)(3) of the IRS code.

1.10 FINANCIAL POLICIES

1.10.1 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.

1.10.2 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.

1.10.3 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.

1.10.4 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-Month 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 dis-enroll a student if the tuition account is more than thirty (30) days past due.

1.10.5 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 dis-enroll 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 dis-enroll 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 positive note.

Student records will not be forwarded until:

a. The exit conference has been conducted (or waived by the administrator).
b. All financial obligations are met.
c. A release form, signed by the parent has been received from the new school.
d. 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.

1.11 ADMISSION TO THE STUDENT BODY

1.11.1 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 birthdate, parent’s name, mailing address, and telephone number. Applicants are then processed from the Prospective List upon return of the preliminary questionnaire.
1.11.2 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 there are openings available.

1.11.3 REQUIREMENTS FOR ADMISSION

The following requirements have been established for admission to KCA:

1. All students who attend The King’s Christian Academy must do so willingly and agree to honestly and wholeheartedly apply themselves.
2. Both parents (guardians) must sign the Registration Agreement, agreeing to the Statement of Faith and the mission of KCA.
3. Satisfactory scholastic record in previous school.
4. Satisfactory discipline record in previous school.
5. Satisfactory performance on an informal entrance inventory.
6. Medical approval from a private physician, if necessary.
7. The student must have no diagnosed communicable diseases.
8. Proper age: 5 (K) and/or 6 years old (1st) by September 1.
9. Personal interview of the prospective student and parents with the Administration.
10. Payment of registration and any additional fees applicable.
11. Signed Standard of Conduct and Student Questionnaire (for students in grades 6-12 only)
12. Immunization Records and Birth Certificate must be provided.

1.11.4 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.

1.11.5 PLACEMENT

In order for a student to be successful, proper grade placement is essential. The school will make every attempt to place the child at the proper level when he enters KCA. Applicants in grades 1 through 8 occasionally may be placed in a lower grade level than in their former school. The sole purpose of such policies is the prevention of failure. The Administrator has full responsibility for placing a student in the proper grade, and all decisions are final.
1.12 SCHOOL CLOSING PROCEDURE

### 1.12.1 PUBLIC SCHOOL CLOSURE ALIGNMENT

KCA follows the St. Mary’s County Public Schools 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 are published at www.smcps.org. KCA also posts updated closing information on its Facebook page and website. 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 and Facebook page for information.

### 1.12.2 THREATENING WEATHER OR BUS FAILURE

In the case of threatening weather conditions or bus failure, parents will be notified of any delays or alternate transportation required. This is accomplished by phone, e-mail or text (RenWeb), so it is incumbent upon parents to provide the school with numbers so that 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.

1.13 GRIEVANCE POLICY

When a parent chooses to enroll a child at KCA, he or she agrees to abide by the KCA grievance policy stated below.

Any conflict or disagreement arising between the school and parents should be settled quickly, without involving other parties, by adhering to the following procedures:

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 following 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. 18:15-17. 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

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.

1.14 HEALTH

In order to facilitate the optimal level of health and safety for students, all students are required to go to the nurse’s office regarding health issues. Students are not to make any phone calls to parents. The school nurse will make an assessment of the student and contact parents if necessary. It is important that the nurse be made aware of all health issues in order to provide the health care that is needed while at school. This also allows the nurse to be aware of an illness that may spread to the student body. If your child becomes ill while at school, arrangements must be made to pick up your child within one hour of receiving the call from the school nurse.

All students must have the required health medical forms completed prior to admission to KCA. These include Authorization for Medical Treatment, Blood Lead Testing Certificate (PK-12 new students only), Maryland Department of Health Immunization Certificate (PK-12 new students only), and Physical Form (PK-12 new students only).

1.14.1 MEDICATIONS

If possible, schedule medication to be given before and after school. Parents must give the first dose of any new prescription or over-the-counter medication prior to the student coming to school. A nurse or certified medication technician will administer medications absolutely necessary during school hours. Per the state of Maryland statutes regarding medication, the following rules apply for ALL prescription, over-the-counter, homeopathic and herbal medications:

1. The parent must provide to KCA the Maryland State School Medication Administration Authorization Form. This form must be completed and signed by both the licensed prescriber (i.e. physician, nurse practitioner, or dentist) and the parent. The form must include the date of order, student name, diagnosis, medication, dosage, time and route of administration, duration, side effects, and allergies.

2. ALL medications must be provided in the ORIGINAL container. Medication in plastic bags or other non-original containers cannot be accepted.
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 medication to or from school. Any medications delivered to the school by a student will be locked in the office and will not be administered.

