

KINGSWAY CHRISTIAN ACADEMY

4161 N. Powers Drive
Orlando, FL 32818

Parent ~ Student HANDBOOK

Administration

Dr. Thomas L. Copeland

President / Pastor

Dian Copeland

Vice President

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Principal

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Office Manager

Accreditation

Kingsway Christian Academy is associated with the Florida Association of Christian Colleges and Schools (FACCS). Our teachers are continually updating their education. They are committed to Christian education and have a genuine love for students. Our teachers have one or more of the following in their background: a bachelor's degree or higher education, three or more years teaching experience or special skills, knowledge and expertise that qualifies them to teach.

Admissions Policy

Since all children are created in the image of God, KCA welcomes and accepts qualified students of any race, color, national or ethnic origin to all the privileges, programs and activities made available to the students at the school. We will not discriminate on the basis of race, color, national and ethnic origin in the administration of our educational and admission policies nor in our educational, athletic and other programs. It is a privilege, not a right, to attend Kingsway Christian Academy.

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LETTER FROM THE PRESIDENT

Welcome to Kingsway Christian Academy. It is always a tremendous joy for us to work together in providing a quality education with a spiritual emphasis for young people.

Our goal is to provide our students with a personal knowledge of God, to teach Christian principles and to help them develop their Christian character. We want them to know and love God; this is life's greatest achievement.

Everything we do at Kingsway Christian Academy is for the students' welfare. We have prepared this handbook with important information to be used as a school and home guide. Since the impact of the home is the strongest influence in a child's life, our desire is to work together with the parents. Together we can provide your child with an excellent education.

We at Kingsway Christian Academy are committed to give every student our best effort and attention. We are available to assist you in every way possible in the educational process of your child.

Thank you for your confidence and may the Lord's blessings be manifested in us all.

In His service,

A handwritten signature in black ink, appearing to read "Thomas L. Copeland". The signature is written in a cursive style with a large, sweeping initial "T".

Pastor Thomas L. Copeland
President

STATEMENT OF FAITH

1. We believe in the verbal, plenary, inspiration of both the Old and New Testament, i.e., that the very words of the Scriptures are infallible and inerrant and that they are our final and absolute authority in every area of life and knowledge. II Timothy 3:16; II Peter 1:21
2. We believe in one God eternally existing in three co-equal persons: Father, Son, and Holy Spirit. John 4:24; Romans 8:14-15
3. We believe that Jesus Christ was conceived by the Holy Spirit, born of the Virgin Mary, and that He is both undiminished deity and genuine humanity in one person forever. Isaiah 7:14; Matthew 1:8-25; Colossians 1:15; John 1:14; Philippians 2:6-9
4. We believe that God the Holy Spirit is a personal being who convicts the world of sin and who regenerates, indwells, empowers, guides and bestows spiritual gifts on believers, and who seals them eternally for God. John 6:37; John 16; Romans 8; Ephesians 1:13-14; 4:30
5. We believe that man was created by a direct act of God in His image, not from previously existing life, that all men sinned in Adam (the historical father of the entire human race) and thus incurred both physical and spiritual death; and that all men have inherited a sinful nature. Genesis 1-3; Ephesians 2:1; Romans 1:5; Romans 3:23
6. We believe that Jesus Christ died as a substitutionary sacrifice for our sins and that through faith in Him as Lord and Savior, we are declared righteous by God. II Corinthians 5:21; Hebrews 7:24-27
7. We believe that salvation is by grace through faith in Jesus Christ, totally apart from human merit, and that the experience of regeneration produces a new creature in Christ. II Corinthians 5:17; Titus 3:5; Ephesians 2:8-9
8. We believe that Jesus Christ rose bodily from the dead and that He ministers as our great High Priest and Advocate. Luke 24:1-6; Hebrews 10:12; I John 2:1-2; Hebrews 7:25
9. We believe in the literal, visible, bodily return of Jesus Christ with His saints to establish His kingdom. Acts 1:9-11; Revelation 19; John 14:2
10. We believe in the bodily resurrection of the just and the unjust, the everlasting blessedness of the saved, and the everlasting punishment of the lost. Revelation 20:21; I Corinthians 15
11. We believe that all believers are under the mandate of Jesus Christ to proclaim the Gospel. Matthew 28:19-20; Acts 1:8
12. We believe that as an act of obedience after receiving by faith Jesus Christ as Savior and Lord, a believer is to be baptized. Acts 8:26-39

HISTORY OF KINGSWAY CHRISTIAN ACADEMY

Kingsway Christian Academy was previously known as Orlando Christian School. OCS was organized as a non-profit corporation in April of 1968, by Dr. Lloyd E. Meyer, Joanne M. Meyer, and William Ackerman. In April of 1993, the school celebrated its 25th anniversary.

The school began as a junior high school. Then a high school was added and next the elementary classes were added. The first building (number 100) was built at the northwest corner of the eight acre property in 1968. The second building (number 200) and two portable frame classrooms were built on the southwest corner of the property in 1971. The elementary school building was built on the south property of the eight acres in 1973. The gymnasium and office building was built centering buildings 100 and 200 in 1978. The current office was added in 1994 and the extended care facility (number 600) in 1995.

The prime motivation in organizing the Orlando Christian School was to give the Central Florida area a chance to get a quality Christian education and to train young students to live Godly lives.

Orlando Christian School was purchased by Kingsway Christian Academy in the summer of 2001.

Many changes and upgrades were made to the campus in the years that it has been Kingsway Christian Academy. The 2 modular buildings were added in 2003 to add much needed classroom space. Renovations were made to the gym, adding a mezzanine filled with games for the students.

The students raised enough money with the fundraisers to purchase two new playground sets; one installed during the summer of 2006 and the other during the summer of 2010. The restrooms in the 100 building were renovated during the summer of 2009. The new gym floor was installed in the summer of 2016 with money raised through fundraisers, Thank you for your support.

It is the goal of Kingsway Christian Academy to carry on the legacy set forth by Dr. Lloyd E. Meyer and Mrs. Joanne Meyer, the founders of Orlando Christian School.

PHILOSOPHY OF KINGSWAY CHRISTIAN ACADEMY

Kingsway Christian Academy believes that the home, church, and school, all play a vital role in meeting the total needs of a child.

The scripture admonishes parents in Proverbs 22:6 to "Train up a child in the way he should go; and when he is old, he will not depart from it." Proper training for a child first begins in the home. The family is where a child learns his/her first patterns of behavior. Parents are responsible to train their children early in life the importance of obedience to authority, respect for others, and responsibility.

The church is responsible for reinforcing the home in raising strong Christian families, and to help parents and their children to grow spiritually in their Christian life.

Kingsway Christian Academy's responsibility is to reinforce the Christian principles taught by the home and the church. Kingsway Christian wants to provide a school that offers an environment and curriculum conducive to effective teaching and learning. Our purpose is to train our students in the nurture and admonition of the Lord.

Kingsway Christian Academy is founded on the authority of the Word of God. We fully believe the Bible is the inspired Word of God and that its truth should become a real part of each Christian life. We at Kingsway Christian Academy seek to put God first and continue daily in His Word and teachings. We desire to follow Jesus, the Master Teacher, and through His example help each student commit his/her life to Jesus Christ as personal Savior and begins a personal walk with God. We want to reinforce and instill the underlying principles of obedience, respect and responsibility that insure success in our students' futures.

The goal of Kingsway Christian is to provide students with the personal knowledge of God, to teach them self-discipline, to encourage them to do their best for God and to prepare them for:

- A meaningful relationship with God

- Academic excellence to further their studies if they so choose

- Character and integrity to make a positive contribution to society

- A sense of personal worth of their strengths and limitations

- A strong respect and appreciation for their family

- Developing friendships and sustaining them

- Strong moral convictions in social relationships

- An understanding of the next steps of God's purpose for their life

Another goal that Kingsway Christian Academy has is to instill in each student a genuine love for America. We seek to teach the Christian principles on which America was founded and encourage our students to show patriotism and appreciation for our great country, America. Standing for pledges is a must.

ADMISSIONS

Since all children are created in the image of God, KCA welcomes and accepts qualified students of any race, color, national or ethnic origin to all the privileges, programs and activities made available to the students at the school. We will not discriminate on the basis of race, color, national and ethnic origin in the administration of our educational and admission policies nor in our educational, athletic and other programs. It is a privilege, not a right, to attend Kingsway Christian Academy.

