



# Kingston Christian Academy

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**Hannah Austin**  
Principal

**Rev. Damon Magee**  
President

**Sandy McVay**  
Secretary

## Our Mission

The objective of King's Temple UPC in providing this private Christian school is to obey the Scriptural imperatives of Deuteronomy 6:5-7 and Proverbs 22:6:

Deuteronomy 6:5-7 "...love the LORD thy God with all thine heart, and with all thy soul, and with all thy might. And these words, which I command thee this day, shall be in thine heart: and thou shalt teach them diligently unto thy children..."

Proverbs 22:6 "Train up a child in the way he should go:"

Teaching is training, and we believe training for life must include training for eternity. This Christian school is an extension of your Christian home in training your young people in a Christian environment for time and eternity. Kingston Christian Academy staff works closely with parents to train the whole child.

### NOTICE OF NONDISCRIMINATION

Applicants for admission and employment, students, parents, employees are hereby notified that Kingston Christian Academy does not discriminate on the basis of race, color, national origin, sex, age, or handicap in administration of its educational policies, admissions policies, scholarship and loan programs, athletic activities, and other school administered programs.

*For the latest updates and information go to [www.kingstonchristianacademy.org](http://www.kingstonchristianacademy.org)*

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# STATEMENT OF FAITH

## We believe in:

1. The inspiration of the Bible, equally in all parts and without error in its origin;
2. The one God, eternally existent Father, Son, and Holy Spirit, Who created man by a direct immediate act;
3. The preexistence, incarnation, virgin birth, sinless life, miracles, substitutionary death, bodily resurrection, ascension to Heaven, and the second coming of the Lord Jesus Christ;
4. The fall of man, the need of regeneration by the operation of the Holy Spirit on the basis of grace alone, and the resurrection of all to life or damnation; and
5. The spiritual relationship of all believers in the Lord Jesus Christ, living a life of righteous works, separated from the world, and witnessing of His grace through the ministry of the Holy Spirit.

## Church Affiliation

Students and parents are expected to be members of a Bible-believing church and to attend that church regularly.

# ACCREDITATION

## State Approval

Approval by a state governmental agency is an administrative mechanism designed as an attempt to attain uniform education for all children in government schools. It was established as a governmental means of causing local public school districts to meet what the state educational agencies determined to be minimum academic and facility standards for all schools. Approval teams, therefore, investigate and approve or disapprove facilities and curriculum in educational institutions according to criteria developed by secular educational administrators who may or may not be Christians.

Approval of a private Christian school is not necessary for a graduate of that school to enroll in a college or university. Registrars of such institutions are interested in the academic merits of individual students, not in the name of their school of graduation. Thus, they evaluate each applicant's aptitude through nationally standardized tests. This school does not seek approval by an outside educational entity, but does endeavor to provide the highest possible academic program.

# CHRISTIAN AMERICANISM

Christian Americanism places emphasis upon the greatness of America's heritage and the sacrifices of her heroes. America's *Constitution* guarantees liberties to educate in order to preserve freedom. We unashamedly teach the Biblical doctrines of self-discipline, respect for those in authority, obedience to law, and their natural outgrowth; love for flag and country.

## Pledge of Allegiance to the American Flag

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

## Pledge of Allegiance to the Christian Flag

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

## Pledge of Allegiance to the Bible

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

# CHRISTIAN LEADERSHIP TRAINING

## Devotions

Students meet in Opening Exercises daily. Principles of life are organized, outlined, illustrated, and discussed in this meaningful setting.

## Talk Time

High school students participate in a weekly informal meeting where any topic of interest to them is discussed. Topics include politics, marriage, dating, life, careers, etc.

## Chapel

Once a month sessions are held during which the student identifies his education with the ministry of the church. Local pastors and staff members preach the Word of God. Students are always encouraged to bring Bibles to all devotional and chapel meetings.

## Acknowledgement of Receipt

By signing this form, you acknowledge that you have received a copy of the Kingston Christian Academy “Handbook” that includes:

- ◆ School Calendar for 2024-2025
- ◆ KCA Discipline Policy
- ◆ KCA Possession/Use of Electronic Telecommunication Devices
- ◆ Intranet/Internet Use Policy
- ◆ Acknowledgement of Receipt
- ◆ Graduation Requirements
- ◆ Photo Consent
- ◆ Anti-Hazing/Anti-Bullying Policy
- ◆ Standard of Conduct

*Please answer both statements below by checking Yes or No:*

1. My child may use e-mail (class) and the Internet while at school according to the rules outlined.

Yes  No

2. My child’s school work can be published on the Internet and photographs of my child can be published in print and/or electronic form.