### 1.14.2 COMMUNICABLE DISEASES

The school office will be notified immediately in writing of any diagnosed communicable disease in students, faculty or staff. No student shall be admitted or continue in school who is known to have a contagious or infectious disease. Parents are to observe the following rules carefully. Students should not be sent to school unless the following conditions have been met:

1. **CHICKEN POX**- must have doctor’s permit to re-enter school, or wait 7 days after the first crop of vesicles.
2. **MONONUCLEOSIS**- must have doctor’s permit to re-enter school, or exclude until free of symptoms.
3. **PEDICULOSIS**- must exclude until free of lice and nits (and have proof of treatment).
4. **CONJUNCTIVITIS (PINK EYE)**- must have doctor’s permit to re-enter school, or wait until eyes are clear and free of discharge.
5. **RINGWORM**- must be cleared by school nurse to re-enter school after following prescribed treatment. Area must be covered with a dressing while at school.
6. **STREPTOCOCCAL INFECTIONS (STREP THROAT AND SCARLETT FEVER)**- must have doctor’s permit to re-enter school, or exclude until free of symptoms and without fever (temperature less than 100.4 degrees) for 24 hours.
7. **VOMITING/DIARRHEA (persistent)**- no vomiting or diarrhea for 24 hours to re-enter school.
8. **UPPER RESPIRATORY ILLNESS/COLD**- must be able to participate in all school activities, not tired or listless and without fever (temperature less than 100.4 degrees) for 24 hours to re-enter school.
9. **FLU**- must be without fever (temperature less than 100.4 degrees) for 24 hours to re-enter school.

### 1.15 VISITORS

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

### 2 UNIFORMS

The King’s Christian Academy is a college preparatory school. Therefore, an atmosphere that leads students to academic success is very important. Being in uniform provides students with a sense of belonging and promotes an attitude of teamwork and school spirit. Uniforms reduce distractions for students and help create a strong academic environment.

The King’s Christian Academy understands that many households operate on a tight budget. However, in most cases, school uniforms are less expensive than the clothing that students typically wear to school. KCA has chosen an affordable uniform provider. To keep a more consistent look among the students, the uniform is required to be purchased from Lands’ End.
2.1 ORDERING SCHOOL UNIFORMS

Lands’ End has developed a customized webpage to make ordering new uniform items quick and easy for our school families. Directions to access this webpage are as follows:

Step 1: Go online to www.landsend.com/school

Step 2: Under the School Uniforms tab, click on “Find your school’s dress code” to look up our school and enter our school’s online store. We are listed as “The Kings Christian Academy” in Callaway, MD. Our Preferred School Number is 900144874.

Step 3: Order uniform items from among the choices available in our online store, these have been approved for wear.

Step 4: We recommend you sign up for e-mail updates from Lands’ End; you will receive special offers and product announcements throughout the year.

NOTE: a Customer Service number and online Chat are available on the webpage to assist you if needed.

The Lands’ End webpage designed for KCA includes all items approved for the entire student body. Uniform guidelines have been established for Upper School (see Appendix 2) and Lower School (see Appendix 2 and 3). When clicking on a specific uniform item, please note the “dress code guidelines” for that item. The webpage also indicates whether the item will be logoed.

Uniform items may be added or changed on occasion. If so, new Appendices will be issued.

2.2 UNIFORM WEAR

The school has two uniforms: chapel uniform and regular uniform (see Appendix 2 and 3). The chapel uniform is worn on chapel day or for special events. The regular uniform is worn on all other days throughout the week. All uniform items must be clean and in good repair. Fridays are casual uniform days - students may wear the KCA polo or other KCA gear on top with jeans on the bottom.

- No rips or holes in pants
- No athletic shorts
- Shorts must be tailored and fingertip length
- Tights, skinny/super skinny styles; jeggings/yoga pants are not permitted

On Non-Uniform Days the dress code is the same as casual Fridays (above), but students may wear any top (must have sleeves, no holes, cover the stomach and back).

The P.E. uniform is a white t-shirt and blue shorts (available in the book store). Athletic pants and sweatshirts are permitted during cold weather when P.E. classes may be outside. However, the color must be NAVY blue.

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. Hair for male students must be above or off the collar.

Shoes must be enclosed and comfortable for physical activity. Athletic shoes must be worn for
physical education classes. Sandal-type shoes must have a back strap (for safety purposes).

Students with tattoos must have tattoos covered with long sleeves or other uniform clothing.

Male students are not permitted to wear earrings.

