

KINGS POINT

CHRISTIAN ACADEMY

As arrows are in the hand of a mighty man; so are children of the youth.
Happy is the man that hath his quiver full of them: they shall not be ashamed,
but they shall speak with the enemies in the gate.
Psalm 127:4-5

Parent-Student Handbook

5600 St Rt 48 • Maineville, Ohio 45039
(513) 494-1896 | www.kpca.school

WELCOME TO KINGS POINT CHRISTIAN ACADEMY

Hello!

We are so excited that you have chosen Kings Point Christian Academy. We know that choosing your child's education is an important task and one that you, and us here at KPCA take seriously. Congratulations on taking the first step of inquiring about your child's individual educational plan. We applaud you!

We are grateful the Lord Jesus Christ has inspired our Administration, Board, Facilitators, Facilitators' Assistants and Staff of KPCA to lead the way for you and your family. We strive to

provide your family with a safe, fun, educational learning environment that is wrapped in the love of our Father guided by His spirit for ultimate growth. So again, we are thankful that He has led you to KPCA!

God has enabled KPCA to assist parents in leading their children to Jesus Christ and to build them up to serve Him according to the gifts and abilities He has given them.

This handbook is designed for both students and parents in the hope that it will provide basic information on the policies and procedures of KPCA. It is intended to be a readable guide containing important information concerning doctrine as well as school policies and procedures.

Please read this handbook carefully and keep it handy for future reference. Revisions of this handbook will be made in the future. Thank you again for choosing KPCA. May God bless you as we partner with you in educating your children.

ABOUT KINGS POINT CHRISTIAN ACADEMY

MISSION

Kings Point Christian Academy provides a Christ centered education through partnership with families, church, and community, who aim to prepare students to be lifelong servant leaders of Jesus Christ.

VISION

Kings Point Christian Academy challenges youth to aspire toward lives of character, service, and influence. While KPCA accepts the same challenge as we aim to expand our campus to ensure the future of Christian education in this community. Our prayer is to continue to grow and provide an excellent academic and extracurricular environment for our students, staff, and community.

PURPOSE

God has given the primary responsibility for teaching and training of young people to parents. The rationale for the existence of KPCA is to assist parents as an extension of the Christian home, in providing an education that is thoroughly and distinctively Christ based. It is our goal through teaching and training to prepare young people to function as individuals who can reason and relate all issues of life to the foundation of the Christian worldview.

STATEMENT OF FAITH

☐ We believe the Bible to be inspired, the only infallible and authoritative Word of God;

- ☐ We believe that there is one God, eternally existing in three persons: Father, Son and the Holy Spirit;
- ☐ We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory;
- ☐ We believe in the creation of man by the direct act of God as recorded in the Book of Genesis;
- ☐ We believe that for the salvation of the lost and sinful man, regeneration by the operation of the Holy Spirit on the basis of grace alone is absolutely essential;
- ☐ We believe in the resurrection of both the saved and the lost; they that are saved unto eternal life and they that are lost unto eternal damnation;
- ☐ We believe in the spiritual unity of believers in our Lord Jesus Christ.

POLICY ON DENOMINATIONAL DIFFERENCES

Kings Point Christian Academy admits students of any race, color, nationality, and ethnic origin and does not discriminate on the basis of race, color, nationality, or ethnic origin in our educational programs.

We do, however, reserve the right to deny admission to any individual who cannot benefit from enrollment based on past academic achievement, disqualifying learning difference or physical limitations, or who's personal or family lifestyle is not in harmony with the Statement of Faith of Kings Point Christian Academy.

STATEMENT ON MARRIAGE, GENDER, AND SEXUALITY

Kings Point Christian Academy stands in alignment with the historical truth and moral foundation of Christianity. We believe God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen1:26-27.)

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor 6:18; 7:2-5; Heb 13:4) We believe that God has commanded that no one engage in intimate sexual activity outside of marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and the use of pornography) is sinful and offensive to God. (Matt 15:18-20; 1 Cor 6:9-10.)

We believe that to preserve the function and integrity of the local Body of Christ, and to provide a biblical role model to the community, it is imperative that all persons employed by KPCA agree to abide by this Statement on Marriage, Gender, and Sexuality.

We believe that God offers redemption and restoration to all who confess and forsake their sin seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11.)

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31.) Hateful and harassing behavior or attitudes directed toward any individual are

to be repudiated and are not in accord with Scripture or our school policy. Our goal is to develop students into mature, Christ Like individuals who will be able to exhibit a belief of what qualities or characteristics exemplify a Christlike life. Kings Point Christian Academy retains the right of enrollment or to expel any student who engages in sexual immorality as well as any student who promotes such practices. Upon application, acceptance, and subsequent enrollment of their children at Kings Point Christian Academy, parents or legal guardians agree to support these and other basic biblical values. Also, parents or legal guardians acknowledge that we will teach these principles without compromise. Parents or legal guardians, who choose to apply, are accepted, and subsequently enroll their children are agreeing to support these and other basic biblical values and agree that Kings Point Christian Academy will teach these principles and biblical values.



SCHOOL COLORS

Blue, White, Orange and Grey

MASCOT

Archers - As arrows are in the hand of a mighty man; so are children of the youth. Happy is the man that hath his quiver full of them: they shall not be ashamed, but they shall speak with the enemies in the gate. Psalm 127:4-5

WEBSITE

www.kpca.school

LOCATION

Kings Point Church of God
5600 St. Rt. 48
Maineville, Ohio 45039

PHONE

(513) 494-1896

SCHOOL HOURS

Doors open at 7:45am school starts at 8:00am
End of School day 3:00pm - Student pick up is 3:00pm-3:05pm

Coming Soon - Pivot-Point a before and after school care available from 6:30am - 7:45am and 3:00pm-6:00pm Fees apply.