Yes  No

Date

Signature of Parent or Guardian

Date

Signature of Student

x \_\_\_\_\_

Print name of student enrolled in Kingston Christian Academy

x \_\_\_\_\_

Teacher/ Grade Level

Kingston Christian Academy is requiring you to check the appropriate boxes and sign the Acknowledgement of Receipt and give them to your school personnel by **August 14<sup>th</sup>, 2024**. Your signature indicates that you have received and will review the handbook. This information will be for all Kingston Christian Academy parents and students for the 2024-2025 school year. Additionally, we request that you discuss these policies with your child / children so that they will receive the maximum benefit from our educational system.

If you have additional questions throughout the school year, please contact your child’s school principal.

***Please sign and return with your student by 8/14/2025***

## **STANDARDS OF CONDUCT**

Any Christian school must provide an environment conducive to the spiritual growth and development of its young people. We believe that Christian students should avoid practices which causes the loss of sensitivity to the spiritual needs of the world and the loss of the Christian's physical, mental, or spiritual well-being (Romans 23:1-2). In order to allow spiritual growth, KCA has adopted the following standards for students in attendance while they are at school and at home.

- Integrity in the keeping of one's word, speaking the truth, doing one's own work, carrying out responsibility (doing assignments adequately and on time) and respecting authority.
- Respect for self, Kingston Christian Academy and its employees and students, and the property of others.
- Courtesy extended in all relationships – student to student or student to teacher/staff.
- Stewardship of the property, supplies, and equipment of Kingston Christian Academy, as well as wise stewardship of personal items
- Preparation for class and readiness to learn
- Students are to display a Christ-like attitude in all they do and say.

Refrain from swearing, smoking, using indecent language, gambling, dancing, participating in occult activities, use of intoxicating beverages, experimenting with illegal drugs, or promiscuous conduct (being sexually active).

Maintain high standards of courtesy, kindness, morality, and honesty.  
Be dressed appropriately and modestly.

Be kind and helpful to young children and always respect those in authority. In this atmosphere of definite and positive Christian standards of conduct, there are opportunities for the development of strong and stable Christian character. **Students found to be out of harmony with the KCA ideals of work and life may be requested to withdraw whenever the general welfare demands this.**

**Social Media & Apps** - Posting negative comments regarding KCA, KCA staff, etc. on social media sites will not be tolerated as it is out of harmony with KCA standard of conduct. Failure to comply with this policy may result in withdrawal of student. Students should refrain from visiting websites and using other social media tools or apps that are out of compliance with KCA standard of conduct.

**Banned Apps List** - TikTok, Snapchat, Yik-Yak, Omegle, KIK, Afterschool, Chance Sneek, Jiggler, Group Me, Secret, Gogli Games, DigitCalc, Cyber Dust, Slingshot, Timehop, Zoosk, Charm, Tenderly, Backchat, Lulu, Glide (any other app Administration deems to be out of harmony with ACA's values)

### **Prohibited Activities**

In order to inform our KCA family the following prohibited in-school activities (including time spent on buses or in transport to activities), for which disciplinary penalties will be assessed, are provided. **While the actions described below represent a cross section of activities, no compilation can be all inclusive and students are expected to refrain from behavior that would be characteristic of the areas mentioned below.**

### **Cell Phone Policy**

**STUDENTS ARE REQUIRED TO HAVE PHONES IN THE "OFF POSITION" UPON ARRIVAL OF SCHOOL.**

**AS THEY ENTER, WE WILL PROVIDE A STORAGE PLACE FOR EACH STUDENT UNTIL THE END OF THE DAY.**

### **Attendance Parameters\***

- Tardiness to school or class (3 tardies will result in one absence)
- Leaving school campus without permission
- Being in locations where students are not allowed
- Excessive time out of class
- Failure to sign out when leaving early
- Excessive absences
- Skipping class
- Skipping school

\*Absences, tardies, unauthorized leaving of campus, unsafe operation of a vehicle, and other issues associated with a student driver may result in the driver losing driving privileges.