Infractions of the uniform code will result in the issuance of demerits.

3 ARRIVAL AND DISMISSAL PROCEDURE

3.1 ARRIVAL

3.1.1 BUS DROP OFF

Buses drop off between 8:25 and 8:40AM. Buses will drop off students at the main entrance in
the circle.

3.1.2 CAR DROP OFF

Cars dropping off students will make an immediate right turn into the gym parking lot, and drop
doff students with school personnel near the Multipurpose Room doors. Students may enter the
building beginning at 8:25 AM. If you have business in the front office, please park in the Gym
parking lot. Do not enter the bus circle until after 9:00AM.

3.1.3 LATE ARRIVALS

On or after 8:40AM, parents must come into the Main Entrance to the School Office window and
complete the Student Sign-in Log. The upper school 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 9:30AM. Only student drivers,
faculty, and staff will be allowed to park their cars in this area during this period.

3.2 REGULAR DISMISSAL (3:40 PM)

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

- At 3:35PM the Lower School bus riders will be dismissed to their buses.
- At 3:40PM the High School drivers and High School bus riders will be dismissed.
- At 3:45PM the buses will pull out of the bus circle.
  At 4:00PM all remaining students will go to after school care and will be charged a fee for the
day. Students may not remain in the building after 4:00.
3.2.1 BUSES

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

3.2.2 CAR PICK-UP

- To maintain the safety of our bus riders, all other vehicles must give the right-of-way to our buses. As soon as the buses begin to depart, all other vehicles must stop and allow the buses to proceed in a line out the school drive.
- All car pick-ups occur in the gym parking area; cars may not enter the bus circle until after 4:15PM.
- Lower school students (K-6) will be picked-up at the corner of the lower school wing (except on rainy day dismissal – see below.).
- Upper school students (7-12) will be picked up at the multi-purpose room doors.
- Cars must proceed to the gym parking lot, where they will form a line circling the parking lot. The line will divide at the school building. Parents with lower school children, or with both upper and lower school children, will enter the line closest to the building and proceed to the pick-up location(s). Parents with only upper school children will enter the line closest to the parking lot and proceed to the multi-purpose room doors.
- 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.

NOTE: When exiting the school grounds, the Sheriff has suggested that buses 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

On rainy days ALL students (grades K-12) will be picked-up at the multi-purpose room doors.

3.4 EARLY DISMISSAL

Students requiring early dismissal for medical or dental appointments, etc. should be picked up before 3:00PM at the school office (to avoid blocking the area when buses arrive).

Note: Any changes to normal transportation arrangements must be made before 3:00PM, to ensure they have time to be acted upon.

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 3PM. No child may be released without parental authorization.

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

### 4 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 4:15PM will go to after school care and 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 (7AM – 8:30PM)

Before School Care begins at 7AM. Students will be dismissed at 8:25AM to their classrooms. In the event of a one-hour delay, Before Care will begin at 8AM. Likewise, if there is a two-hour delay, Before Care will begin at 9AM.

#### 4.2 AFTER SCHOOL CARE (4PM – 5:30PM)

After School Care begins at 4:00PM. Students must be picked-up promptly at 5:30PM or before. Children will only be released to legal guardians or designated persons. (See Student Release 3.5) For every minute past 5:30PM, 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’s 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 withdrawn. One dollar per minute will be charged for every minute past 5:30PM. The weekly rate remains the same regardless of the time the child is dropped off or picked up from the program.

4.5 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 SCHOOL POLICIES

5.1 ATTENDANCE POLICY

In order to gain the most from school, each student must be in regular attendance and on time. Lawful absences (listed below) do not count against student discipline.

5.1.1 EXCUSED ABSENCES

1. General illness of the student
2. Severe illness or death in the immediate family
3. Medical appointment (present a note from medical appointment)
4. Participation in a school approved activity
5. Approval by the administrator e.g. for severe weather
6. Pre-arranged absence in accordance with the pre-arranged absence guidelines

5.1.2 PRE-ARRANGED ABSENCE GUIDELINES

1. If parents (or guardians) plan to keep a student(s) out of school for family reasons, they should follow these guidelines:
   a. A written note, explaining the planned absence, should be submitted to the school office
   b. For an absence of one day, one day’s notice is required; for a two-day absence, two days’ notice is required; for a week’s absence, one week’s notice is required, etc.
   c. NOTE: if the school administrator determines that the absence will place a student “at risk” academically, the excused absence may be denied.

5.1.3 UNEXCUSED ABSENCES

All other absences count as unlawful absences.