ENROLLMENT

STEP ONE | Tour and Application

1. Receive application packet and handbook
2. Arrange with our Administrative Team a brief orientation and campus tour
3. Submit KPCA Application and Application Fee
\$50 for one student, \$75 for two students, or \$90 for three or more
4. Finalize forms at KPCA and that of the student's previous school

STEP TWO | Assessment and Application Review

1. Complete grade level assessment
2. Review of Application by KPCA Administrative Team
3. Await notification of acceptance to KPCA

STEP THREE | Enrollment Forms & Documentations

1. Complete all Enrollment Forms
2. Emergency Medical Form
3. Provide Immunization records
4. Copy of Birth Certificate
5. Pay Fees

FOUR | DATES & SUPPLIES

1. Wait to be contacted by KPCA regarding important dates; orientation, supply lists and more!

ADMISSIONS REQUIREMENTS

KPCA recognizes that teaching of spiritual truth requires reinforcement from the home and church. Therefore, the following requirements are necessary for all student admissions:

- According to KPCA's philosophy of education and the academic desires to enroll students who will exhibit the biblical values of showing care and concern for others in our school community as well as demonstrate enthusiasm for the learning process.
- Each student enrolling should have at least one parent or legal guardian express a personal knowledge of the saving faith and relationship with Jesus Christ.

RE-REGISTRATION FOR RETURNING STUDENTS

Registration priority will be given to current students of KPCA. Parents may hold their students place by submitting their re-registration and application fee on a first come basis beginning in February, if they intend to enroll their child at KPCA for the following year. However, places cannot be reserved if there is outstanding debt from the previous year.

FINANCIAL POLICY

Tuition and Fees

Tuition payments are critical to our school. Tuition is our financial lifeline. Support from our community and donors are also essential to meet the school's needs and are encouraged. KPCA's primary fiscal needs are related to payroll, payroll taxes, curriculum, materials and facility needs including expanding current space.

DELINQUENT ACCOUNTS

We have established the following delinquent account process for two primary reasons:

1) to help parents keep up regular payments and prevent occurrence of an insurmountable past due balance, and 2) to enable KPCA to meet its financial obligations in a responsible fashion. Please make regular payments a priority.

- Accounts 14 days past due are considered delinquent and will receive a phone call from a member of our administrative team.
- Accounts 30 days past due will be referred to the school board and an invoice will be mailed.
- If an account is 60 days past due the student may be suspended from school and all student records will be held until the bill is paid.
- Students may not register for the next school year if there is any past due amounts until the account is paid in full.

FUNDRAISING

KPCA encourages fundraising in order to meet the general budget needs. Throughout the year we host various fundraisers and new ideas are always welcomed! It is important for each family to support and participate in fundraising. In an effort to keep tuition rates down and affordable, KPCA has a general goal of raising 50% of our budget through donations and fundraising. This alone is how we are able to keep tuition costs down, continue to grow, and provide the best possible education for all students at KPCA.

Thus, we rely on each family to participate and support all KPCA fundraising events.

KPCA is a NON-Profit 501(c)(3) organization and strongly encourages additional donations from families, friends, churches and other organizations.

PARENT/FAMILY FUNDRAISING INVOLVEMENT

KPCA works hard to keep tuition and fee structures within means and is among the low end of tuition cost for private schools in Ohio. The KPCA School Board has established these low rates to help make this excellent Christian learning opportunity available to as many children as possible.

In order to fulfill the Vision of KPCA, Kings Point Christian Academy challenges youth to aspire toward lives of character, service, and influence. While KPCA accepts the same challenge as we aim to expand our campus to ensure the future of Christian education in this community. Our prayer is to continue to grow and provide an excellent academic and extracurricular environment for our students, staff, and community. We must have at least one major fundraising effort each year. Because every KPCA student benefits from the funds raised in the fundraiser, "You Give, We Serve," it is equality that demands every KPCA student to participate.

The annual goal of the fundraiser, "You Give, We Serve" event, is for each KPCA family to generate \$500. If a family elects not to participate in this major fundraising event, the tuition for each student in that family will increase by \$250, up to a maximum family increase of no more than \$500.

PARENT/FAMILY VOLUNTEER INVOLVEMENT

The success of KPCA is directly related to the involvement of its parents.

The board, administration and staff are highly committed to their ministry to each child and expect that parent likewise will make a commitment to that ministry. Once children are enrolled, parents are encouraged to make a genuine commitment to the work of Godly parenting. It is evidenced by the support of parents through words, actions, prayer, and attendance at school functions, pursuit of financial

obligations to the school and by adhering to the following expectations we will all be successful in the raising of Godly children:

- Request attendance of weekly church services as a family. It is important for the Word of God to be confirmed daily in the lives of our children.
- Become familiar and uphold the school's policies: Adhere to the handbook Mission, Vision, and Statement of Faith.
- Commit to frequent parent/facilitator communication. Meet with your child's facilitator regularly to encourage your child in their work.
- Keep up to date on what is going on in the school!
- Meeting financial obligations to the school – helping with fundraisers.
- Volunteer: Become involved in the PTA and seek out ways to assist the school, the front office or Director can share ways that anyone can help through volunteer work.
- To accomplish the purposes of our school, we request families to be actively involved in the PTA Program.

PTA PROGRAM

Being a parent volunteer at KPCA is an excellent model of service for the students. At KPCA, families are requested to contribute volunteer hours in support of school programs and fundraisers, serving the school community in various ways.

There are areas of great need that you can serve. Our weekly Friday hot lunch program, annual school cleaning, school-maintenance projects, classroom/facilitator help, and more.

ATTENDANCE

School attendance is required by KPCA. Students are expected to be present and punctual each school day. A record of attendance for each student will be included on the student's report card. It is the responsibility of the student to complete all assignments during any time that may be missed. Due dates will be established by the facilitator and approved by the Director.

PLANNED ABSENCES

Planned absences should be pre-arranged with the facilitator in order for assignments to be given or to be completed before the absence. Parent partnership for assignments and absences is a key part of our educational philosophy, it is expected that parents will serve the role of educator or facilitator during a planned absence. KPCA facilitators will partner with parents by providing the assignments and any background information parents may need to facilitate teaching the material during planned absences.