## **Dress Code**

- Failure to conform to KCA's dress code (Please make yourself familiar with dress code provided in the student handbook)

## **Academic Expectations**

- Not being prepared for class
- Failure to meet classroom responsibilities
- Failure to employ good study habits after repeated warning (not keeping a notebook, not taking notes, not keeping an assignment notebook, etc.)
- Failure to return documents by due date

## **Careless Behavior**

- Running in the halls or in the classroom
- Purposely holding door to classroom closed, or slamming doors; Horseplay
- Throwing or shooting objects in the building
- Reckless driving on school property or at any school event
- Careless behavior in bathrooms

## **Classroom/School Etiquette**

- Disruptive behavior that impedes the educational process
- Insubordination to the teacher
- Disrespect to peers and teacher

## **Inappropriate Behavior**

- Inappropriate public displays of romantic affection (i.e., holding hands, kissing, excessive hugging)
- Bullying in all manner is strictly prohibited and will be dealt with severely.
- Fighting, including giving the appearance of fighting.
- Language and/or gestures that are vulgar, obscene, offensive, derogatory, or disrespectful will result in disciplinary action. The believer's talk should build up, not put them down.
- Any sexual behavior by students is prohibited and contrary to God's Word. Any student engaging in sexual behavior is subject to disciplinary action including expulsion from school.
- Students who use language referring to or insinuating homosexuality or a gender identity inconsistent with a student's biological sex is strictly prohibited. Students who act/portray in a non-Biblical manner is strictly prohibited. Whether it is in a joking manner or not, KCA has a zero-tolerance policy, and will result in immediate administrative action, and be subject to expulsion from KCA.

## **Dishonesty**

- Dishonesty in any form, including lying, theft, cheating, and plagiarism (note: indication of cheating on any assignment will result in a zero.) Parent contact (through DOJO) will result in the first offense, and possible suspension thereafter. This guideline applies to the person copying as well as to the person knowingly supplying the material to be copied
- Forging signatures or altering documents
- Dishonesty in any manner while quizzing and testing
- Altering grade reports

## **Disrespectful Behavior**

- Rebellious or disrespectful attitude
- Flagrant disrespect and disobedience
- Littering
- Disturbance or rude behavior in Chapel Service
- Non-compliance with regulations pertaining to driving to school
- Direct disobedience to any teacher or administrator
- Deliberate destruction, defacing, or damage to school, church, student, and/or faculty property
- Disrespect by word or action toward any faculty, staff member, or student
- Display of any advertisements of items in whatever form (e.g., posters/stickers on books or on any personal possessions brought into the school) that are in conflict with the values of the school as stated in our objectives.

# 2024-2025 KCA Events Calendar

7- Uniform Store/Dinner  
 9-Open House/Orientation  
 12-First Day of School  
 19- Mandatory Athletic Mtg  
 26-PTA Meeting

AUGUST 2024						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JANUARY 2025						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1-2-Continuation of Christmas Break  
 28- Chapel

2- No school/Labor Day  
 9- Grandparent's Day Program  
 16-19- Science Fair  
 24- Chapel

SEPTEMBER 2024						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

FEBRUARY 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

5- KCA Wax Museum Exhibit  
 25- Chapel

8- Picture Day  
 14-15- Fall Break  
 22- Chapel  
 26- Golf Tournament\*

OCTOBER 2024						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

MARCH 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

10-15 Tentative Basketball Tournament\*  
 17-20- Spring Break

4-9- Tentative Volleyball Tournament\*  
 11-Veteran's Day Program  
 21- Thanksgiving Family Lunch: Noon Dismissal  
 25-28- Thanksgiving Break

NOVEMBER 2024						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

APRIL 2025						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

14-16- Standardized Testing  
 17-Field Day  
 21- No School/Easter Monday  
 24- Worship Night

9-16- Book Fair  
 12- Picture Retakes  
 16- Christmas Program  
 18- Christmas Activities  
 19- Schoolwide Party: Noon Dismissal  
 23-2- Christmas Break

DECEMBER 2024						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

MAY 2025						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

9- Senior Formal  
 14- Last Day of School: Noon Dismissal  
 16-Awards Night  
 18-Senior Graduation

Key:

Red- Events

Light Blue- weeklong activity

Yellow-Chapel

Dark Gray- No School

\* signifies tentative dates  
 Please check social media, or Monday Memo's for date changes throughout the year

## **Tuition/Academic and Athletic Fees Billing Policy**

Monthly tuition, applicable academic fees, curriculum fees, athletic fees and service/detention fees are billed and due at the first of the month. Starting with the implementation of FACTS Tuition/Student Management System, families will be required to set up automatic draft through the new system. Families will be able to set up a date of withdrawal of your choice that will be set as a beginning or middle of the month option. Any other decisions concerning payments can be discussed with KCA administration by appointment.