Parents seeking to enroll a student in Kingsway Christian Academy are required to comply with the following:

- A. The Student Recommendation required for students entering 1st-8th grade.
- B. Academic Screening required for students entering 1st-8th grade.
- C. Complete an interview.
(If misinformation is given on an application or stated in an interview, this may be grounds for dismissal.)
- D. Preschool through K5 applicants must:
 1. Meet the state's requirement for age.
 2. Have a physical examination by a qualified physician. The form must be signed and turned in to the school office to be placed with the student's file.
- E. Application completed online. Returning students apply through Renweb.com. New students apply at the school's website at www.kingswaychristianacademy.com.
- F. All applicants must have the following:
 1. HRS 680 or HRS 3040 forms for shots.
 2. Florida Physical.
 3. Birth Certificate - Copy.
 4. Social Security Card - Copy.
- G. The following is used to determine acceptance:
 1. The students' records (copy of birth certificate, report card, achievement test scores, completed forms, etc.).
 2. An interview with the principal.
 3. The results of the academic screening.

REGISTRATION

Once all the above steps are completed the student is eligible to Register. Once a student is enrolled there are no refunds on Registration or Book/Supply Rental Fees. If a class is filled, the parents may be placed on a waiting list. Those who do not make the first payment on the date it is due will be dropped from the roll and their places will be filled from the waiting list.

BOOK RENTAL/SUPPLY FEE

For new students the Book Rental/Supply Fee is paid upon enrollment. The fee for returning students is due on June 1st and subject to late fees. Any student, whose Book Rental/Supply Fee is not paid by June 30th, will be dropped from enrollment and placed on a waiting list. Once a student is enrolled there is no refund on the Book Rental/Supply Fee nor will you receive the books, as this is a Book Rental Fee.

TUITION FEES AND POLICIES

KCA uses a tuition management company, FACTS, to collect tuition fees due. Each family has the opportunity to select which payment plan would best fit their needs. Those, who are paying the tuition fee up front, must do so by August 1st. This will need to be paid directly to the school and a \$100.00 discount per child will be applied. Late tuition payments will incur a \$25.00 fee. If the student's account is not paid by the last day of the month, the student will be dismissed from school and no records or report cards will be released until the balance has been paid in full. Any account 30 days past due after withdrawal will be turned over to a collection agency.

Students enrolling after the start of the school year will pay a prorated tuition for the first month directly to the school. Succeeding months will follow the payment plan selected and the account will be set up with FACTS.

The Multiple Child Discount is for siblings only residing in the same household for families paying out of pocket through the TLC Scholarship.

A \$25 fee will be assessed on any returned check. After three returned checks, we will require cash, money orders, or credit cards (\$5.00 fee) as payment.

Report Cards are issued at the end of each grading period. All accounts must be current in order for you to receive your child's report card. This includes, but is not limited to, tuition, Extended Daycare, and lunchroom charges. This policy also pertains to receiving your child's awards at the end of the year awards ceremony and/or graduation.

All previous years' contracts must be paid in full by the 1st day of July. New contracts will not be finalized if a previous years' balance remains and could result in the student being placed on the registration waiting list for the new school year.

No official school records will be released, including report cards, transcripts, awards and diplomas, when an account is in arrears. When a student withdraws from school, all balances due must be paid in full before records are released.

Kingsway Christian Academy is a ministry of Faith Creation Fellowship and operates the school entirely from tuition and fees, completely independent of any outside agency. Ecclesiastes 5:4 states “When thou vowest a vow unto God (Christian school) defer not to pay it; for He hath no pleasure in fools: pay that which thou has vowed.”

WITHDRAWALS

Withdrawals must be conducted through the school office. The proper withdrawal form must be completed and signed by the parent or guardian. Those withdrawing will be charged tuition until the end of the month. All books, including library books, must be turned in at the time of withdrawal. A parent will be charged for any books that are not turned in at that time.

ELEMENTARY/MIDDLE SCHOOL

Introduction

Kingsway Christian Academy has a well-rounded academic, social, physical, and spiritual program to offer students.

Academically, we want to instill in our students a positive attitude toward learning. Personal achievement is our main goal.

In social settings we provide an atmosphere of acceptance and learning to accept others.

Our physical education program emphasizes the "team spirit". Working together builds unity. On an individual basis, the students learn coordination, agility, and fitness.

Character building is one of the most important aspects of our student's development. God's Word is used to instill high personal standards.

Curriculum

KCA uses the A Beka Curriculum throughout the school. A consistent Christian emphasis is presented in each classroom subject being taught. We want to lay a good foundation beginning in K3. This foundation can be built upon and expanded each successive school year.

The curriculum is a very strong, fast paced curriculum. Parents, teachers and students must put forth every effort to guarantee success.

Phonics, reading, spelling, writing, English and mathematics are taught in the K5 – 8th grades. Science and history are added in the 2nd – 8th grades. In the middle school a continued emphasis is on language arts and math, with more concentration in science, history, geography, Bible, and specialty subjects such as Spanish.

Extra Curricular Activities

1. Art - Art is taught by a qualified art teacher. Various projects are provided for the students throughout the year. We strive to use a variety of art media and activity in our curriculum.
2. Bible - Each day our teachers present a lesson from God's Word. It is complemented with memory verses, songs, and other related activities. Our primary goal is to make the Word of God more meaningful to the lives of our students. We want them to learn the truths of the Scriptures so they may apply these truths to their daily lives. We use the King James Bible for consistency.
3. Chapel - Each Friday our students meet for a chapel program. Special services are scheduled when a special program or speaker is available.
4. Field Trips - Field trips will be purposeful extensions of actual classroom activity. At least one class field trip will be scheduled each year, possibly one per semester. This may consist of an off campus field trip or an on campus field trip depending on the nature of the activity. Students are to wear school uniforms on all field trips unless stated otherwise. The cost of the field trip consists of the admission fee and the expense for the busses.
5. Library - Each grade in the elementary is allowed to attend the library. Students are encouraged to develop their library skills and check out books. Middle school students will use the library as needed.
6. P.E. - Students are taught physical fitness by qualified physical education instructors. Students in 4th – 8th Grades have P.E. each day and are required to be in the KCA athletic uniform. The student's names are to be written in permanent marker on the outside sleeve and the outside leg of the shorts. Students must bring a lock for the assigned locker and keep their belongings locked up. The school is not responsible for any lost or stolen items.
7. Science Fair - Grades 1-8 participate in the Science Fair.
8. Computer - Grades 2-8 are taught basic computer skills by a qualified instructor. In the middle school, students will understand the main computer parts and terms, utilize common software and master the keyboard to a minimum of 20-25 words per minute.

Sports Fee

Each year there is a fee to participate in the sports program for each player. This fee helps to cover the costs of facilitating each sport; including the cost of the referees, the purchasing and maintenance of the equipment, uniforms, insurance, travel costs, etc. The fee for the sport will be added to the account at the beginning of each season. The fees are as follows:

Volleyball	\$60.00	Cheerleading \$60.00*
Soccer	\$60.00	*plus incidentals separate
Basketball	\$60.00	
Track	\$60.00	

Sports/Athletics

Students in 4th grade and up are able to try out for competitive sports. We offer Cheerleading, Soccer, inner mural Volleyball, Basketball, and track.

Our main objective is to show Jesus Christ in our actions on and off the court. Sports can be used as a witnessing tool if used properly, and this is what we strive for. Everybody has a testimony; you either carry a positive Christ-like reputation or a negative one. It is very important to KCA that the school has great Christian sportsmanship on the court and just as importantly off the court.

Soccer and Volleyball seasons start the first week of school and ends around the middle of October. Basketball season starts after the completion of the volleyball season and ends toward the end of February. The cheerleaders cheer during the basketball season. Track is a spring sport. After our tryouts, a team will be selected. No one, including returning players, is guaranteed a spot on the team.

Rules for those trying out and for those chosen for the team:

1. A 'C' average with no 'F's must be maintained for the duration of the season. Failure to keep the 'C' average will result in removal from the team.
2. If an athlete receives a detention during the sports season, the athlete must miss 1 game. If the athlete receives a second detention during the season, the individual may be removed from the team.
3. Our athletes should be dedicated to the team on which they participate.

Keeping the Grade!!! A 'C' Average must be maintained at all times during the sports season. If the student athlete's report card or progress report does not average a 'C', he/she will be removed from the team. The student may return to the team when the next grade report is released and the average is a 'C' or higher. If the student athlete receives an 'F' in any subject, the individual will be removed from the team. If you are interested in after school tutoring for your child, please contact the school office. Our student athletes should always remember that the STUDENT comes before the ATHLETE!