UNPLANNED ABSENCES

In the event of an unplanned absence upon the return to school the student should provide an accompanying letter stating the reason of absence, date(s) of absence and signed by parent or guardian.

If a student is absent or tardy for any reason, the school office must be notified by phone no later than 8:05 a.m. or ASAP due to safety concerns, the school will call parents to verify the child's absence if call has not been received.

The following absences will be considered excused for the following reasons: illness, involvement in an accident, bereavement, funeral in the immediate family; medical appointments; participation in school or church approved programs outside the school. Any pre-arranged absences must be approved by the Director for make-up assignments to be made available. All other absences are unexcused.

TARDINESS

Students who consistently arrive at school on time are establishing a responsible pattern for life. While we understand that occasional situations arise that cause delays, students are fulfilling their end of a contract with the school by adhering to the school's schedule. A student is declared tardy when arriving

after the starting time of the school day. Consequences of repeated tardiness will be determined by the Director.

LEAVING EARLY

Parents who wish to remove their child during the school day are required to report to the office and sign the student out or have your student provide in writing, with parent signature the purpose and details for the early dismissal. If possible, parents are asked to inform the office of their intent prior to removing the child from the campus. In the event that a parent needs to designate another person to pick up a child during or after school, a written note or telephone call verifying the change is required.

CLOSED CAMPUS POLICY

KPCA is responsible for maintaining the safety and well-being of its students from the time they arrive until they leave for home. Therefore, all students are required to remain on campus during school hours, including lunch. Should students who transport themselves need to leave during the school day, a written note from the parents must be submitted to the office prior to their departure.

A LOOK INSIDE

CHAPEL

Each week KPCA devotes time for chapel, a time of singing, worship, and a short devotional or message by an invited guest speaker or facilitators. Speakers range from missionaries, athletes, pastors, facilitators, community members and parents. All have one goal: to properly lift the name of Jesus and point students toward Him. Parents are welcome to attend and participate in any and all chapel services.

PLEDGE

We begin each chapel service with worship and a pledge to the Christian flag, pledge to the Bible, and the pledge of allegiance to the flag of the United States.

"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 for all who believe."

"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 in my heart that I may not sin against God."

"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."

PRAYER

Prayer is a vital ingredient in our program of Christian training. Students are trained in the importance of establishing a consistent daily prayer life. Facilitators lead the students to understand how God is central to all of life and that continual communication with Him is essential to consistent Christian living. Students are trained in the habit of prayer throughout the school day: before beginning the responsibilities of each day, before eating lunch, for special needs, and to give God praise for all things. Students are encouraged to make their requests known to God and are given opportunities to pray and to share their needs with others.

- The parents have read the purpose, philosophy, Statement of Faith, and standards of KPCA and will support the same.

STUDENT CONDUCT AND DISCIPLINARY MEASURES

As Christians, we are to honor God and His creation. People are created in the image of God; therefore, part of honoring Him entails respect for their property. Since discipline is a part of the Christian life, the goal is to lead students from merely having outward constraints to having inward control through the filling of the Holy Spirit as evidenced by the fruit of the Spirit. (Galatians 5:22-23)

KPCA is committed to providing a safe, nurturing learning environment for all its students. This includes an atmosphere conducive to studies and free from disruptions as well as making school a place where students feel loved and accepted. KPCA strives to train students in Christ-likeness by encouraging them to consider each other precious and to esteem others above themselves. (Philippians 2:3-5; John 13:34-35; Proverbs 22:6)

PRINCIPLES OF DISCIPLINE

KPCA has adopted the following principles for the discipline of its students:

- Discipline is defined as the training process to help young people mature into Godly Christians. It is not just a punishment system. Discipline involves teaching, nurturing, counseling, training, planning, praying, introspection, and family commitment, all of which are as important, if not more important than any punishment. (Proverbs 22:6; Hebrews 12:5-11)
- Respect and love are taught throughout the scriptures as being required by God, both to Himself, to those men and women in authority, and to those around us. (Mark 12; 30-31)
- Decency and order are clearly commanded as a priority in the Christian's life. (1 Corinthians 14:40)
- Obedience and submission to God and those in authority should be a given assumption in any system used by Christians. (Hebrews 13:17)
- Proper motives, not just proper actions, are crucial in the scriptural priority system. (James 4:1-3)
- Hearsay, rumors, or unsubstantiated reports are not a scriptural basis as the sole rationale of any discipline. Facilitator observation (or student confession) is the best basis for discipline. (Deuteronomy 19:15)
- Because of our natural inclination to sin, we don't automatically love, respect and honor each other. Therefore, discipline is administered in the context of scripture with repentance, forgiveness, and restoration as our three-fold goal. We must remember that God wants immediate and complete obedience without challenging, complaining or questioning. (Philippians 2: 14-16; 2 Corinthians 7:9-11)

RULES FOR STUDENT CONDUCT

It is impossible to make rules to govern every type of infraction. Good behavior must come from the heart in love and obedience to Jesus Christ; it should not be mere conformity to man-made regulations. Nevertheless, the following behaviors are expected to be observed by students:

1. Students will demonstrate respect for facilitators and all school staff at ALL times.
(ex. Being punctual, coming to class prepared, using courteous and polite manners, etc.)
2. Improper (coarse, vulgar, abusive, swearing) language will not be tolerated.
3. Students will be considerate of each other in attitudes, words, and actions.

4. Total abstinence and absence (use and possession) from alcohol, non-prescribed drugs, or tobacco shall be expected of all students at all times. Violation of this standard is cause for suspension or expulsion.
5. Students who in any way deface and damage school buildings, furnishings, vehicles, property and equipment will be liable for damages to the extent of replacement and/or repair costs.
6. Students will follow classroom, playground, vehicle and building procedures and rules.
7. Students will practice truthfulness and honesty in word and life.
8. Students will practice biblical love, respect, decency and order in regard to themselves and others.