## **School Attendance and the Law**

The Compulsory School Attendance Law (R.S. 17:221) is designed to protect and guarantee the rights of children to take advantage of educational opportunities provided by the State of Louisiana. Whereas Kingston Christian Academy is a private school, the force of law is reduced, however, the spirit of the law remains the same. The basic responsibility for regular attendance is assigned by law to the parents of the child. Kingston Christian Academy is keenly aware that it shares with parents or guardians this responsibility.

## **Immunization Requirements**

Louisiana State Law, H.B. 861, requires every student entering school for the first time to provide an up- to-date certificate of immunization. This will cover your student in the case of emergency medical treatment.

## **Kingston Christian Academy Attendance Policy**

Academic success is directly correlated with instructional time received by the student. KCA recognizes that each day's absence interrupts the learning process and results in delays and deficiencies in the child's attainment of skills and knowledge. Kingston Christian Academy requires that children attend school each day scheduled by the school system.

A written excuse signed by a parent or guardian **MUST BE** presented to the secretary when a student returns to school after an absence. If the absence is foreseeable, a note should be sent in advance. If possible, all doctor, dental, music, and other appointments should be scheduled after school hours or on Fridays.

If a student accumulates 20 unexcused absences, he/she will meet with Administrative Staff to review enrollment status. Disciplinary action will be taken up to and including expulsion. If there are extenuating circumstances, a situation may be reviewed by the Faculty Academic Committee. Their decision will be final.

### **Exemptions**

Absences will be excused provided a note stating a qualified exemption is on file no later than 5 school days after the student's return to school. The following exemptions from school attendance are:

1. Sickness – with a doctor's re-admit slip.
2. Fever – if your child has fever, please keep him/her at home. When the student is well, send him/her to school with a note indicating the student had a fever.
3. Emergencies – if circumstances are substantiated
4. Trips/Vacations/Church Function – if arrangements are made in advance and the student is sufficiently advanced in his/her work.

### **Absences**

#### **Responsibilities of the School**

The school shall contact the parent(s) or guardian(s) each day the students are absent to confirm that the parent is aware that the student is absent and to request an explanation for the absence. This shall be documented on a school form.

- 3 excused absences each semester.( parent note)
- 3 unexcused absences- note home
- 6 unexcused absences- 1 day of Attendance Recovery
- 9 unexcused absences- 2 days of Attendance Recovery
- 12 unexcused absences- meeting with parents about a plan of action.

Accumulated absences will terminate at the end of each semester. Parental contact must be made and documented prior to an out of school suspension for absences.

Students who were absent from school should present a note to Sandy, and she will document their excuse.

Teachers, please make sure that you give the student their missed assignments the day that they return to school. Please communicate if these assignments need to be turned in for a grade. If the student has missed a test, please communicate that to them and their parents per Handbook Policy.

Students have 3 school days to turn in missing assignments or 3 days to make up their tests that they missed.

PLEASE stick to this policy as closely as possible. This will keep the student accountable as well as the teacher so that they don't wait 2 weeks to complete

## Truancy

A student shall be considered habitually absent or habitually tardy when either condition continues to exist after all reasonable efforts by school personnel have failed to correct the condition. Once a student has reached the state of habitually absent/tardy for two consecutive semesters, re-enrollment for the following year will be placed under review by the Faculty Academic Committee.

## Tardiness to School

### Kingston Christian Academy Attendance Policy

Students are expected to be seated in the sanctuary when the 8:00 am bell rings. Any student arriving at school before 7:40 am must be checked in at the office by a parent/guardian. The school is not responsible for your child's safety and/or actions if this criterion is not met. All students checked in prior to 7:40 am must adhere to the Before School Program regulations. Roaming the hallways or going to the restroom without permission will be considered off limits and demerits and/or corrective action will be taken.