Discipline is the key!!! Athletes should be role models for the other students. Kingsway Christian athletes must be Christ-like on the court and in the classroom. **DETENTIONS WILL NOT BE TOLERATED!!!** There is no chance of returning to the team after being removed due to detentions.

Decision of commitment!!! If the athlete is involved in extra curricular activities outside of school, (karate, football, dance, etc.) a choice must be made. Kingsway will respect your choice. Dedication is essential to being successful in anything we decide to do in life.

"The quality of a person's life is in direct proportion to commitment, regardless of their chosen field of endeavor." -Vince Lombardi

Reporting and Report Cards

The purpose of our report system is to give parents and students an indication of the progress that is being made. Each child's ability, attitude, and application are taken into account in grading. Our entire school functions on nine-week grading periods with four such periods in the school year. Report cards are issued at the end of each nine-week period. Mid-term reports are given at the end of four and a half weeks within each nine-week period. All such reports are to be signed by the parent and returned the following school day. These reports are sent home to keep the parents informed as to what their student is accomplishing. "Take-home papers" are sent home with the students on Tuesday so parents can be made aware of their child's progress, as well as to see what skills and concepts are being taught.

Teachers are always willing to meet with parents **by appointment** after school to discuss the student's progress. Also, at the end of each 9 week period there will be a day set aside for parent/teacher conferences as needed. Please remember that our teachers are very busy teaching. We ask that you not interrupt the classroom while classes are in progress. The teachers are responsible for the students in the classroom and cannot be expected to give you one on one attention during class time. Parents are encouraged to make an appointment with the teacher if they have questions about their child's work or about grades received. Sometimes it may be necessary for teachers to request an appointment with the parents and we ask that you cooperate with the teacher in this matter.

GRADING SCALE (K5 - 8th GRADE)

LETTER GRADE	PERCENTAGE GRADE
A	100 - 90
B	89 - 80
C	79 - 70
D	69 - 60
F	59 - 0

"A"=Excellent, "B"=Above Average, "C"=Average, "D"=Below Average, "F"=Failure. "I" indicates that the student has, for some reason, not completed sufficient amount of work to receive a letter grade at the present reporting period. All incomplete work is to be resolved by the time of the next nine-week's reporting period and the "I" should be changed to a letter grade.

GRADING SCALE (K3 and K5)

O - Outstanding
S - Satisfactory
N - Needs Improvement
W - Work in Progress

CONDUCT (All Grades)

1 - Good
2 - Needs Improvement
3 - Poor

Grading

Grading is on a percentage basis of one hundred percent (100%). An example of how that 100% might be broken down is as follows: 25% of the grade is for homework, notebooks and daily participation; 25% is for quiz grades; and 50% consists of tests, projects, or papers. While this is an example, some classes may differ slightly from this. The various grades are then averaged to arrive at a total number of percentage points using the schools adopted system.

Homework

Homework is an important part of the student's educational process. Everything cannot be learned in the time allotted for each class; therefore it is necessary for a student to do work beyond class time. Homework may be given by a teacher every night except Wednesday. Assignments will only be given on Wednesday when absolutely necessary.

Homework Planners are a required school supply item. Each night the homework assignments are to be written in the planner by the student and signed by the parent upon completion. The planners are your communication with the teacher and visa versa. It is imperative that the parent sign off on the planner each night. A student's failure to have the planner signed by a parent will result in disciplinary action upon the 4th offense.

Homework Folders are sent home toward the beginning of each week containing the work assignments from the previous week. Each week the folders must be signed and returned to the teacher the following day. This is our means of showing you your child's progress and struggles. Replacement folders are \$3.00 and will be charged to your account upon failure to return the required folder.

Suggested Guidelines for Helping a Student with His/Her Studies

See that the student has an organized and complete way of recording assignments. We require each student in the 1st - 8th grades to purchase and use an assignment notebook from the school office. The book is to be checked nightly and initialed by a parent or guardian.

Be sure the student is provided with a quiet, well-lighted study area and that all necessary materials for work are available. Keep distractions to a minimum. Phone calls should be limited and minimized. Parents please allow time for study since tests and quizzes occur weekly on Monday, Tuesday, Wednesday and Friday. In some cases, it may be necessary for us to ask parents to spend extra time helping their students with some areas of their homework.

Awards

There is an End of the School Year Awards Program. Students who excel in different areas are awarded for their achievements:

1. General Awards
 - A. "A" President's Honor Roll... (All "A's" all year)
 - B. "A/B" Honor Roll... (All "A's" and "B's" all year)
 - C. Perfect Attendance
 - D. Athletic Awards
 - E. Valedictorian (8th Grade)
 - F. Salutatorian (8th Grade)
 - G. Teacher Awards
2. Good conduct recognition
 - A. Student of the Month
 - B. Most Christ-like Award
 - C. Biblical Character

TEXTBOOKS AND LIBRARY BOOKS

All textbooks and workbooks are supplied by the school for a fee. Textbooks are distributed to the students on a loan basis. Other material, such as The King James Bible, paper, pencils, assignment pads, notebooks, etc. must be furnished by the students. A supply list will be furnished for each grade. The student must accept responsibility in the proper care of textbooks. All school-furnished hard-bound textbooks must be covered with an acceptable book cover. In the case of lost or damaged textbooks, workbooks, or library books, the student will be billed the total price of the repair or replacement.

CAFETERIA

Students may either purchase a lunch or bring a lunch from home. Drinks and snacks may be purchased to compliment a home made lunch. When packing your child's lunch, please do not send items that need to be put in the microwave or bring fast food lunches on campus at lunch time. The cafeteria sells items such as hot dogs, corn dogs, hash browns, macaroni and cheese, chicken nuggets, fresh fruit, salad, snacks, chips, drinks, etc. a la cart. A student may choose from the menu according to available items. Wednesday is pizza day. Tuesday and Thursday are plate lunch days. A plate lunch consists of an entrée, vegetable, dessert, and drink. Menus, including prices, will be provided in the welcome packet with extra copies available in the office. Please check with the individual teachers on how they prefer to handle payment for lunches. Payments may also be made in the office, which will be sent directly to the lunchroom and applied to the student's lunch account. Please refer to the menu for further details on lunches.

Charging is not permitted. If your child does not have a lunch or lunch money, we will provide the lowest cost item and water and you will be responsible for

payment. At no time will lunch intentionally be withheld from your child. Parents are discouraged from visiting with their child during lunch time due to the limited space in the cafeteria. Only on special occasions, such as a birthday, will parents be permitted in the lunchroom for lunch. Please refer to the section on parties for further details.

SNACK TIME

All students in K3 - 2nd grade have snack time. A nutritional snack must be provided for each student in K3 - K5. 1st and 2nd Grade students have the option of bringing a snack or purchasing a snack from the lunchroom. For those, who pack lunch and/or snack, it is very important your child knows what is meant for lunch and what is meant for snack so they don't eat both at one time leaving them with nothing for later. A child without will be permitted to charge 1 snack item and water at the expense of the parent. It is very important each parent instructs their child of what they are to eat for lunch and for snack.

ATTENDANCE

1. Absences - In order for your child to gain the most in school, he/she must be in regular attendance. As an educational institution, we discourage any absence from classes other than those that are absolutely necessary. We cannot educate your child if you keep him/her out of school when it is not necessary. All work missed because of absence must be made up and only that work for which there is legal excuse may be counted.

Florida Statute 232.09 states that, "Only absences due to sickness, injury, or insurmountable family emergencies qualify as exceptions to the stated policy." Absences due to injury or sickness will be excused when accompanied by a doctor's medical excuse to be brought to the school office. Any absences due to family emergency or pre-arranged absences are permitted under certain circumstances by approval of the administration. Vacations are not excused. For the benefit of the child's education, any vacation should be scheduled during predetermined breaks from school as indicated on the school calendar or during the summer months. The administration reserves the right to determine if an absence is excused or unexcused and will issue the student a pass to be admitted back into class.

School is in session 180 days and there is no early release on Wednesdays. The instructional hours equate to 959 hours. The minimum per the State Board of Education is 540 hours for K5, 720 for 1st - 3rd grades and 900 for 4th - 8th grades.

2. Tardies - School starts at 8:25AM. Students are considered tardy to class if they are not in their seats inside the classroom ready to start at 8:30AM (based on the time in the classroom). Be sure to set your clock by the clock in the classroom. When a student is tardy, a written note explaining the reason must be presented to the office. The student then receives a pass that permits

him/her to the classroom. The administration reserves the right to determine if a tardy is excused or unexcused. Four unexcused tardies in a quarter will result in a detention for 1st – 8th grade students and Pink Slip for preschool and kindergarten. School teaching time begins promptly at 8:30. All students must be in the classroom and parents must be out of the classroom by this time.