5.1.4 ATTENDANCE GUIDELINES

1. ALL absences must be excused in writing by a note from home.
2. Students who attend fewer than 3 hours during the day will be counted as absent.
3. After an absence of three or more days, a written note from a doctor may be required.
4. Students leaving after 2:00PM 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 vacation days at Christmas, Easter, and other 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.

6. Maryland law requires all children between the ages of 5 and 17 who live in this state attend school regularly unless excused with a lawful absence. On July 1, 2017, the period of applicability will extend to age 18. A truant student is one who is unlawfully absent for school for more than:

- 8 days in any quarter,
- 15 days in any semester, or
- 20 days in a school year.

Legal consequences can occur when a student is unlawfully truant from school for any number or portion of days exceeding 20% of the school days within a marking period. The person with legal custody or responsibility for the care and control of a child between the ages of 5 and 17 may be subject to criminal conviction and/or a fine for excessive unexcused absences.

5.1.5 TARDIES

1. A child shall be marked TARDY if he enters his classroom after 8:40AM and before 10:00AM.
2. All tardy students are required to report to the office and be signed in by their parents or authorized high school driver.
3. Tardies are excused for medical appointments, family emergency or a pre-arranged (12 hour prior) event. An excuse note from the medical appointment or parent conversation with administration is needed to excuse a tardy. All other tardies are unexcused.
4. Three tardy days per quarter count as one absence.
5. For grades 7-12:
   - Students will be marked tardy when entering class after the bell rings.
   - 3 tardies in one quarter will result in an after school detention (3:45-5:00 PM Tuesdays or Fridays; parents must provide transportation).
   - Each additional tardy will result in an additional after school detention.
   - Student drivers will lose their driving privilege after 3 tardies in one semester.

5.1.6 PERFECT ATTENDANCE

A perfect attendance award is given each year to students who do not miss any days of school. For this purpose ½ days are not counted against the student’s record since he was in attendance part of the day.

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 exhibit good stewardship of school property.
6. Electronic devices (phones, tablets, mp3s, iPods, iPads, gaming devices, etc.) may not be used during the school day. Such devices may be used on the buses and during before-school and after-school hours (unless prohibited by a coach or activity sponsor, etc.)
7. All cell phones must be turned off and placed in lockers during the school day (between 8:40 AM and 3:40 PM). (see 5.11 Cell Phone Policy).
8. **Classroom Conduct**: Individual teachers will establish rules for the classroom procedures, water fountains, pencil sharpeners, etc. Students are expected to help maintain a positive atmosphere for learning in the classroom.

9. **Hallway Conduct**: Students will walk in the hallways. Running is forbidden.

10. **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.

11. **Chapel Conduct**: Students will bring their Bibles to chapel. A quiet and respectful attitude is expected.

12. **Bus Conduct**: Students represent the school even when off campus. Students will politely obey the bus driver, parent chaperones, and teachers. Students will obey the rules of safety explained by the drivers and found in Bus Rules (7.3). All school policy (Student Handbook) remains in effect.

13. **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.

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

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### 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 administrator may assign demerits. Demerits may be assigned in the following categories:

1. Disorder
2. Disrespect
3. Disobedience
4. Willful disobedience
5. Bullying, harassment or intimidating behavior
6. Reprisal or retaliation against individuals reporting bullying, harassment, or intimidating behavior
7. Uniform infraction
8. Fighting or provoking a fight
9. Eating at inappropriate times or chewing gum
10. Destroying property
11. Cheating/plagiarism
12. Lying
13. Being tardy or negligent
14. Inappropriate display of affection
15. Deliberately loitering in unsupervised areas
16. Inappropriate language
17. Unsafe behavior
18. 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 BULLYING, HARASSMENT, OR INTIMIDATION

“Bullying, harassment, and intimidation” means any intentional written, verbal, or physical act, including an electronic communication, that:

1. Physically harms an individual;
2. Damages an individual's property;
3. Substantially interferes with an individual's education or learning environment; or
4. Places an individual in reasonable fear of harm to the individual's person or property; and occurs on school property, at a school activity or event, or on a school bus; or substantially disrupts the orderly operation of a school.