MINOR OFFENSES

Appropriate staff members will be responsible for the administration of consequences for minor offenses. The following violations are typical of minor offenses:

1. Actions that violate classroom, vehicle, and playground rules.
2. Minor disturbances that prevent classroom order and instruction, including excessive or unexcused tardiness.
3. Disrespectful actions or attitudes to other students.
4. Willful disregard for the safety of others, such as throwing snowballs, shooting rubber bands, running in crowded areas, pushing and shoving while standing in line, etc.

CONSEQUENCES FOR MINOR OFFENSES

Minor offenses will result in but are not limited to one or more of the following consequences:

1. Loss of Archery Arrow Bucks.
2. Loss of free time or privileges. Students will sit quietly during recess or breaks.
3. Removal from the classroom. Student will sit or stand quietly in the hall or by office.
4. Parent notification, a note sent home or a call home by student and/or staff. A note may be sent home with the student to be signed by a parent and returned the following day.
5. Loss of special events participation. Student will not participate in field trips, parties, etc.
6. Facilitator and or administrator conference. Student will confer with a facilitator and or administrator.
7. Additional work: student will complete additional assignments during free time, before, or after school.
8. Cleaning of school bathrooms, vacuuming, whatever activities needing done that are assigned by the facilitator or Director.

SERIOUS OFFENSES

The Director will be responsible for the administration of consequences for serious offenses. The administrator may vary the consequences to suit each student's individual needs. Regardless of the consequence imposed, the administrator will notify parents of the incident and if appropriate, the student will apologize to the facilitator, individual, or class and ask to be readmitted to the class. Serious offenses include but are not limited to the following:

1. Actions and attitudes that demonstrate disrespect for authority: This includes verbal or nonverbal communication indicating rejection of an adult's communication or direction.
2. Rebellious or mocking which remains unchanged after much staff effort, including but not limited to: blatant or repeated lack of respect for authority, passive rebellion, continual negative attitude, behavior or influence that prevents classroom instruction.
3. Cheating or plagiarism will not be tolerated.
4. Unacceptable/inappropriate verbal and nonverbal language: Profanity, vulgar language, gossip, filthy words, unkind words proceed from an unclean heart and grieve the Holy Spirit of God. Foul, abusive, or inappropriate language is barred from use at all times. Students are to use wholesome language that is encouraging, uplifting and edifying. (Ephesians 4:29, 5:4)
5. Inappropriate displays of affection. In respecting each other and God's guidelines for relationships, displays of affection between members of the opposite sex in public are not appropriate at school. This applies to all school functions on school property. Participation in immoral sexual behavior is strictly prohibited.
6. Willful disregard for property (i.e. damaging chairs, desks, equipment, vehicles, clothing, building, lockers, etc.)

7. Actions or use of objects that endanger or threaten the safety of others: A student shall not possess, handle, or transmit objects or unsafe prank items that may reasonably be considered dangerous or could be used as a weapon (i.e. sling shots, matches, knives, razor blades, fire arms, explosives such as smoke bombs or firecrackers.)
8. Possession of drugs, alcohol, tobacco or inappropriate literature is strictly prohibited.

CONSEQUENCES FOR SERIOUS OFFENSES

Depending upon the severity of the offense, violations of a serious nature will result in but are not limited to one or more of the following consequences.

1. Confiscation of inappropriate or unlawful items. Objects will be secured by facilitator or administrator and may not be returned.
2. Facilitator and /or Administrator conference. Student will confer with facilitator and/or Director.
3. Parent – administrator conference. Administrator and parents will convene to discuss incident and consequences.
4. In school suspension. A student on in school suspension reports to the administrators office each day of the suspension immediately upon arrival on school property where he or she is isolated for the entire day, including lunch. The student is excluded from participating in any extracurricular activities or functions during the suspension time, including practices.
5. Out of school suspension. Student may be suspended from school. They are prohibited from coming on school property at any time during the suspension. A student who is suspended will be excluded from all extracurricular activities, including practices. A parent- administrator conference will be necessary for the student to return to school. Specific changes in the student attitude and actions will be required prior to re-admission.
6. Any school work assignments missed during either in or out of school suspension is treated as an unexcused absence and is to be made up at the discretion of the individual facilitator involved.
7. Recommendation for expulsion. Expulsion is the exclusion of a student from school for an indefinite period of time. Severe and or unrepentant behavior and attitude problems, including while on a probationary period, may warrant expulsion. A student may be expelled from school only by the School Board if the offense warrants such action. Because of the severity of the situation, the administrator has the right to suspend a student until the Board can convene. If a student is expelled the parents are obligated to pay the current quarters tuition, fees, and the \$100 withdrawal fee.

Since Christianity is a lifestyle, biblical standards of behavior are expected of students at school and away from school. All students are expected to show appropriate respect and cooperation toward faculty, substitute facilitators, and staff members at all times. It is understood that facilitators may address misconduct in and around school buildings, vehicles, and school sponsored events on and off campus.

The classroom facilitator has the primary responsibility and authority for discipline and may use such measures as may be necessary to maintain control in the above areas. Facilitators are expected to make every effort to take care of discipline issues themselves without referral to the office. However, if problems occur repeatedly or if any single incident of a more serious nature occurs, students may be referred to the office. If necessary, physical force to restrain a student may be used to prevent harm or injury to any school personnel, other students, the student himself, to prevent vandalism or destruction of school property.

PROCESS FOR CONFLICT RESOLUTION

There are times when conflict arises among the body of believers. As people reconciled to God by the death and resurrection of Jesus Christ, we are called to respond to conflict in a way that is remarkably

different from the way the world deals with conflict. (Luke 6:27-36; Galatians 5:19- 26; Matthew 5:9) KPCA believes that conflict provides opportunities to glorify God, serve other people, and grow in Christ (1 Corinthians 10:31-11:1; Romans 8:28-29; James 1:2-4). In response to God's love and in reliance on His grace, KPCA has established the following policy for the school family to follow when conflict arises. Based on Matthew, Chapter 18, the goal of this process is to resolve conflict, restore fellowship, exhibit love, and demonstrate a proper response to authority. The main principle of this process is that God is sovereign, all authority is from God, and we are all under His authority.