ACCEPTABLE BEHAVIOR

In an effort to create an environment conducive to learning, these general guidelines are to be followed:

1. Students are not to leave the room without written permission from the teacher. When on the walk ways the student must have an authorized pass. There should never be running, loud talking, or noises in the walk ways. Students are not to be in the halls or bathrooms before 8:00 AM in the morning, nor during the scheduled lunch period.
2. Chewing gum is prohibited anywhere on campus at any time. Candy and food are prohibited in the classrooms, except for authorized parties, snacks, or in food-related classes with the teacher's supervision.
3. Desks and lockers should be kept in an orderly fashion. Lockers are the property of the school and may be inspected at any time. Lockers are to be kept closed and locked at all times. The school is not responsible for missing items.
4. Students are not to talk during class without the teacher's permission. This is obtained by raising the hand and waiting for the teacher's recognition. Students should answer with YES, MA'AM, NO, MA'AM, YES, SIR, and NO, SIR.
5. Students are to stand during class recitations.
6. Students are not to leave their seats without the teacher's permission.
7. No toys, play guns, games, playing cards, or trading cards will be allowed in school without the permission of the teacher. Any above item brought to school will be confiscated and may only be picked up in the office by a parent.
8. No knives, guns, or any such "weapons" are to be brought to school. Any such devices will be confiscated and will result in disciplinary action.
9. No radios, tape recorders, CD Players, CDs, iPods, electronic games, or any other equipment may be brought to school without written permission from the teacher or administration. This includes school-sponsored fieldtrips or games.
10. No secular magazine of any kind is permitted on campus. On rare occasions a teacher may permit a magazine for a special assignment, but this magazine may not contain any inappropriate material.
11. Cheating on a paper, assignment, or exam is considered a very serious offense. The student found cheating will receive a "0" on that test or assignment and be subject to further discipline.
12. Internet and computer involvement must be acceptable at all times.
13. Students are to show respect to the teacher and their peers at all times. Profanity, slang, name calling, lying, immodesty, rudeness, and other acts of indiscretion are to be avoided. Students willfully behaving in an unseemly

manner will be reported, disciplined and expelled when necessary. Students discovered acting improperly outside school hours are also subject to severe discipline and possible expulsion.

14. All students must comply to a 6" rule, keeping one's hands to themselves.
15. Students must not hit back. Students are to tell the teacher if they are hit and must not retaliate.
16. Students are not to engage in any type of horseplay or name-calling in the building or on the grounds.
17. Couples are to maintain a proper distance when on school property.
18. Responsibility toward cleanliness in the classroom, student desks, and personal appearance should be shown by all students
19. Theft or destruction of school property or the property of other students will not be tolerated. Any student found to be destructive to any property not his own, will be asked to reimburse the school or owner for repairs or replacement. Disciplinary procedures will be followed in such cases.
20. Pulling the fire alarm falsely will not be tolerated and may result in expulsion. The \$375.00 fee for a false alarm will be paid by the parent of the responsible student.
21. Fighting and/or possession or use of any tobacco, drugs, or alcoholic beverages in the school or any school function may result in immediate expulsion. Students discovered using these outside school hours are also subject to severe discipline and possible expulsion.
22. Students are not to wear strong scented colognes, perfumes or lotions due to our students with allergies and asthma.
23. No animals are permitted at school at any time.
24. Cell phones must be powered off and given to the homeroom teacher each morning so that it can be properly stored out of sight while on campus. This includes no usage during classroom breaks, bathroom breaks or during lunch. If a phone is seen or heard during the day it will be confiscated and may only be picked up in the office by a parent and disciplinary action may be taken. For those students who stay in Extended Day, including while in the gym before school, the phone must be put away upon check-in. It may only be used with the permission and supervision of the Ex. Day workers in the case of an emergency. No phone should be shared and the display of any inappropriate material will result in a loss of the privilege of bringing one's cell phone to school. We are not in any way, shape or form responsible for any damage or loss of any student's cell phone.
25. With probable cause, the school reserves the right to search lockers, book bags, purses and cell phones on school campus.

The school is not responsible for any lost or stolen articles. Be sure to write your child's name on all personal belongings, including clothing and school uniforms.

COMPUTER CLASS GUIDELINES INCLUDING INTERNET

Students in 2nd – 8th Grade will participate in a computer class throughout the school year. We strive to continually upgrade our systems, add software and integrate technology into the classrooms. Students using our computer lab regularly or periodically are expected to know and abide by the following guidelines:

1. Sit in assigned seat.
2. Do not insert disks from home.
3. Do not download programs.
4. Do not play games other than educational games approved by the teacher.
5. Students must not change desktop settings.
6. Internet usage is only for teacher directed activities.
7. Do not give any personal information of any kind, or sign up for anything on the Internet.
8. Only print when the teacher directs you to do so.
9. Do not plagiarize.
10. When you finish the given assignment, study – you cannot “surf the net”.

At times Internet access is granted to students as to assist the students with their studies. Therefore, the school reserves the right to monitor all traffic on the network. We expect you to use the valuable educational tool in an acceptable manner. We will not condone the use of inappropriate information on the Internet. We have security measures in place to help filter inappropriate sites/information, but if a student comes across something of concern, the teacher should be informed immediately. Everyone must assume responsibility as technology is integrated to aid the students.

Based on the nature of the offense, students who violate the above stated policy may face detention, the risk of exclusion from using the computer lab, suspension, or possible expulsion.

Internet/ Cell Phone Policy Outside of the Classroom

Not only for safety reason, but for the sake of morality, parents must be involved with what their children are exposed to, as well as, what they are exposing others to on the Internet. We realize this is considered by many to be of a private nature, but when anything is posted and exposed to our students, it is no longer private and will be dealt with by the school. This includes, but is not limited to, inappropriate language, video or audio clips, and graphic pictures. What the school considers to be unacceptable is based on Biblical principles and not what is considered socially acceptable.

If a student's Internet/ Cell phone dealings are brought before the administration it will be dealt with as a school offence and the student will be disciplined according to school's disciplinary policy.

DRESS-CODE

We believe our young people must dress and act differently than the world. There is a direct relationship between attitudes, behavior and the way students dress. With the objective being neatness, modesty (I Timothy 2:9) and an atmosphere conducive to education, students are to purchase school approved uniforms from Risse Brothers School Uniforms or AMS. No other uniform will be accepted and pink slips will be issued for uniform violations. School uniforms are to be worn at all times while in class and on campus. Students must redress after physical education in complete uniform. Exceptions are sports & extra programs where modest apparel may be worn. Girls are encouraged to wear shorts under their jumpers/skirts, but the shorts (or tights) should not show below the hem line.

Students are not permitted to wear strong scented colognes, perfumes or lotions due to many students having allergies and asthma. In addition students are not permitted to wear bandanas, hats, head coverings, scarves, or have tattoos. It is strongly discouraged for the younger girls (K3 – 1st grade) to wear jewelry to school. The school is not responsible for lost or stolen items.

Boys are not permitted to wear earrings, bracelets, makeup or nail polish. A small necklace is permitted, but must be tucked under the shirt.

Girls are only to wear one earring per ear not to exceed 1" in diameter or length, no excessive jewelry, and no gaudy nail polish or acrylics of inappropriate length. The middle school girls, who opt to wear makeup, must keep it conservative with no excessive eye makeup. We expect modesty.

On cold days (65° or below) all students must wear a jacket or sweater when outside of the classroom. In order to help stay warm, students may wear a long sleeve shirt under their school uniform shirt consistent with the uniform colors such as red, yellow or white. Long sleeve uniform shirts are available to purchase through the uniform company. Girls may wear pants consistent with the uniforms colors (red, blue, black,) under their skirts. Writing or pictures inconsistent with Christian values are not permitted on outer wear. Jackets should NOT be worn outside the classroom on warm days.

HAIR CODE

The boy's hair shall be neatly cut. In an effort to be more culturally sensitive, braids and twists will be permitted.

Regarding all students, extreme or foolish haircuts or styles are not acceptable. This includes fads, emblems, or designs shaved into the hair, or unnatural coloring or highlights, such as blue, pink, purple, green, orange, yellow or bright red. Hair is to be kept neat and clean and not styled in a manner that draws undue attention to the person and/or causes distractions in the classroom.