Regarding Bullying Prevention:
1. KCA believes that all students have a right to a safe and healthy school environment. The school and community have an obligation to promote mutual respect, tolerance, and acceptance.
2. KCA will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate, harass, or bully another student through words or actions. Such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation.
3. KCA expects students and/or staff to immediately report incidents of bullying to the principal or designee. Staff who witness such acts take immediate steps to intervene when safe to do so. Each complaint of bullying will be promptly investigated. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus, and during a school-sponsored activity.
4. To ensure bullying does not occur on campus, KCA provides staff development training in bullying prevention and cultivate acceptance and understanding in all students and staff to build each school's capacity to maintain a safe and healthy learning environment.
5. Teachers should discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.
6. KCA’s student Code of Conduct is to be followed by every student while on school grounds, or when traveling to and from school or a school-sponsored activity, and during lunch period, whether on or off campus.

7. The student Code of Conduct includes, but is not limited to:
   - Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.
   - Students are expected to immediately report incidents of bullying to the principal or designee.
   - Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.
   - If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the principal or the Office of Student Services. SCHOOL prohibits retaliatory behavior against any complainant or any participant in the complaint process.

8. The procedures for intervening in bullying behavior include, but are not limited to, the following:
   - All staff, students and their parents will receive a summary of this policy prohibiting intimidation and bullying: at the beginning of the school year, as part of the student handbook and/or information packet, as part of new student orientation, and as part of the school system’s notification to parents.
   - The school will make reasonable efforts to keep a report of bullying and the results of investigation confidential.
   - Staff who witness acts of bullying shall take immediate steps to intervene when safe to do so. People witnessing or experiencing bullying are strongly encouraged to report the incident; such reporting will not reflect on the target or witnesses in any way.

5.3.4 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 may be taken (in accordance with the seriousness of the infraction):

1. Teacher counsels and prays with the student.
2. Teacher counsels with parents and student.
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.

Students may earn more than one demerit for a single offense.

- Three demerits results in after school detention from 3:45 – 5 PM (Tuesdays or Fridays). Parents will need to provide transportation.
- After three detentions, students will serve a one day in-school suspension, followed by a re-admittance meeting with the parent and student.

The school administrator or school board has the right to bypass the demerit system and proceed to suspension, expulsion or any other consequence if deemed necessary or is in the best interest of the school.
Types of offenses that 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
- bullying, harassment or cheating
- use of illegal drugs or alcohol
- other behavior that 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; the list above is not all inclusive or exhaustive.

The School prohibits and does not tolerate threats of violence to others or actions that 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.

### 5.3.5 DISENROLLMENT POLICY

KCA reserves the right to dis-enroll 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

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

<table>
<thead>
<tr>
<th>A+ 100-99</th>
<th>B+ 91-90</th>
<th>C+ 83-82</th>
<th>D+ 75-74</th>
<th>F 69-0</th>
</tr>
</thead>
<tbody>
<tr>
<td>A 98-94</td>
<td>B 89-86</td>
<td>C 81-78</td>
<td>D 73-71</td>
<td></td>
</tr>
<tr>
<td>A- 93-92</td>
<td>B- 85-84</td>
<td>C- 77-76</td>
<td>D- 70</td>
<td></td>
</tr>
</tbody>
</table>

Minor Subjects (Penmanship, Art, Physical Education, Health, Computer): 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.
5.4.1 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% Introduces or reinforces classroom instruction.

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

5.4.2 LATE WORK

All class assignments are due when scheduled by the teacher. Late work will receive a zero but may still be required to be submitted. Parents (or guardians) may appeal to the teacher if mitigating circumstances warrant. For absences, see section 5.9 Homework Policy.

5.4.3 MID-TERM REPORTS

Mid-term reports are provided to all students. If there are academic performance deficiencies, students and parents will be provided with an explanation of deficiency.

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, any student who supplies an illegal answer to a fellow student, or any student who observes cheating taking place and refuses to report it to school authorities MAY be suspended from The King’s Christian Academy.

2. 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 - 6

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

b. Minor Subjects: Penmanship, Art, Music, Health, Physical Education, and Computer/Technology. A “C” or “S” (2.0) average is required in these subjects.

Grades 7 – 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 CHARACTER AWARD

The King’s Christian Academy has established a character 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 character award is not automatic. It is truly earned. Please remember that character is a positive, not a negative entity. Quietness is not necessary for good character! It is not only what a student doesn’t do, but, more importantly, what they 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
      - Cooperation
      - Helpfulness
      - Initiative
      - Desire for improvement
   3. Conduct
      - Playground deportment
      - Participation in group activity
• Sportsmanship
• Conduct on the bus

(4) Personal Integrity
• Honesty
• Application of Spiritual principles
• Willingness to Serve

(5) Acceptance by peers

5.7 PROMOTION/RETENTION POLICY

5.7.1 DETERMINATION

All students will be evaluated as to promotion 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 development are considered.

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.