First -Fifth Tardy	Note sent home to parents..
Sixth- Tenth Tardy	1 day of Attendance Recovery
Eleventh & Twelfth Tardy:	1 day out of school suspension

Accumulated tardies will terminate at the end of each semester. Parental contact must be made and documented prior to an out of school suspension for tardies.

## After School Program

In an effort to assist families with schedule conflicts KCA offers a late pick-up service. This service is billed in 1 hour increments at \$10 per increment. ASC begins at 4pm and ends at 5:30. Pick up will be made at the main entrance of the school. For every 5 mins you are late picking up your child, a fee of \$10 will be added to your bill. Charges are added to your FACTS account every 2 weeks.

## STUDENT BEHAVIOR POLICY

Students of Kingston Christian Academy are expected to refrain from talking about or engaging in cheating, swearing, tobacco in any form, gambling, worldly music/entertainment, dancing, drinking alcoholic beverages, and using non-prescription drugs or narcotics. Students who participate in such activities are subject to discipline up to and including suspension or expulsion. Students are expected to act in an orderly and respectful manner, maintaining Christian standards of courtesy, cheerfulness, kindness, language, morality, and honesty. Students must agree to strive toward unquestionable character in dress, conduct, and attitude and to sign the Standard of Conduct form (see page 7).

Any student observing questionable activities or overhearing conversations which are contrary to the policies of this academy should immediately discuss the matter with a Teacher. **This is not tattling.** It has been said, "All it takes for evil to triumph is for good men to do nothing."



“...to him that knoweth to do good, and doeth it not, to him it is sin” (James 4:17).

*Academic success is directly correlated with instructional time received by the student.*

In the effort to reduce the loss of instructional time due to out-of-school suspensions and expulsions, Kingston Christian Academy, when appropriate, will utilize a wide variety of corrective strategies that do not remove children from valuable instructional time.

*Corrective Strategies may include but are not limited to:*

- Contact and/or conference with parent/guardian
- Behavioral contracts and/or Behavior Support Plans
- Home/school communication system
- Schedule adjustment
- Lunch/Recess detention
- In-School Detention with academic assignments
- Supervised work assignment

## I. PHILOSOPHY OF DISCIPLINE

Every student is entitled to an education which shall be offered in an orderly, spiritual, physical, emotional, and healthy atmosphere and to firm, fair treatment in all matters pertaining to school life.

Every child shall comply with all rules and regulations of Kingston Christian Academy having to do with student behavior. It should be made very clear that any student, by his/her own failure to comply with school regulations, may lose his/her privilege to a Kingston Christian Academy education.

Each Teacher at Kingston Christian Academy is responsible for providing an environment that will bring about effective learning and character growth, thus enabling each student to achieve his/her maximum potential. The home shares responsibility in the education of the student and the attitude of home toward school is reflected by the student.

Kingston Christian Academy is not a corrective institution; consequently, we ask that a child not be enrolled with the idea that we will reform him. We are here to work with the home, but not to take the place of parents who have experienced difficulty in fulfilling their roles. All new students are admitted on probation for the first six weeks.

The student must at all times conduct himself in a manner becoming a Christian. If your child does come home with frustration about a policy or discipline, please follow this procedure:

1. Give the staff the benefit of the doubt.
2. Realize that your child's reporting is emotionally biased and may not include all the information.
3. Realize that the school has reasons for all rules and that they are enforced without partiality.
4. Support the Administration and call the school for all the facts.

This school is dedicated to the training of children in a program of study, activity, and living that is Christ-centered. We believe that "all things should be done decently and in order" and that our students should be taught to accept the responsibility to "walk honorably before all men."

## II. DEFINITION OF DISCIPLINE

Discipline is a standard of behavior, which is demonstrated by appropriate conduct in all situations. **Any student whose behavior is not conducive to a viable learning environment shall be subject to disciplinary action in accordance with the policies, methods, and procedures hereinafter set forth.**

### III. DEFINITION OF DISCIPLINARY ACTION

Disciplinary action is the method and process whereby appropriate and acceptable standards of conduct and order are maintained. **It involves the acts of correcting, restricting, and withholding of privileges and the administration of other penalties and punishments commensurate to the particular infraction of rules and/or regulations.**

#### Responsibilities of the Student

In fulfilling one's obligations each student should:

1. Comply with all regulations of the KCA discipline policy.
2. Provide the school with accurate personal data, including address and phone numbers, both home and emergency.
3. **Respect the authority of all Teachers and other school personnel as well as the rights of other students.**
4. **Attend school on a regular basis reporting to all assemblies on time.**
5. **Follow the school's dress code.**
6. Abide by regulations set by the school concerning travel to and from school, and travel to and from school-sponsored events.
7. Comply with the regulations pertaining to use and operation of private vehicles on the school grounds as follows:
  - a. Private vehicles must be registered with the school and parked in the student lot.
  - b. Automobiles are to be **vacated immediately on arrival** and should be reentered only at the time of authorized departure.
  - c. The parking of privately owned vehicles on school campuses by students constitutes consent by the students to the search of such vehicles by the school principal or designee(s).
8. Cooperate with searches by the principal or designee(s).
9. **Complete all assignments.**

#### Responsibilities of the Parent or Guardian in the School and Community

Parental visits to the school are encouraged. Visitors must receive authorization from the principal or designee.

All persons entering the school campus must report to the reception desk to obtain a visitor's pass. Visitors will be required to sign in and out. The visitor pass must be worn while in the building. Parents will need to write a note of permission for a person to visit their child.

A parent should:

1. Recognize and understand that the Teacher must enforce school rules and regulations.
2. Teach the child to have respect for the law, authority, and the rights of others, for private and public property.
3. Communicate with Teacher regarding their child's academic and behavioral progress.
4. Ensure prompt and regular school attendance and compliance with attendance policies and procedures.
5. Provide current address and phone numbers to school personnel for parental contact.
6. Maintain the child's physical and mental health by providing periodic health examinations.
7. Attend conferences with teachers and other school personnel as required. A parent who willfully refuses to attend a conference, meeting or hearing risks the expulsion of the student.
8. Show an interest in school by attending school functions and participating in the Parent- Teacher Association and other school- related organizations.
9. **Arrange time for study at home and work with the school by implementing recommendations made in the best interest of the child.**
10. Encourage the child to respect the diversity of others.
11. **Emphasize the importance of being prepared for school by providing materials and supplies.**
12. **Respect and support school rules.**

#### IV. DEMERIT SYSTEM /POSITIVE BEHAVIOR SUPPORT SYSTEM (K-6th)

Class DOJO is our Positive Behavior Management System in which we track behavior for mainly K-6th Grades. Behavior can be monitored on a daily basis by teachers and parents. Students have an opportunity each day to earn positives and negatives for classroom behaviors. The goal of each student is to maintain an 85% dojo score each day, week and month in order to meet the criteria for privileges etc.

Once a student receives 3 negatives in a day, they will receive ONE DEMERIT.

3 negatives = 1 demerit= call home and lunch/recess detention.

3 demerits = call home, lunch/recess/enrichment detention.

6 demerits = meeting with parents to discuss a plan of action.

#### V. DEMERIT SYSTEM /POSITIVE BEHAVIOR SUPPORT SYSTEM (High School)

The paramount rule is “**do right, do not disturb.**” Demerit marks are given for disturbances or broken rules. A student accrues demerits over the course of a week and all demerit counts are zeroed at the start of a 9 week term. There is only one demerit system with a multitude of ways of earning demerits. Students will earn procedural demerits, uniform demerits, behavioral demerits and academic demerits.

1 demerit = parental notification and lunch/recess detention.

3 demerits = one 1 hour detention and parental notification.

6 demerits= ½ day detention

9 demerits = 1 whole day detention

Demerits are an indication that a student may need direction in the development of principles of character in his/her life. Conferences with the Teacher, principal, and parents are sometimes necessary to assure this growth.

#### VI. PROBATION

High school students in particular, because of their testimony before younger children, are trained to adhere to the school's philosophy and Christ-centered program. Such adherence includes abstinence from tobacco in any form, using alcoholic beverages, using narcotics, listening to music that is not conducive to Christian living, employing indecent language, or participating in other questionable practices.

This school is dedicated to the training of children in a program of study, activity, and living that is Christ-centered. We believe that “all things should be done decently and in order” and that our students should be taught to accept the responsibility to “walk honestly before all men.”