The Required School Uniform

All Students are to be in the required Risse Brothers school uniform EVERY DAY. Every student is to look clean and neat with shirt tails tucked in. Any uniform with a tear, holes, improper hem, or stain needs to be replaced or repaired promptly.

Boys

The approved school uniform shirt with logo neatly tucked into navy blue school uniform pants with a black belt - the pants must be worn at the waist.

Solid colored, matching black or white short socks must be worn at all times.

Black shoes (rubber sole, non skid). Sandals, flip flops and Heelys are not permitted.

Girls

K3 – 4th grades – The approved school uniforms knit shirt with the school logo in red or yellow or the Peter Pan yellow shirt with the school logo and approved school uniforms plaid jumper; the length must come to the knee in the front and in the back. Hem lines are long to allow room for growth, but must be let out and the hem line sewn shorter to lengthen as needed. Shorts should be worn under the jumpers that do not exceed the length of the jumper.

4th – 8th Grades – The approved school uniforms knit shirt with logo in red or yellow the approved school uniforms plaid skirt; the length must come to the knee in the front and in the back. Hem lines are long to allow room for growth, but must be let out and the hem line sewn shorter to lengthen as needed.

Solid colored, matching black or white short socks must be worn at all times.

Black shoes (rubber sole, non skid) – no heels over 1” and no backless or toeless shoes are permitted. Sandals, flip flops and Heelys are not permitted.

P.E. Uniform for all students in 4th – 8th grade

KCA P.E. shirt and KCA P.E. shorts must be purchased in the office. Black non skid, rubber soled tennis shoes are required for P.E. Each student’s name must be written on the outside of each article of the P.E. Uniform.

Failure to adhere to the required school uniform will result in disciplinary action and possible dismissal from our school.

Be sure to put your child’s name on all articles of clothing.

The school is not responsible for lost or stolen articles.

Students out of uniform, including hair code, will not be permitted to participate in any end of year ceremonies or parties.

MOTIVATION FOR OUR POLICIES

The underlying motive for many of our procedures and policies is to create an environment conducive to education.

We do not expect that every student and parent will agree entirely with everything Kingsway Christian Academy does, but we do expect you to cooperate with the policies as long as the student is enrolled. We want our parents and students to respect the rules and policies by obeying them while the student is enrolled at Kingsway Christian Academy. If you do not feel as if you will be able to support the school and its policies, it would be best for all parties involved for you to withdraw your student. Having unity among the school, parents, and students will make the school year easier on all involved.

DISCIPLINE

Romans 13:3 "Rulers are not a terror to good works, but to the evil. Wilt thou then, not be afraid of the power? Do that which is good and thou shalt have praise of the same."

Hebrews 13:17 "Obey them that have rule over you, and submit yourselves: for they watch for your souls, as they that must give account, that they may do it with joy, and not with grief; for that is unprofitable for you."

The aim of Christian discipline is to assist the student in developing a life style consistent with God's expectations for daily living. Christ is the ultimate spiritual example and the teacher the adult Christian example in the classroom.

The purpose of our discipline procedure is to create consistency and reflect a sense of fairness to the student. All discipline is designed to show a person his sinful will, lead him to trust Christ, and to become a self-disciplined person who wants to do God's will.

The goal of our discipline will be to develop character that will enable the student to:

- Have a respect for property, assignments - Romans 12:2
- Be prompt in attendance and assignments - Psalms 55:12
- Exhibit cheerful obedience to authority - Hebrews 13:17
- Show responsibility in completing other assigned or expected tasks - Proverbs 13:4
- Show courtesy and respect for others in playing and working - Proverbs 20:4
- Exhibit cleanliness in person and property; truthfulness in word and life - Proverbs 12:22; 19:9
- Exhibit morally good conduct in respect to recreation, social relationships and language - Romans 12:21
- Develop Christian love for others as shown by sensitivity to their needs and feelings - I Corinthians 13

When the student deviates in these areas, it is the responsibility of the home and school to help by both correcting and guiding. While the discipline of the child is the parents' responsibility, parents and teachers must cooperate fully with one another. Anything said or done which reduces respect and confidence for either will harm the child.

The disciplining of students at Kingsway Christian Academy is approached out of love and respect for the student. No child will be administered discipline out of anger. Each discipline situation will be investigated with the student, teachers, or person involved before disciplinary action is taken. Counseling and prayer are a part of every discipline encounter. The administration reserves the right to suspend or expel a student if the offense is detrimental to the well being of other students or the school. The proper authorities will be contacted if the offense requires reporting. Written records will be maintained regarding the offense, date, and disposition of the discipline encounter with a method of parental contact being indicated.

POLICY FOR RULE VIOLATION

When a rule or policy is ignored or violated, there will be a correction administered by the teacher, supervisor, or school administration. It is the desire of the school that the correction, discipline, or punishment is fair, consistent, and just for the seriousness of the offenses committed. The Scripture is clear that failure to correct someone when he is wrong, proves there is no love or concern for the person's well being. Everyone by nature will be prone to break the rules. To allow this to continue is, by default, to communicate to the student that his wrong behavior under certain conditions is acceptable. It soon causes him and his peers to believe these rules are not important and further builds a disrespect towards authority.

Misconduct or code violations are dealt with by a system that begins with checks for less serious infractions, and progresses to pink slips, detentions, suspensions, or ultimately expulsions for flagrant offenses. However, a student may be given a detention, suspension, or expulsion without being given checks or a pink slip.

PINK SLIP

This is generally, but not always, the first means of official communication between the teacher and parent regarding a student's behavior, rule violations, being unprepared, uniform violations, etc. The purpose is to notify the parent of problems at school in order to prevent the behavior to continue resulting in further disciplinary action. Students are responsible for obtaining the parent's signature and returning the Pink Slips to the teacher the next day to avoid further disciplinary action which may include a detention being issued.

DETENTION

A detention requires a student to come early to school from 7:30am until 8:15am on the designated Thursday morning. The parent will receive a detention notice the day of the offense or once the offense has been thoroughly investigated. The detention must be signed and returned the following day to the issuing teacher or warrants additional disciplinary action to be taken for failure to return and notifying a parent of disciplinary action. Verbal confirmation is not acceptable. Continued refusal to return detentions the day after being issued may result in suspension.

It is the parents' responsibility to provide transportation for their student. If there is a valid reason a detention cannot be served on the assigned day, the parent must send in a written note to the assigning teacher and, upon approval, the detention will be served the following week. Failure to serve a detention which has not been properly excused, will warrant further disciplinary action which may include another detention being issued, thus resulting in two detentions; one for the original offense and one for failure to serve the detention when assigned.

Behavior resulting in receiving a detention includes, but is not limited to:

1. Coming to class unprepared (ex. without assignments, textbook, etc.).
2. Excessive tardies to class. The 4th unexcused tardy will warrant a detention.
3. Excessive talking and/ or disrupting class.
4. Failure to meet dress code.
5. Failure to meet hair code. (Student will have until the following Monday to correct the problem.)
6. Unauthorized eating, drinking, or gum chewing on campus.
7. Profanity, lying, immodesty, rudeness, or other acts of indiscretion.
8. Horseplay and name calling.
9. Disrespect for authority.

Fighting, use of drugs, theft, and destruction of property or any serious infraction could result in more severe punishment such as suspension or expulsion at the discretion of the administration.

Students will be held responsible for their behavior, not dependant on the actions of others, and will be held accountable for any negative behavior both on and off campus, including internet activities, at any time during the year.

ACCUMULATED DETENTIONS

A student's detentions accumulate throughout the school year. After two detentions are served for the same violation, the administration will be notified and will handle the infractions in an attempt to solve the problem before more serious consequences are necessary. Four detentions received will result in a one day suspension in addition to the detentions served.

SUSPENSION

The parents of a student who has been suspended from school are urged to cooperate with the school in making this correction beneficial to both the student and the school. It is not to be a vacation. When suspended from school, the student may be placed on disciplinary probation by the administration for a nine week period. Although all missed assignment for the day, including homework, must be completed, the student will automatically receive a zero for all assignments missed due to a suspension. A suspension is a drastic measure to let the student and his/her parents know that he is on the verge of dismissal unless positive and consistent change in behavior is seen. The administration reserves the right to suspend or expel a student if the offense is detrimental to the well being of other students or the school and is not dependant on previous warnings or detentions. The proper authorities will be contacted if the offense requires reporting. Suspensions of any type will remain on the student's permanent record.