Biblical Steps to Conflict Resolution (*The Peacemaker's Pledge*)

- **Glorify God**

Instead of focusing on your own desires or dwelling on what others may do, seek to please and honor God by: depending upon His wisdom, power, and love; faithfully obeying His commands; and seeking to maintain a loving, merciful, and forgiving attitude.

- **Get the Log Out of Your Own Eye**

Instead of attacking others or dwelling on their wrongs, take responsibility for your own contribution to conflicts: confess sin, ask God to help you change any attitudes and habits that lead to conflict, and seek to repair any harm you have caused.

- **Go and Show Your Brother His Fault**

Instead of pretending that conflict doesn't exist or talking about others behind their backs, choose to overlook minor offenses, or talk directly and graciously with those whose offenses seem too serious to overlook. When conflict with another Christian cannot be resolved in private, ask others in the body of Christ to help settle the matter in a biblical manner.

- **Go and Be Reconciled**

Instead of accepting premature compromise or allowing relationships to wither, actively pursue genuine peace and reconciliation, forgiving others as God for Christ's sake has forgiven us, and seek just and mutually beneficial solutions to your differences.

Reprinted or adapted from *The Peacemaker: A Biblical Guide to Resolving Personal Conflict*, Ken Sande (Baker Books, 2nd ed. 1997). Peacemaker® Ministries (www.HisPeace.org).

Proper Channels for Resolving Conflict

1. The Board strongly believes that conflicts should be resolved at the lowest possible level within the school structure. Anyone with a specific problem or complaint should first contact the person who is the cause of the concern or complaint in an attempt to identify, clarify, and resolve the differences giving rise to conflict.
2. Complaints that remain unresolved may be moved through the chain of authority by contacting the Director and then the Board by contacting the School Board President. The Board will hear appeals only if the complaint has been moved through the chain of authority.
3. At its discretion, the Board may act upon the recommendation of the Director or may hold hearings regarding the matter. The Board will hear appeals only if the complaint has been moved through the chain of authority. Complaints taken to the Board must be placed on the agenda by contacting the Director and/or the Board President in written form at least seven (7) days prior to the meeting.

SCHOOL WIDE RULES

The grounds, buildings, property, equipment and vehicles belonging to KPCA are gifts from the Lord to equip us to do His work. Therefore, each student is to take personal responsibility for their care and maintenance. In practical terms, this means taking the initiative to maintain cleanliness, pick up trash and dispose of it properly, use all equipment for its intended purpose only. Treat books, lockers/bins, desks, and other school assigned items with extra care and respect. The following rules are established in an effort to help students learn to be good stewards of all the Lord has blessed KPCA with:

- Hallways: No running, pushing, loud talking, or disruptive behavior
- Restrooms: May be used with permission from facilitator during school hours, loitering during class time is not permitted; loud voices are not to be used in the restroom, water and paper are to be used for their intended use only.
- Playground: Students must wait for a facilitator to excuse them to the outside. Students are not permitted to throw objects (rocks, snowballs, sticks, etc.) while on the playground. Students may not leave the playground without permission. Pushing, negative talking or aggressive play fighting is not permitted. Students may not jump or throw objects from playground equipment.
- Students are asked to use the sidewalk and stay off the parking lot during recess, before and after school. Please watch for moving vehicles while entering or exiting.
- Transportation vehicle rules: students are to obey the driver, demonstrating courtesy and respect at all times. Students are to be properly seated and buckled at all times. Students are to be quiet and self-controlled at all times. Nothing is to go outside of the window.

It is important that students develop and maintain an attitude of respect for each other and adults. All students shall address a facilitator or adult with the titles of "Pastor" "Miss" "Mrs." "Mr." or "Coach". This standard is applicable at all times.

BULLYING POLICIES

Ohio anti-bullying laws include the following definitions of harassment, intimidation, and bullying:

"Harassment, intimidation, or bullying" means either of the following:

(a) Any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once and the behavior both:

(i) Causes mental or physical harm to the other student;

(ii) Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

(b) Violence within a dating relationship.

Ohio Rev. Code Ann. § 3313.666 (2012)

"Any harassment, intimidation, hazing, or threatening, insulting, or demeaning gesture or physical contact, including intentional written, verbal, or electronic communication or threat directed against a student this is persistent, severe, or repeated that:

- Causes a student physical harm, damages a students property, or places a student in a reasonable fear of harm to the student or the student's property
- Creates a hostile environment by interfering with or denying a student's access to an educational opportunity or benefit
- Substantially and materially disrupts the orderly operation of a school

The term includes retaliation against a victim or witness who reports information about an act of bullying and includes acts of hazing associated with athletics or school-sponsored organizations or groups.

As a Christian school with the goal of servanthood and Christ-likeness as our foundation for growth and development, KPCA will not tolerate any form of bullying and if it is determined by the Director that bullying behavior as defined above is occurring, the perpetrator of the bullying will be punished with one week suspension and the School Board will consider expulsion based on the merits of the case. The provisions of this handbook governing bullying and student conduct discipline specifically apply to all forms of social media as well.

ACADEMIC POLICIES

KPCA is committed to providing its students with a high-quality, well-rounded education from a Christ centered perspective. Homework is a valuable aid in helping students make the most of their school learning experience and should consider homework an integral part of the educational program. Archers utilize AOP LifePacs as our base curriculum.

GRADE REPORTS

KPCA issues report cards at the end of each semester.

Grading scales used to report achievement on report cards and mid-term reports are as follows:

A= 90-100%	= 4.0
B = 80-89%	= 3.0
C= 70 -79%	= 2.0
D= 60-69%	= 1.0
F= 0- 59%	= 0.0

PARENT-FACILITATOR CONFERENCES

Parent-Facilitator conferences are scheduled twice a year at the middle of the first and third quarters. Conferences serve as an opportunity to discuss students' educational, emotional, and spiritual growth. Information concerning conference times is disseminated after the middle of the first quarter in October and at the middle of the third quarter in February. Parents are encouraged to call or e-mail at any time that they believe a conference is necessary with any or all of their child's Facilitators.