Here, a discipline is maintained which is firm, consistent, fair, and tempered with love. Our staff maintains standards of behavior in the through kindness, love and genuine regard for the students. However, when disciplinary action becomes necessary, it is firmly carried out, tempered by good judgment and understanding.

When a child's attitude is not in accord with school policies or principles, the child will be placed on probation and both parents will be called for a conference. If the administration feels the situation has not changed within two weeks, the parents will be asked to withdraw the child.

If a student's academic progress warrants review the student may be put under probation for one semester or the remainder of a semester. If the administration feels the situation has not changed, the parents may be asked to withdraw the child.

Students are reminded that the Lord Jesus Christ expects us to be disciplined in all areas of life:

Col 3:20 Children, obey your parents in all things: for this is well pleasing unto the Lord.

Ro 13:1 Let every soul be subject unto the higher powers. For there is no power but of God: the powers that be are ordained of God.

Heb 13:17 Obey them that have the 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.

Pr 6:23 For the commandment is a lamp; and the law is light; and reproofs of instruction are the way of life:

Pr 10:17 He is in the way of life that keepeth instruction: but he that refuseth reproof erreth.

Pr 19:18 Chasten thy son while there is hope, and let not thy soul spare for his crying.

Pr 22:15 Foolishness is bound in the heart of a child; but the rod of correction shall drive it far from him.

## VII.

### INFRACTION OF SCHOOL RULES

Students committing major offenses may be punished by suspensions, expulsions or other disciplinary actions. Students shall be held strictly accountable for their behavior while at school, in a school vehicle, or attending school-sponsored events.

#### Infractions:

1. Possessing weapons or using any tool or instrument to do bodily harm
2. Battery of a teacher or any other school personnel (a student shall be removed permanently from a classroom or school event for battery of a teacher or other school personnel.)
3. Threatening a teacher or any other school personnel
4. Initiating or instigating a fight
5. Participating in a fight (If it can be clearly determined that a participant engaged only in self- defense, that participant shall be eligible to have the suspension rescinded.)
6. Possessing or using any controlled substance or alcohol on any school campus, school vehicle or at school-sponsored events.
7. **Defacing, stealing or destroying school or personal property ( this includes electronics)**
8. Initiating any false alarms and/or bomb threats
9. Bullying, threatening, or hazing students
10. Loitering on any school campus or school bus while under suspension or during truancy
11. Possessing tobacco, lighters or matches or using tobacco on school campus, school vehicle or school-sponsored events
12. Possessing or using fireworks on school campus, school vehicle or at school-sponsored events
13. **Using and/or operating any electronic communication device, unless authorized by the principal**
14. Refusing to comply with any reasonable request of a teacher or any other school personnel while they are performing their official responsibilities
15. Committing an act of defiance, either in language or action, on any school campus or school-sponsored event
16. Using forged notes or forged official forms
17. **Leaving any class and/or school campus without permission**
18. Violating the school dress code on school campus or school event.
19. Violating traffic and safety regulations
20. Using profanity toward school personnel
21. Using profanity toward other students
22. Participating in gambling
23. Engaging in mutual displays of affection
24. Committing immoral practices or acts
25. Making unfounded charges against school personnel
26. Violating any publicized rule.
27. Gripping is not tolerated
28. **The Six Inch Rule will be observed at all times. All students should keep “hands off other students.”**
29. A student who is habitually absent or tardy may have his/her driving privileges suspended.

**General Rules:**

1. Off Limit Areas:
  - a. Other student's desks
  - b. Secretary's Office Area (desk, computer, files)
  - c. P.E. area except under supervised activity
  - d. Autos and parking areas
  - e. Pace Room
  - f. Records Room
  - g. Hallways and Lecture Class areas without permission.
2. Students will not be dismissed to leave the lunch dining area until all trash has been disposed of and the table and floor is clean. Dismissal can occur by table once these conditions have been met per table.
3. Bathroom breaks during lunch will be administered by limited number of passes only.
4. Closed Campus policy: Students may not leave the school grounds during the school day without written permission. No one other than students, teachers, and parents will be allowed in school areas without permission from the office. Parents may visit classrooms with principal permission as to protect instruction time.
5. Music allowed at school must glorify the Lord Jesus. Instruments are to be played only in supervised areas.
6. Books/Magazines/CDs/DVDs/entertainment must be approved in writing by parents and approved by classroom teachers.
7. Parties are not school sponsored unless parents receive a notification letter from the principal. Please note: If you are holding a party at your home, do not issue invitations at school unless all the students in your child's classmates are invited. This avoids hurt feelings.
8. Visitors must obtain passes from office before entering Classrooms.
9. Cars and bicycles should be locked at all times. All students must stay out of vehicles from arrival time until departure. Only licensed drivers are permitted to drive automobiles to the school. A copy of the student's driver's license will be required to be on file.