EXPULSION

When all other means of discipline has been exhausted or if the well being of students or the school is at risk, a student will be expelled. Upon expulsion of a student, the parents will be notified to pick up their child. All school fees must be paid and school books returned. No student will be permitted to return to Kingsway Christian Academy after being expelled. The administration reserves the right to expel a student and the proper authorities will be notified if the situation warrants it. Expulsions of any type will remain on the student's permanent record.

PROCESS OF APPEAL

Should a parent or student at any time have a problem which they feel needs to be discussed, it is recommended that the discussion begin privately with the teacher or immediate personnel involved. At no time should a parent question other students about any infraction. A parent must never confront a teacher in the classroom or in front of students.

If the problem has not been resolved in a satisfactory way, a request to meet with the Principal along with the teacher should be made and an appointment will be scheduled. Do not go to the top first. The administration is committed to its personnel in handling problems in this manner and will require the parent or student to follow this procedure.

SPECIAL DEPARTMENTS AND PROGRAMS

Pre-School

Kingsway Christian Academy provides a complete pre-school program for three and four year olds. In this program, we teach our students the basic phonics sounds and begin teaching them to read and write. You will find this curriculum to be a very accelerated program and most beneficial to your youngster. The pre-school children have a snack time each day, to be provided by the parent. The hours of pre-school are 8:30 AM until 12:00 PM. Students not picked up by 12:15 PM will be charged for Extended Daycare.

In order to be eligible for the Pre-School Program, the student must be of age by September 1st of the school year. All students must be fully potty trained. The parent must provide an extra set of clothes; a skirt and blouse or dress to the knee for girls or for boys a pair of pants and a collared shirt – no shorts are permitted. We realize accidents happen, but if accidents persist more than once a week in a 30 day period you will be asked to remove your child from our school. Due to the school not being a daycare, the teachers or aides are not permitted to change students. Students must be self-sufficient and be able to clean and change themselves or the parent will be called to tend to their child. All first time students enrolling at KCA are taken on a 30 day probation period and must be able to adapt to the academic and behavioral standards set forth by the school.

Extended Daycare Program

This program provides supervision for your children before and after school. The students will receive a snack after school. Preschool students take a nap and K5 -8th grade students are required to do their homework before they will be allowed to play.

The Extended Daycare is available before and after school from 6:30AM to 6:00PM. The Extended Daycare policy is that if students are not picked up within 15 minutes of dismissal or dropped off earlier than 7:45 AM, they are required to check into daycare and you will be charged accordingly. The pick up times are as follows: K3 through K4 12:00 PM, K5, 1st and 2nd grades 2:50PM, and 3rd – 8th grades 3:00 PM. The first four times a parent picks up their child after 6pm, a late pick-up fee of \$2.00 per minute will be charged. The next five times will result in a \$5.00 per minute charge. The tenth late pick-up will result in dismissal from the program. As Christian parents, we expect you to uphold these policies and at no time discourage your children from complying with the rules.

The Extended Daycare payment is due weekly. Since accounts are only charged for the days a student stays, the balance may differ from week to week. Therefore, each Friday the balance for the week through Thursday is available in the Extended Daycare. Daily balances are available in the office. You are responsible for obtaining your balance for the week and paying it off. A \$5.00 late fee will be charged each week that the balance is overdue. If a balance is overdue or the balance exceeds \$100.00, the student will be removed from the program until the balance and all applicable late fees are paid in full.

We will notify you in advance by way of the school calendar, of any holidays the Extended Daycare will be closed. On days the school is closed and the Extended Daycare is open for the full day (ex. Christmas break, spring break, etc.) there will be a daily rate of \$18.00 per day or \$75.00 for the week.

Extended Care hours are:

K3 - K4:	6:30 - 8:25 AM (before school) 12:00 - 6:00 P.M. (after school)
K5 – 2 nd :	6:30 - 8:25 AM (before school) 2:50 - 6:00 P.M. (after school)
3 rd – 8 th :	6:30 - 8:25 AM (before school) 3:00 - 6:00 P.M. (after school)

ACCESSING PARENTSWEB

RenWeb School Management Software gives you, the busy parent, an opportunity to get more involved in your child's academic progress and future success – all via the Internet!

RenWeb's ParentsWeb is a private and secure parents' portal that will allow parents to view academic information specific to their children, while protecting their children's information from others. You may view your child's grades, attendance, homework and conduct, as well as other useful school information. You can also communicate with teachers and other school staff online whenever necessary. All you need is an Internet-capable computer.

Here's how to access our easy-to-use **RenWeb ParentsWeb**:

- Make sure that the school has your email address in RenWeb.
- From a computer for the initial set up (Smart Phones and Tablets will not work for setting up the account), in Internet Explorer, Firefox, or Safari, go to www.renweb.com and click **Logins**
- Type the school's **District Code: KW-FL**
- Click **Create New ParentsWeb Account**.

- Type your email address and click **Create Account**. An email will be sent which includes a link to create your ParentsWeb login. The link is active for 6 hours.
- Select the **Click to Create your ParentsWeb login** link.
- A web browser displays your **Name** and RenWeb **Person ID**.
- Type a **User Name, Password, and Confirm** the password.
- Click Save User Name and/or Password. A message displays at the top of the browser, "User Name/Password successfully updated."
- You may now log in to ParentsWeb using your new User Name and Password.

ParentsWeb allows you to access:

- Student attendance and daily grades
- Progress reports, reports cards and transcripts
- Homework
- School events
- Lunch calendar and price list
- Account balances with Paynow feature
- School calendar
- Supply list
- Uniform order forms

GENERAL INFORMATION

Collection of Money

Tuition is due to FACTS on the date selected by the parent. Extended Care payments must be paid weekly. Payments for Extended Care, lunch, registration, etc. may be made through Parentweb with no fee. Also, parents may be made in the office by cash, check, money order, or credit card (\$5.00 fee). The Extended Care may take payments after office hours, but only check or money order. They cannot take cash or credit cards.

There is a \$25.00 fee for a returned check and after three returned checks, this form of payment will no longer be accepted.

Ecclesiastes 5:4 states "When thou vowest a vow unto God (Christian school) defer not to pay it; for He hath no pleasure in fools: pay that which thou has vowed."

Communicable Disease Policy

This school desires to maintain a healthful school environment by instituting controls designed to prevent the spread of communicable diseases. The term "communicable disease" shall mean an illness which arises as a result of a specific infectious agent which may be transmitted either directly or indirectly by a susceptible host, infected person, or animal to other persons. A teacher or administration official who reasonably suspects that a student or employee has a communicable disease shall immediately notify the school principal. Any student or employee with a communicable disease for which immunization is required by law or is available, shall be temporarily excluded from school while ill and during recognized periods of communicability. Students and employees with a communicable disease for which immunization is not available shall be excluded from school while ill. If the nature of the disease and circumstances warrant, our school may require an independent physician's examination of the student or employee to verify the diagnosis of the communicable disease. This school reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases at the school. The school will not be held liable if a breakout occurs.

Emergency Policy

Incident/Accident Reports are filled out and sent home in the case of minor accidents. In the case of more serious incidents, the parent will be notified immediately.

Emergency Contacts

The school requires at least two contacts outside of the mother and the father to be able to reach in case of emergency. This may consist of other family members, family friends, neighbors, fellow church members, co-workers, etc. It is the responsibility of the parent to keep these contact numbers up to date, not only the numbers for the parents, but for the emergency contacts as well.

In the case of illness or injury, we will first attempt to contact a parent. If a parent is unable to be reached, the school will then contact the individuals listed as emergency contacts. If no one is able to be reached, then the proper authorities will be notified.

In the case of late pick up, which is defined as a student being left in the Extended Daycare past 6:00 PM, we will first attempt to contact a parent. If a parent is unable to be reached, the school will then contact the individuals listed as emergency contacts. If no one is able to be reached, then the proper authorities will be notified. For any student in the Extended Daycare program, a separate contact form must be on file and kept updated in the Extended Daycare.

Hurricane / Severe Weather

In case of severe weather conditions, the school will announce its closing over local radio and television stations. The school will only close during bad weather if there is a direct threat to the students and will remain open as long as the power is working and there is no serious damage to the school. The school calendar has extra time built into our schedule to permit for days out if needed. Do not follow the Public School. If you have any questions, please contact the school office at 407-295-8901. The school phone will have a message to let you know what the current status of the school is.

Special Circumstance

Kingsway Christian Academy is obligated by law to report any actual or suspected abuse to the Department of Children and Families. In keeping with our policies, all government agencies are permitted on our campus (i.e. The Health Department, The Fire Department, etc.)