PROMOTION AND RETENTION

Grade promotions and retentions are based on an average of a student's academic, physical, social, spiritual and emotional growth. In cases of retention parents will be involved directly in the decision to retain from the first consideration. Unless retention was proposed during the school year, parents can safely assume that their child will be promoted to the next grade.

Retention is taken seriously, is recommended infrequently, and is usually considered as an alternative only in the primary grades (Kindergarten-second grade). The following guidelines have been established to aid decisions regarding retention of students:

1. Retention should occur as early in the child's school career as possible, preferably in Kindergarten and no later than second grade.
2. Retention may be considered for students in grades 3-6 when half (50%) of the student's grades are failing.
3. If deficiencies can be corrected through summer education, the student may be permitted to advance to the next grade in the fall.

WITHDRAWAL

Parents need to contact the Director if they choose to withdraw their child from the school for any reason. Students who withdraw from school before the end of the semester might not receive credit for that term. If a student is withdrawn after halfway through the quarter, payment will be required for the full quarter. If the student departs before the halfway point, the tuition will be prorated and in all cases the \$100 withdrawal fee will be applied.

GRADUATION REQUIREMENTS

Academic records will be used from grades 9-12 for grading criteria for graduation. In order to graduate with a certificate of completion from KPCA a student must successfully complete the minimum following requirements.

1. Four years of Christian studies (4 credits)
2. Four years of Language Arts (4 credits)
3. Four years of Math (4 credits)
4. Three years of Science (3 credits)
5. Three years of Social Studies (3 credits)
6. Two and Half years of Electives (5 credits)
7. Two semesters of Fine Arts – drama/art/music (1 credit)
8. Two years of Foreign or Sign Language (2 credits)
9. One semester Physical Education (1/2 credit)
10. One semester Health (1/2 credit)
11. Economics and Financial Literacy

A senior may opt out of one of the following their senior year: foreign language, math or science, and they may opt out of P.E. if approved by their parents and the Director.

Elective units must include one or any combination of world language, fine arts, business, career-technical education, family and consumer sciences, technology, agricultural education or English language arts, mathematics, science or social studies courses not otherwise required.

Students who entered the ninth grade on or after July 1, 2010 must earn five elective units for graduation course requirements. They must be selected from “one or any combination of foreign language, fine arts, business, career-technical education, family and consumer sciences, Junior Reserve Officer Training Corps programs, technology, agricultural education, or English language arts, mathematics, science, or social studies courses not otherwise required.”

If a district chooses to require elective units in addition to the five required for state graduation requirements, those additional credits and the allowable course areas are subject to locally determined policy. Credits earned from coursework such as additional physical education, or additional health courses may not be used to meet the five units of electives requirement.

Note: While not a state requirement for graduation, many four-year colleges and universities require a minimum of two years of sequential world language study at the secondary level as a college admissions requirement. This is the case for many in-state and out-of-state colleges and universities.

Completion of a driver education course, if made available to high school students by the school district, may be substituted for the above electives for up to ½ unit.

LIBRARY

The mission of the library is to ensure that students and staff are effective users of ideas and information by access to information, instructions in the use of information, and cooperation between educators to meet the individual needs of the students. The school library program is integrated into the curriculum by the collaborative efforts of all responsible for student learning.

COMPUTER/NETWORK USE POLICY

There are pros and cons to the use of any technology; computers and the use of the internet are no exception. KPCA considers technology to have legitimate educational value and has committed to using computers to improve the quality of its educational program. While it is impossible for the school to eliminate all potential to access controversial material, we are committed to maintaining biblical standards of morality and as such take every reasonable precaution to mitigate threats found in the use of this resource.

Students are expected to use the school's computer technology in a manner consistent with its educational objectives and are prohibited from inappropriately using computers and or the network and internet. A student shall not use the school's computers, network, or internet to:

- Purchase or sell goods, advertise or solicit sales and services, or conduct business.
- Transmit or receive information containing obscene, violent, abusive, inappropriate, or threatening language, bullying and/or images; including music, videos, games, or other content deemed educationally inappropriate.
- Plagiarize, share, transfer, or alter content, materials, property or passwords of others.
- Compromise the integrity of or alter any computer security features or access privileges by hacking, logging on as another identity, or exploiting security problems and/or demonstrating them to others.
- Access social media, chat rooms and/or e-mail without facilitator permission.

The following rules shall be in effect for all students using any computer on school premises at all times:

1. No overriding or disabling firewalls, filters or other security features.

2. No hacking.
3. No vandalism.
4. No theft or sharing of passwords.
5. No accessing inappropriate information, graphics, music, or games.
6. No spreading viruses.
7. No illegal activity.
8. No using school resources for personal or financial gain.
9. No using the network for political purposes.
10. No storing of non-academic data on the server.
11. No copying of copyrighted material.
12. No playing video or arcade games at any time.

Students who violate the school's computer use policy may be denied access to the school's computer system and are subject to additional disciplinary measures as described in the school's Student Conduct/Discipline Policy, which may include suspension or expulsion depending upon the severity of the infraction. Students may not bring food or beverages near computers. Students who willfully damage hardware or software face disciplinary consequences and may be required to pay for replacement of damaged items, including technical service time required to make repairs. Those students may also lose privileges of using school computers. Due to the ever-changing nature of technology, the administration reserves the right to modify these rules on an as-needed basis.

STUDENT DRESS CODE ON CAMPUS

In attire and appearance, we desire to comply with the following scriptural principles:

-  To dress modestly (I Timothy 2:9a)
-  To strive for internal rather than external beauty (I Peter 3:3-4)

Therefore, we expect our students to wear neat, clean, modest, and moderate clothing. This applies to attendance at school and all school-sponsored activities both here on campus and at off campus events as well.