All retentions for the year shall be determined FOUR weeks before the close of school and 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.

5.8 EXTRACURRICULAR ELIGIBILITY

• In order for students to participate in extracurricular 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 extracurricular activities, not just sports; however, they may not apply to after-school activities where a grade is assigned (such as Ensemble).
### 5.9 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; 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. 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.
- Students are not permitted to share homework with other students unless directed by the teacher.
- Parents should realize that it does not benefit children to do their homework for them. This only gives the impression that children understand the material; it prevents them from getting the necessary help, it discourages them from becoming independent and self-sufficient, and often leads to failure when tested. Parents can be more helpful if they try to guide their children to the proper answer by questioning and explaining, without actually doing the work for them.
- It should be understood that the quantity of homework assigned is based on the average level of the class. Faster students may complete their work in less time, slower students may require more time than the average. Therefore, it is virtually impossible to establish an absolute time limit.

The following sections serve as general guidelines.

#### 5.9.1 LOWER SCHOOL

- 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 may be assigned on Monday, Tuesday, and Thursday nights, but should not be assigned on Wednesday 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.

#### 5.9.2 MIDDLE SCHOOL

- Sixth, Seventh, and Eighth Grade - 75-90 minutes

1. Homework may be assigned daily.
2. A moderate amount of homework may be assigned on P.T.F. and other special nights.
3. Parents will be notified when a student fails to complete homework via a “Zero slip.”
5.9.3 HIGH SCHOOL

1. The King’s Christian Academy is a college preparatory school, therefore high school students should expect from one to three hours of homework daily.
2. 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, and may, in some cases, choose to restore partial credit.
3. In the case of an excused absence, plans to make-up work must be arranged with teachers prior to the absence.
4. In the case of an unexcused absence, assignments/ tests are expected to be submitted the next lesson the student attends. If the student is absent multiple lessons (days), missed assignments are due after the same number of lessons missed (ex., absent 3 lessons, 3 lessons permitted to make up work). In all cases students must approach staff to arrange for the completion of missed assignments.

5.10 PLAGIARISM POLICY

Students will receive adequate instruction, with examples, on how to write papers without plagiarizing another person’s work. The teacher and administration will examine each individual case and appropriate and serious consequences will be assigned, up to and including suspension.

Every upper school student at KCA will have a grammar book that gives specific directions for writing 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 one 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.
5.11 CELL PHONE POLICY

All cell phones must be turned off and placed in lockers during the school day (between 8:40 AM and 3:40 PM). Cell phone may not be used (out and on) – unless specifically allowed by supervising faculty or staff. Please note that “silent mode” is not considered “OFF”.

In an emergency, a student may be authorized to use their cell phone simply by asking permission from the supervising teacher. Students who need to connect with their parents during school hours are to use the phone in the front office.

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 – after school detention and loss of phone for two weeks
- **c)** Third offense – in-school suspension and loss of phone for the remainder of the school year.

5.12 ELECTRONIC DEVICES

Electronic devices such as phones, tablets, iPods, iPads, mp3 players or gaming devices, etc. not explicitly permitted in a given classroom must be turned off and placed in the student’s locker or vehicle between 8:40 AM and 3:40 PM. Devices in violation will be confiscated and demerits issued.

5.13 CHAPEL SCHEDULE

Chapel is held once per week, typically Wednesday morning. Students should bring their Bible to chapel and be dressed in their chapel uniform this day. 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.

5.14 FIELD TRIPS

Regularly scheduled field trips will be taken to places of special educational value, i.e., the Smithsonian, 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.

5.15 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.

5.15.1 P.E. ATTIRE

Boys and girls must wear athletic shoes and approved KCA P.E. attire. For grades 7-10 P.E. students are required to wear a white t-shirt and blue P.E. shorts (available in the book store).

5.16 STANDARDIZED TEST INFORMATION

• Each year, in the spring, the TerraNova standardized achievement test 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 InView cognitive 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.
• 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.

5.17 SAFETY REGULATIONS

In order to provide a safe environment for all students, the following must be adhered to:

1. KCA is unable to accept the responsibility for Students before 8:25AM or after 4:00PM, unless they are registered in the before and after care programs.
2. No violent contact sports, i.e., tackle football, boxing, wrestling, arm wrestling, etc., are allowed during recess, breaks, or free time.
3. Science Fair Projects – Use of hazardous materials must be cleared with the science teacher, must be transported by a responsible adult, and taken home the same day. Hazardous materials may never be left in the classrooms.
4. Classroom Experiments - Proper safety procedures and equipment should be used at all times.