Bicycles

Students who ride bicycles to school are to chain lock them to the railing provided at the northwest end of the 100 building. The school is not responsible for any stolen or damaged bicycles. Please complete the necessary form stating your child has permission to ride their bike to and from school.

Lost and Found

Articles lost or left anywhere around campus are given to the appropriate teachers in order to locate the proper owner as soon as possible. Please see that your child's name is on all articles of clothing, lunch boxes, and book bags. Any unclaimed items will be given to a charitable organization. The school is not responsible for any lost or stolen items.

Medications

The health department requires that all medicine be dispensed from the office so that it will be out of reach of children. If your child is to take any prescription medication, cough medicine, Tylenol, etc., a parent must bring the medicine to the office in the original container and fill out the required forms.

Parent/Student Orientation

Orientation is held before school begins. It is very important for each parent to attend. Much needed and important information is covered and explained. Parents will also receive the class assignments and meet the teacher after the general assembly in the gym.

Lawsuits

It is the goal of KCA to offer you an affordable Christian education while providing a safe environment for your children. Kingsway Christian Academy follows all state, health, and fire regulations as well as those set forth by our accrediting agency. Frivolous lawsuits filed against the school result in our insurance premiums skyrocketing. The rising costs of everything involved, in turn, results in a higher tuition rate.

As Christians, we are instructed in I Corinthians 6:1-8 not to take our fellow Christians to court. We would strongly encourage you to pray before making any decisions.

Parties

All students are permitted to have a Christmas and End of the Year Party and the end of the day after lunch (except preschool). K3 – 5th grade students are permitted to have class parties for Valentines Day and Easter. Please limit the food to party food only. Birthdays may be celebrated at school during the lunch time or regular snack time. Parents may provide cupcakes, cookies, or brownies. Cakes are discouraged because they are difficult to serve during the allotted time. No outside food is permitted to be served to the class at lunch due to those students with allergies. Example - Nothing with peanut butter may be shared.

Parking and Pick-up

When bringing your children or picking them up from school, please stay in the line of traffic and move with the flow of traffic. If you need to speak to a teacher, even for a few seconds, please park in the designated parking areas. **DO NOT STOP IN FRONT OF THE ROOMS. THIS CAN TURN INTO A VERY DANGEROUS SITUATION VERY QUICKLY.** Please watch for children as you arrive, drive through, and leave the parking areas. Drive very slowly at all times, even during the day when students are not visible. K-5, 1st, and 2nd grades dismiss at 2:50 PM. 3rd - 8th grades dismiss at 3:00 PM. Students not picked up within 15 minutes of dismissal will be sent to Extended Daycare. This is for their protection as there is no supervision after that time. Students going home with another student must have a note from parents. Students walking/biking home must have the proper form filled out giving parental permission to walk/bike home. Anyone picking up a student early must come through the office to sign the student out and obtain a pass to present to the teacher.

Yearbook

A Kingsway Christian Academy yearbook is published each year for the enjoyment and benefit of our students and parents. A yearbook is given to each student and is paid for in the Book Rental/Supply Fees. Additional books may be available for purchase.

Student Records

The office staff and the classroom teacher will have access to student records. Special access may be given to a parent or guardian with the overseeing of the administrator. No records will be released to another school if there is a balance on the account.

Summer School

There is an academic standard we maintain at KCA which states that a student, who does not meet the necessary academic requirements, is required to attend and pass summer school. Summer school is held five days a week, from 8am – 12pm, for four weeks during the summer and is eligible for those students enrolled or in jeopardy of retention for the upcoming year. Each class consists of a two hour session per day with a short break in-between for snack.

Attendance is mandatory for those required, as outlined below, and tardiness is unacceptable. Students are not permitted to be absent more than two days.

Because of the change in the grading scale the requirements for promotion have changed. We will not promote a student to the next grade level with failing grades; an “F” for the school year, final semester and/or last nine weeks.

Students who earned a “D” in a core subject consisting of math and English, including phonics and reading, are required to take summer school. This will assist the student in gaining the fundamentals necessary to succeed the next grade level.

Students who earn a failing grade in any academic subject that is not a core subject must take summer school for that subject.

Students who earn one failing grade in a core subject consisting of math and English, including phonics and reading, must successfully complete summer school in order to be promoted.

Students who earn two failing grades in core subjects consisting of math and English, including phonics and reading, will be retained. If the failing grades are in non-core subjects, summer school must be taken in order to be promoted.

Telephone/Cell Phone Use

In case of emergency, with permission, students may use the telephone in the school office. Any ride arrangements need to be made before school. Only in the case of an emergency should parents call their child at school. Students are not permitted to have cell phones on in the classroom. Cell phones must be powered off and properly stored out of sight while on campus. This includes no usage during classroom breaks, bathroom breaks or during lunch. If a phone is seen or heard during the day it will be confiscated and may only be picked up in the office by a parent and disciplinary action may be taken.

This includes no Blue Tooth, Apple Watches, AirPods or headphones of any type. For those students who stay in Extended Day, including while in the gym before school, the phone must be put away upon check-in. It may only be used with the permission and supervision of the Ex. Day workers in the case of an emergency. No phone should be shared and the display of any inappropriate material will result in a loss of the privilege of bringing one's cell phone to school. We are not in any way, shape or form responsible for any damage or loss of any student's cell phone.

KINGSWAY CHRISTIAN ACADEMY STANDARDS OF CONDUCT

“Whether therefore ye eat, or drink, or whatsoever ye do, do all to the glory of God.” I Corinthians 10:31

“For we are His workmanship, created in Christ Jesus unto good works, which God hath ordained that we should walk in them.” Ephesians 2:10

“For ye were sometimes darkness, but now are ye light in the Lord: walk as children of light.” Ephesians 2:10

Standards of conduct in the Christian school fall into two basic categories. First, in keeping with the Christian school's educational objective, most of the rules promote the development of Christ-likeness in the student. Ephesians 4:22-24 admonishes the Christian to "put off concerning the former conversation the old man, which is corrupt according to the deceitful lusts; and be renewed in the spirit of your mind; and . . . put on the new man, which after God is created in righteousness and true holiness." In a parallel passage (Col. 3:10), Paul tells Christians to "put on the new man, who is renewed in knowledge after the image of Him that created him." God does not want the Christian young person to walk "as other Gentiles walk" (Eph. 4:17). The Christian should think differently and act differently from the unsaved young person. Since the pattern for the student in the Christian school is not other students, but the image of the Lord Jesus Christ, the student's behavior should be directed at all times toward pleasing God and glorifying the name of Jesus Christ our Savior (II Thess. 1:11-12). Therefore a Christian school should encourage it's young people to "do all to the glory of God" (I Cor. 10:31).

Secondly, many of the regulations in a Christian school are necessary for the efficient operation of a school organization. Paul states clearly in I Corinthians 14:40 that Christian organizations should "let all things be done decently and in order." For a number of students in a Christian school to use the same facilities at the same time, certain rules must be established. For example, students should be in class on time; they should not loiter in the hall; they should park their bicycles in specified spaces; they should be respectful not only to their teachers, but school property and classmates as well.

Discouraging Unchristian Behavior

In Ephesians 4, Paul encourages Christians to put off certain undesirable types of behavior and to replace them with Godly types of behavior. He specifically names five sins which must be controlled, especially in a Christian school.

Lying

In verse 25, Paul says, "Wherefore putting away lying, speak every man truth with his neighbor." A lie is a statement contrary to fact, spoken with the intent to deceive. For example, it is not a lie when a student, thinking it so, tells the principal that a classmate is in the gymnasium, when in fact the classmate's parents have taken him to the doctor. On the other hand, if the same student told the principal misinformation in order to protect a classmate who had skipped class, he intended to deceive and therefore lied. Many students may attempt to lie to help themselves or other students. Even though lying may seem to eliminate some immediate unwanted consequences, the students need to learn that lying will ultimately destroy them.

Anger

In verse 26, Paul admonishes Christians to be "angry, and sin not." Anger may be good or bad. God Himself became angry (e.g., Deut. 9:8, 20; Num. 25:4; Jer. 4:8), as did Jesus, the Son of God (John 2:15-16). However, anger for the wrong reasons is sin (James 1:20). Since a Christian school trains students to be in control of their emotions, fighting and other exhibitions of uncontrolled anger cannot be tolerated. Especially on the athletic fields, students (and coaches) must strive for complete control of their behavior and set an example of Christ-like behavior. (James 3)

Stealing

In verse 28, Christians are told not to steal. A person steals when he takes something that does not belong to him. In a Christian school this might be taking a book, a candy bar, a watch, or even another student's answers (cheating). A Christian young person should be encouraged to work for everything he gets instead of stealing it.