- Because we partner with parents, parents are responsible to ensure enforcement of the dress code policies with their child(ren) prior to their arrival at school.
- Staff members will refer any dress code violations to the Director who may ask a student not to wear a certain article of clothing again or may call parents to address the issue in partnership through either a change of clothes or to take the child home.

STUDENT DRESS CODE AT OFF CAMPUS EVENTS

Here are some general expectations and guidelines for off campus events:

Be neat: No low rise or sagging pants.

Be clean: Practice good hygiene.

Be modest: No immodest tops or shirts that expose the abdomen, cleavage or bra straps (including sports bras).

No gaudy or attention demanding clothing, hairstyles or makeup and no clothing of stretchy, clingy fabric. Skirts, dresses, and shorts shall be below fingertip level.

Be prepared: shoes and clothing should be practical for the day's activity and weather requirements.

Slippers and bare feet are not acceptable.

Piercings should be removed, except for girls' earrings, and non-offensive tattoos do not need to be covered.

The following items shall NOT be worn:

- Shirts with questionable or potentially offensive language, words, or graphics.
- Sagging pants.
- Pajamas.
- Clothing that is excessively tight, short, see-through, or revealing (showing undergarments, midriff or cleavage).
- Sleeveless shirts/tops, tank tops, "spaghetti straps", exposed bra straps, or cold shoulder shirts.

Physical Education Attire

- Appropriate and modest t-shirts (No muscle or tank tops)
- Shorts – modest and length of shorts shall be below fingertip level.
- Approved (modest) swimwear only when required.
- Sweats
- Athletic shoes and socks.

Note: Any controversy or confusion about what is appropriate will be decided at the discretion of the Director.

DRESS CODE ENFORCEMENT

Students who knowingly or repeatedly violate the dress code shall be disciplined and parents will be contacted. The student dress code shall be in effect at all times and at all events or activities in which students are in attendance. Facilitators have the authority to establish additional guidelines for the attire of their students based on the needs of the classroom and student safety. Activity sponsors may impose additional requirements for students participating in school activities and adherence to these guidelines is necessary for participation in the activity or sport. The director has the final authority to evaluate styles in clothing and grooming to determine their appropriateness for school functions. The director may waive dress requirements for educational activities, extenuating circumstances, and special school functions or occasions when appropriate.

- First Offence: The student and parents will be notified of the infraction.
- Second Offence: Parents will be notified and asked to bring approved clothing for the student.
- Third Offence: Parents will be notified and asked to bring approved clothing or take the student home to change.
- Students who continue to break the schools dress code may lead to a suspension. In the event of a “judgement call”, the Director reserves the right to make the determination on whether a student has violated the school’s dress code.

SCHOOL PROCEDURES

SCHOOL HOURS

School is in session daily Monday through Friday except for scheduled holidays, breaks and conferences. School begins promptly at 8:05 a.m. For our student’s safety, the doors will be locked during classroom hours. Please call the school office if needed.

ARRIVAL AND DISMISSAL

Parents are responsible for the daily transportation of their children to and from school. Unless you utilize Pivot-Point before or After care, parents are requested to not drop off their children before 7:45am.

Parents should make every effort to pick up their children by their dismissal time. In the event that a student needs to stay later than 3:05pm, parents may utilize Pivot-Point before and after care (see pricing below). Parents must notify the office whenever a student will ride home with someone other than his/her parents.

FIELD TRIPS/OUTINGS

Periodically KPCA will take field trips to interesting and educational places. Field trips are positive experiences that are encouraged by the school. Facilitators arrange field trips and send information home notifying parents of field trips in advance. A permission form signed by a parent or legal guardian is required before a student may leave school grounds and/or facilitators may possibly have a single form covering several trips. Fees for the outings are to be paid in advance of the outing.

LUNCH

Common courtesy dictates that students use proper dining manners during lunch (leave other's food alone; no throwing of food, bag popping, burping, etc.). Students are also expected to talk softly and stay in their seats while eating and to clean up all messes and properly dispose of trash. KPCA offers its students a hot lunch on Fridays, through the help of parent volunteers. The cost is \$7.00 per hot lunch.

GUM, CANDY AND DRINKS

Gum, candy and drinks are not permitted in class unless otherwise stated by a facilitator.

RECESS

Recess is a scheduled part of the regular elementary school day. Recess provides students with the time to expend energy, stretch, activate their bodies, and develop social skills. All students should be adequately dressed for Ohio weather. Students will go outside for recesses if the weather permits. Adverse weather conditions are monitored closely by facilitators. If conditions worsen during a recess period, the facilitators will bring the children inside.

VISITORS

Parents, family, friends, and prospective students are welcome to visit students and/or observe classes. All visitors are required to report to the school office and sign in upon entering the premises. Unscheduled visitors will not be permitted to access classrooms without an appointment or to see students without a parent's permission. In the case of divorced or separated parents, the school cannot grant a non-custodial parent (must be on file) the right to see his/her child without a court order.

TELEPHONE USE

Students may use school phones in case of emergency only or with a Facilitator's permission when deemed necessary. Arrangements for after-school activities or personal business should be made at home, not by the use of school phones. Parents are discouraged from calling the school to talk to students or give messages during school hours unless absolutely necessary. Because of time restraints, it is difficult for office personnel to deliver messages to students or Facilitators. Unless it is an emergency, Facilitators and students will not be disturbed during class periods.

ELECTRONIC DEVICES/CELL PHONES

Due to their disruptive nature cell phones, tablets, and all other electronic devices should not be used for personal use in the classroom. If permission is given by a Facilitator, they may be used for research or other educationally valid reasons.

Cell Phones are encouraged to be kept put away to avoid distraction. During lunch students may check their phones for messages or calls but are not to use the phones at any other time during the school day without permission or direction of Facilitator. Students should request permission to use cell phones for any reason during the school day from their Facilitator or the Director. Violations of the policy by use or having phone on their person will be enforced as follows:

- First offence: Verbal warning and directed to return phone to a stowed away place.
- Second offence: Phone will be held in the office or with Facilitator until the end of the day.
- Third offence: Phone will be held in the office or with Facilitator until parents retrieve it.