6 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 KCA and your high school student is your faithful and continual prayer support. “The prayer of a righteous person has great power as it is working.” - James 5:16

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 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 1.13.3 for additional requirements.
- Students who wish to enroll in high school classes at The King’s Christian Academy must come with a parent or parents to meet with an administrator (unless waived by administration.) 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 most likely ensure success in completing a high school program. Students may be recommended for additional independent study courses. KCA is a college-preparatory school and may not be able to meet the academic or behavioral needs of all students.
- 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 dis-enroll 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

Students at KCA will read and affirm by their signature the following standard of conduct, which is included in the registration package.

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: violent video games (e.g. Grand Theft Auto), other occult or Gothic dress or fantasy games, DVDs/ videos, books, notebooks, pentagrams, yin yang symbols, crystals, non-Christian t-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 GRADUATION REQUIREMENTS

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

<table>
<thead>
<tr>
<th>Subjects</th>
<th>Unit of Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bible</td>
<td>4</td>
</tr>
<tr>
<td>English</td>
<td>4</td>
</tr>
<tr>
<td>Social Studies</td>
<td>4</td>
</tr>
<tr>
<td>Mathematics</td>
<td>4</td>
</tr>
<tr>
<td>Science</td>
<td>3</td>
</tr>
<tr>
<td>Foreign Language</td>
<td>2</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>1</td>
</tr>
</tbody>
</table>
At least four of the 25 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 25 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.

### 6.6 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, 34 weeks per year.

### 6.7 GRADE POINT AVERAGE

Grade Point averages are computed using the following scale:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Numerical Equivalent</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>92-100</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>84-91</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>76-83</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>70-75</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Below 70</td>
<td>0</td>
</tr>
</tbody>
</table>

### 6.8 STUDENT DRIVERS

Students are encouraged to ride the school bus whenever practical. KCA understands the dynamics of high school years, the added opportunities and responsibilities of extracurricular 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. Students will receive a non-transferable parking pass to be displayed on the vehicle’s dashboard and must
follow all regulations established by the school. Students who drive to school must obtain permission from the administration in advance – complete the Student Driver’s Form found at the front office. 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 an assigned place 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. Examples:
   - When leaving school, all student drivers must turn right onto route 5.
   - Students may not drive other students to/from school.

6.9 STUDENT VISITORS

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

7 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. 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 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. The following are the County Bus Rules:

1. Students must ride only the bus(es) to which they are assigned. Once a student gets on the bus they are not permitted to get off until they reach their destination or transfer point. 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 the school for the students to ride another bus. ALL BUS CHANGES must be requested through the Transportation Office at (301) 863-8400 ext. 1124.

2. When a student gets off at their transfer school, they must go directly to the transfer bus. If they do not get on the assigned bus, but instead get in a private vehicle, the bus driver will notify the Transportation Office and provide the name of the student. The parent/guardian and school disciplinarian will be advised.

3. No person is permitted to transport or have in their possession firearms, or any other dangerous weapons (real or pretend) while on the school bus. This will result in immediate dismissal from the bus for the remainder of the school year. Students will also be reported to the appropriate law enforcement agency / department.

4. The 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/or drinks must be in closed unopened containers (i.e. gum, candy, soda, etc.)

6. CD players, mp3’s, iPod’s, iPads, cell phones, etc., must have personal ear phones/buds so as not to disturb others.

7. Do not extend any part of the body out of or discharge anything from the bus windows.

8. No standing is permitted. All students must be seated in their assigned seats while the bus is in motion until they are authorized by the driver to exit the bus. No student is permitted in front of the first row of seats.

9. No large bundles or animals are permitted on the bus. Only packages or equipment that you can reasonably hold on your lap are permitted.

10. There is a zero tolerance for loud, profane or obscene language. Students may converse in a normal manner.

11. No pencils or pens are to be used; however open book studying is encouraged / permitted.

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 student or students involved, until the terms for the repair have been settled satisfactorily with the school disciplinarian and the parents / guardians of the students.

13. Students must be at the bus stop 10 minutes before the scheduled arrival time of the bus, and must be standing at the stop waiting to step on to the bus.

14. No fighting, creating disturbances, or disrupting the driver or other students on the bus will be tolerated.

15. All discipline problems must be reported to the disciplinarian 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 disciplinary action. There may be circumstances when the general rules will not apply. Other appropriate action may be necessary as determined by the disciplinarian of each school.
16. When any of the rules or regulations are not being observed, the driver will complete and submit a bus behavior report referral form to the disciplinarian, who will then make a determination of suspension and inform parent/guardian, driver and transportation office.