Corrupt Communication

In verse 29, Paul admonishes Christians to "let no corrupt communication proceed out of your mouth." Christian students must be encouraged to edify one another with their words rather than tear one another down. Improper speaking, vulgarity, profanity, and other sins of the tongue have no place in a Christian school. This includes internet and cell phone use on or off campus anytime during the school year.

Bad Attitude

Paul concludes the "put off and put on" section in Ephesians 4, by warning against several sins of attitude and "evil speaking." Students must be expected to maintain a good attitude at all times. Insubordination, deliberate disobedience, negative attitudes, destructive talk, criticism, and griping cannot be tolerated in a Christian school. Students and faculty alike should be "kind one to another, tenderhearted, forgiving one another, even as God for Christ's sake hath forgiven you" (Eph. 4:32).

ENCOURAGING CHRIST-LIKE BEHAVIOR

Besides these, other areas of Christ-like conduct should be incorporated into a Christian school's standards of conduct.

Respecting People and Property

(Hebrews 13:17; I Peter 2:17)

The students in a Christian school must have a proper respect for teachers, staff, and other students. They should address their teachers with proper respect and should "obey them that have the rule over them." Children are commanded to honor their father and mother (Eph. 6:4), and since the teachers stand in the place of the parents in a Christian school, they also deserve proper honor. Secretaries, maintenance personnel, lunchroom workers, and all other staff members at a Christian school should be treated with utmost respect. A student should treat fellow students with the courtesy and kindness with which he would like to be treated (Matt. 7:12).

If students are to have the proper respect for other people, they must also have a proper respect for the property of others, including the school building, the teacher's materials, and other students' belongings. Defacing school property or personal belongings cannot be tolerated in a Christian school.

One rule that helps keep students from unintentionally harming the school facility is to prohibit gum-chewing or candy-eating in the school building. Sticky candy and chewing gum are two of the messiest items to try to clean off a floor. Once candy or gum is embedded in a carpet or on furniture, it is almost impossible to totally restore the property. By eliminating the use of gum or candy in the school, the administrator will be able to keep a Christian school neat and clean for a longer time.

Caring for the Temple of God

(I Corinthians 6:19)

In order to encourage a Christian student to take care of his body, "the temple of the Holy Ghost," a Christian school should not allow him to use tobacco, alcohol, or other drugs, either at school or at home. Students should be encouraged to exercise their bodies regularly and to avoid other harmful practices such as overeating and inadequate rest.

Giving No Offense

(I Corinthians 8:13; II Corinthians 6:3)

The principles found in the Word of God clearly instruct the believer to refrain from activities that place him in a setting that is not pleasing to the Lord and that may have a harmful influence on weaker Christians. Students should be instructed from the Word of God to avoid activities that are forbidden in the Scriptures or that violate Biblical principles.

Making Right Friendships

(I Corinthians 5:9, 15:33; II Corinthians 6:14)

Students should be encouraged to make good friends with Christians who have a positive influence on them. For example, a young person who has a problem with his temper should not seek friends who also lack self-control. He should seek friends with a cool and calm spirit so that they will help him control his temper. Because the friends a young person makes are extremely important to his spiritual growth, a Christian school should help students make the right kinds of friends by discouraging those who are bad for each other from being together, by warning those who have a bad influence that they will not be retained without significant improvement, and by counseling those who need help in establishing sound relationships.

Promoting Success in Christ-likeness

Teaching proper behavior is a large part of the school's concern. In addition, it is important that a school seek creative ways to encourage and reward exemplary Christian behavior. Regulations in themselves are not sufficient motivation.

Student Agreement

Kingsway Christian Academy is a Christian School which is a ministry of Faith Creation Fellowship. It is our desire for every student to reflect and exemplify Jesus Christ in their life. This is extremely important not only on campus, but off campus including internet activities. Since our testimony is so valuable, we ask that you read and sign the following statements regarding a student's conduct both on and off campus, while in school and after school hours.

† I will obey the Bible in all I say and do and I will strive for excellence in all I do as a student, in thought, word and deed.

† I will be respectful and cooperate with those in authority at school and in the Extended Daycare.

† I will submit to the discipline policy of Kingsway Christian Academy.

† I will adhere to the dress code set forth by Kingsway Christian Academy and dress appropriately to any school sponsored event.

† I will keep my hands to myself knowing they are to be used as an instrument of God's love toward my fellow classmates and the faculty.

† I will avoid cursing, immorality of any nature, witchcraft, dissention and cheating as well as other specific acts and attitudes laid out in Galatians 5:19-21. This includes any internet activities.

† I will not partake in the consumption of alcohol, take drugs or smoke, including e- cigarettes and vaping, on or off campus.

† I understand that as a student of Kingsway Christian Academy, I am a part of the Kingsway Family wherever I go. Therefore, I will avoid any behavior that would dishonor Jesus Christ, my school, my church, my family and me, both on and off campus, including the internet.

† I understand that I am responsible for my behavior, not dependent on the actions of others, and I will be held accountable for any negative behavior both on and off campus, including internet activities, at any time during the year.

Therefore, I will maintain a cooperative spirit with my, complete homework assignments on time, be on time to each class, refrain from vulgar language, drugs, alcohol, and tobacco and will not permanently scar my body with tattoos or multiple piercings. KCA refers to their students as men and women of God and expects me to act as a lady or gentleman at all times, dress modestly, keep my hands to myself and to possess a consistent, positive attitude of loyalty and cooperation with the school policies endeavoring to abstain from gossip, grumbling, and complaining. It is my desire to be a student at KCA and I will obey willingly the rules of the Academy. I pledge to justify my parent's investment in my education by maintaining an acceptable academic average in relation to my ability. I understand that failure to follow through with this commitment may result in my being asked to leave KCA

Parent/Guardian Agreement

† Our decision to enroll our child/children as a student at Kingsway Christian Academy indicates that we are in agreement with the philosophy, goals, standards and policies of the school and that we will support the school.

† We realize that Kingsway Christian Academy should be an extension of our home in providing the best possible spiritual, academic, and social preparation for our child. We understand all policies of the school and want our child to abide by them. We understand that enrollment at KCA is a privilege and we pledge to agreeably abide by the policies and rules set forth by the school as summarized in, but not limited to, the Student/Parent Handbook. We realize failure to comply will result in dismissal from KCA.

† We agree to cooperate with the school personnel in a positive manner concerning the operation of the ministry and the implementation of the educational programs. We agree to apply the principles of Matthew 18:15-17 in resolving any questions or matters of disagreement. Matthew 18 requires direct communication with the persons involved as opposed to general discussion or gossip with other parents or teachers who are not directly involved in the matter. In the interest of student morale, we are aware of the importance of defending the school's position in all matters along with those of its teachers. Even though at times we may not agree, we will, even at such times of disagreement, defend the school and its policies in the presence of our child, while working with the school to correct areas of disagreement.

† We give permission for the teacher and/or other agents of the school to make and enforce classroom regulations in a manner consistent with Christian principles. We also realize that KCA has the right to address disciplinary matters that occur off campus and after school hours, including internet dealings at any time during the year.

† We will abide by the school uniform policy which clearly states that all students are to purchase and wear the approved school uniform. This includes the jumper or skirt and shirt for girls and shirt and pants with belt for boys. This policy is further detailed in the Student/Parent Handbook.

† We, as parents (and all others accompanying parents), will dress modestly and appropriately while on the school campus and at any school sponsored function.

† We will follow all traffic rules set forth by the school on the school campus for the safety of the children, as well as keep the volume level of the music in the vehicle to a minimum. (This applies to anyone on our campus picking up a student)

† We give permission for our child to attend and participate in all school field trips and for our child (4th – 8th grade only) to participate in the sports program and to be transported to and from away games.

† We give permission for our child/children's picture to be in school brochures, videos or other promotional publications.

† Regarding our child entering K3, K4 and even K5, we confirm that our child is fully potty trained.

† Regarding our first time student(s) enrolling at KCA, I understand that all first time students are taken on a 30 day probation period and must be able to adapt to the academic and behavioral standard set forth by Kingsway Christian Academy.

The following page, Page 39, is required to be removed from the handbook, signed by at least one parent(s) and by each student then returned to the teacher of the eldest child no later than the first week of school. Duplicate copies will be given to siblings to be turned in to their teacher. Enrollment at Kingsway Christian Academy is dependent on the agreement to abide by the policies and rules set forth by the school as summarized in, but not limited to, the Student/Parent Handbook.