- Fourth offence: The student will not be allowed to have a cell phone at the school.

LOST & FOUND

The school cannot overemphasize the importance of students assuming personal responsibility for the safekeeping of their personal articles and those assigned to them by the school. Students are responsible for their personal possessions and are encouraged to label items of value with their first and last names. Articles thought to be lost or stolen should be reported to a facilitator immediately. Should an article be found, it will be taken to the office. Unclaimed articles will be sold or given to a worthy cause throughout the year.

EMERGENCY, HEALTH, AND SAFETY PROCEDURES

FIRE AND DISASTER DRILLS

The school will conduct fire and emergency drills at least once each quarter using procedures approved by the Board and local fire authorities. A fire alarm consisting of a loud, intermittent buzzer is sounded for the purpose of a fire, either a drill or an actual emergency. At that time, students are to evacuate the building as rapidly as possible in an orderly manner as directed by their classroom facilitator.

EMERGENCY SCHOOL CLOSURES

We will use the all call system, email and also will post announcements on Facebook, Instagram, when possible.

Emergency conditions may make it necessary to close the school at times. In most cases this will be due to severe weather conditions such as snow or icy conditions which make the roads impassable or unsafe.. KPCA's emergency weather closures coincide with the Kings Local School District. If they are closed, due to travel conditions, KPCA will automatically close. If the district of your residence is closed due to travel conditions, you should avoid travel as the absence will not be held against you.

STUDENT ILLNESS

Parents are requested to inform the school office when their child is sick and not able to attend school. Children who become ill at school will be evaluated by the nurse/facilitator/office and a call will be made to the parents. Children with a temperature greater than 99.8 and/or not feeling well will be sent home and should remain home until they are fever-free for 24 hours, **without** receiving Tylenol/Ibuprofen. Children with flu-like symptoms (vomiting, diarrhea, chills and/or body aches) even though fever free, should remain home until they are well. Any questions regarding student illness may be directed to the office. Students with physical impediments and/or illness preventing them from participating in P.E and/or recess may be excused with a parent's note although extended times may require a doctor's signature.

INJURY

Parents of students who are injured will be contacted immediately. If emergency medical treatment is necessary, 9-1-1 will precede all other telephone calls. If non-life threatening medical care is needed a parent/legal guardian must be involved in any and all medical procedures and decisions pertaining to the student. Only legal parents of the student may make medical decisions for the student. If a parent cannot be contacted immediately, the school will make efforts to find out which physician is to be secured or where the child should be taken concerning preferred hospital. This information must be on file in the office for each student in the event that parents cannot be reached. A representative of the school faculty or staff will stay with the child until parents can assume responsibility.

MEDICATION

Medication is defined as all drugs, whether prescription or over the counter. In such cases, parents must notify the classroom facilitator and register the medication with the school office by completing a Notification of Medication Use form. This form authorizes school office personnel to assist with the administration of medicine to the student during the school day. These forms will be kept on file in the office and new forms must be submitted each year. All medications must be brought to the school in their original containers in only the quantity necessary for the day's doses and given to the office staff immediately upon arrival at school for storage. Students are requested to not carry or store medication,

with the exception of children with asthma who may carry and self-administer asthma medication while in school or at a school-sponsored activity. Asthma inhalers must also be registered at the school office. School personnel will not directly administer medication with the exception of life-threatening conditions such as allergic reactions to bee stings or other pre-existing conditions requiring school personnel to administer medication. No student may at any time give medications to another student. Strong disciplinary action may result if this occurs.

STUDENT RECORDS

KPCA maintains records on each student in order to facilitate the instruction, guidance and educational progress of its students. These records contain information about the student and his/her education, which may include but is not limited to the following types of data: identification data, attendance data, record of achievement, family background, assessment results, educational and vocational plans, honors and activities, discipline data, objective counselor or facilitator ratings, observations, and external agency reports. The records of each student are located in secured files in the school's office and remain confidential in accordance with the Family Educational Rights and Privacy Act.

ADDRESS CHANGES

It is important that the school office maintain up-to-date address and telephone records for each student in case of illness, emergency, or accident. Parents are requested to contact the school office immediately should a change in address, telephone number, etc. occur during the year.

TRANSFER OF RECORDS

Student records cannot be transferred to another school unless a Transfer of Records Request form has been properly submitted by a parent or legal guardian to the school office. All tuition accounts must be paid in full before records can be mailed to the receiving school.

EXTRACURRICULAR ACTIVITIES POLICY

KPCA's extracurricular philosophy flows naturally out of its educational philosophy. The primary goal of any KPCA program or activity is to bring glory to God by encouraging students to be the best that they can be through the ability that the Lord has given them. KPCA provides extracurricular activities in the belief that competitive individual and team experiences contribute significantly to the development of character, mutual support, and school spirit. Competition and sportsmanship are an important part of this training.

KPCA Family Commitment Page

STUDENT'S NAME_____

Current Grade _____

General Objectives for Student Conduct

1. Be honest and kind in actions.
2. Respect all people and treat them honorably.
3. Respect all personal and school property because it belongs to God and is cared for by all people.
4. Keep the mind, speech and actions clean and above reproach.
5. Be on time and in the right place at the right time.
6. Follow all the facilitators' instructions right away, all the way and with a good attitude every day!

As with any activity our children undertake, our interest and involvement as parents has tremendous positive influence on their performance. KPCA requests parents and students to sign this page signifying that we have read, can accept, and will support the policies contained in the KPCA Parent-Student Handbook.

 Parent Signature Date Parent Signature Date

Every student should understand that attendance at Kings Point Christian Academy is a privilege and not a right. By signing the student is agreeing to be held responsible for being familiar with and maintaining the Student Code of Conduct.

Student Signature _____ Date _____