17. The driver of the bus is in full charge of the students, except in the presence of a teacher. Any student’s failure to obey a driver’s directive(s) could 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:

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

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.
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 OF ALLEGIANCE

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.
APPENDIX 2

LOWER SCHOOL
Uniform Information
Kindergarten - 5th Grade

All required uniforms must be purchased from LandsEnd.com. Please check the dress code guidelines listed on the Lands’ End site, which indicate the grade level a particular item is intended for.

PRE-KINDERGARTEN — The only requirement is to wear a Lands’ End KCA polo shirt. There is no specific requirement for uniform pants, shorts, or skirts.

Monday/Tuesday/Thursday Regular Uniform

<table>
<thead>
<tr>
<th>GIRLS</th>
<th>BOYS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Khaki or plaid skirt, skort, jumper; khaki pants or shorts</td>
<td>Khaki pants or shorts</td>
</tr>
<tr>
<td>Logo polo shirt, turtleneck, or Peter Pan collared shirt</td>
<td>Logo polo shirt, turtleneck, or button down shirt</td>
</tr>
<tr>
<td>White, navy, or red socks, tights, or leggings</td>
<td>Socks of a neutral or coordinating color</td>
</tr>
<tr>
<td></td>
<td>Belts optional K-5; required for 6th grade</td>
</tr>
</tbody>
</table>

OPTIONAL FOR BOYS AND GIRLS

- Navy sweaters, fleeces, and pullovers
- P.E. attire during P.E. only (4th, 5th, 6th grade)
- No clogs, high heels, slippers, or flip flops

Wednesday Chapel Uniform

<table>
<thead>
<tr>
<th>GIRLS</th>
<th>BOYS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plaid (skirt, skort, or jumper)</td>
<td>Khaki pants</td>
</tr>
<tr>
<td>Logo Peter Pan white shirt</td>
<td>Belts optional K-5; required for 6th grade</td>
</tr>
<tr>
<td>Socks or leggings (white, navy, or red)</td>
<td>Logo button down shirt (white, french blue, or lake blue stripe)</td>
</tr>
<tr>
<td></td>
<td>Tie (navy)</td>
</tr>
<tr>
<td></td>
<td>Neutral colored socks</td>
</tr>
</tbody>
</table>

OPTIONAL FOR BOTH BOYS AND GIRLS

- Navy blazer or sweaters

Friday Uniform for Both Boys and Girls

- Pants, shorts, skirts or skorts of any color
- KCA logo polo shirts, turtlenecks, or button down shirts
- No pajama bottoms; no holes in casual wear

June 8, 2015
APPENDIX 3

UPPER SCHOOL
Uniform Information
6th - 12th Grades

All required uniforms must be purchased from LandsEnd.com. Please check the dress code guidelines listed on the Lands’ End site, which indicates the grade level a particular item is intended for.

Monday/Tuesday/Thursday Regular Uniform

GIRLS
- Knee-length, khaki or plaid skirts
- Khaki pants or finger-tip length shorts
- Logo polo shirt, turtleneck or button down shirt
- Socks of a neutral color

BOYS
- Khaki pants or shorts (belts required)
- Logo polo shirts, turtleneck, or button down shirt
- Socks of a neutral color

OPTIONAL FOR BOYS AND GIRLS
- Navy sweaters, fleeces and pullovers
- Navy blazer
- P.E. shorts and white or gray t-shirt must be worn during P.E. only
- Additional P.E. attire options as listed on Lands’ End website
- No fishnet stockings, flip flops, slippers, or high heels. Wedge shoes up to one inch in height may be worn.
- Boots and sandals may be worn all year long; closed toe shoes required for P.E.
- Pants and shorts may be worn all year long

Wednesday Chapel Uniform

GIRLS
- Knee-length, khaki or plaid skirts
- Logo button down (white or french blue shirt)
- Socks of a neutral color
- Loafers or dress shoes; no athletic shoes

BOYS
- Khaki pants (belts are required)
- Logo button down shirt (white or lake blue stripe)
- Tie (navy blue/dark crimson stripe)
- Socks of a neutral color
- Loafers or dress shoes; no athletic shoes

OPTIONAL FOR BOTH BOYS AND GIRLS
- Navy blazer or sweaters

Friday Uniform for Both Boys and Girls

- KCA shirt with school logo or KCA spirit wear top
- Denim jeans or tailored shorts (fingertip length)
- No holes in denim
- Skinny/super skinny styles; jeggings/yoga pant styles are not permitted

September 1, 2016