**Classroom Rules:**

1. A student is not permitted to communicate or be up from his/her desk without permission. Activities not related to prescribed material are not to be conducted unless privileges have been granted.
2. Personal questions should be asked at break time.
3. Gum is not allowed on school property
4. Calculators are permitted in the classroom when the Calculator Proficiency Test has been passed.

**Student Possession/Use of Electronic Telecommunication Devices Prohibited Except in Emergency****KINGSTON CHRISTIAN ACADEMY POLICY**

- A. Students will not be permitted to have cell phones in their possession throughout the school day. All cell phones must be left in the student's vehicle or in a holding bin in the office during the school day (7:45am-3:30pm). Failure to do so will result in confiscation of the cell phone. A parent or legal guardian must retrieve the cell phone from the school office. If a student is wearing their device during school hours, it will be taken to the office for a parent/legal guardian to pick up. KCA and its employees will not be held responsible for lost, damaged or stolen property. The school is not obligated to investigate the loss or damage of a cell phone. Should a student's cell phone be confiscated, it will only be returned when a parent/guardian comes to the school to retrieve it. There will be absolute ZERO TOLERANCE on cell phone use. 29. TABLET DEVICE POLICY School-issued tablets are the only electronic devices allowed during the school day. All personal tablet devices must be left in the student's vehicle or in a holding bin in the office during the school day (7:45-3:30 pm) Students may not video or take pictures during the school day (7:45am-3:30pm) with their phone, laptop, or tablet device. KCA will not be held responsible for lost, damaged or stolen property.
- B. Nothing in this policy shall prohibit the use or operation of any electronic telecommunication device by any person, including

students, in the event of an emergency. An emergency means an actual or imminent threat to public health or safety which may result in loss of life, injury, or property damage.

- C. It will be considered “use” or “operation” of an electronic telecommunication device if the device is either visible, turned on or is in a mode capable of receiving or transmitting signals.

## **STUDENT DRESS CODE**

### **Uniform Policy**

The basic responsibility for the appearance of the students of Kingston Christian Academy rests with the parents and the students themselves. Students are to dress in apparel that is modest. Students and their clothing should be neat, clean and well groomed and must meet the following guidelines:

1. A uniform prevents Christian youth from being a stumbling block through immodesty or careless dress.
2. Uniforms with high standards of dress help prevent giving offense.
3. Uniforms result in better discipline and higher academics.
4. Uniforms help improve a student’s self-image.
5. Uniforms provide a distinct difference “being not conformed...but transformed.”
6. Uniforms give identification for building school esprit de corps.
7. Uniforms reduce yearly clothing costs.
8. Uniforms eliminate the daily decision of what to wear.
9. Uniforms eliminate competition in dress between potential social climbers.
10. Uniforms standardize and neutralize the externals while enhancing individualization in internal values.

A uniform violation is a rule violation and is applied to the universal demerit system. When a student is in violation of the Uniform Policy on any rule it only counts as one infraction for the day unless the student is completely out of uniform. A student completely out of uniform will earn 3 demerit marks; otherwise each infraction receives one demerit.

### **Haircut Policy (Boys)**

Hair is to be tapered, off the collar, no lower than the eyebrows, and above the ears. Sideburns must be no lower than the middle of the ears. A notice will be sent home when a student is deemed in violation of the Haircut Policy. Parents will have 4 school days to rectify the violation. On the fifth day the student will begin to accrue a demerit for each day he is in violation of the policy.

### **Make up Policy (Girls)**

No make-up that changes the natural color of your skin or augments your appearance. (Mascara and false eyelashes)

### **General Policy (Male and Female)**

No hair dye. Example: brown hair with blond sections.

Jewelry is limited to one ring of significance, i.e. senior ring or purity ring. No necklaces, earrings, or bracelets will be allowed.

## **PURITY OF CONDUCT**

### **Immorality**

Godly living should characterize the life of every child of the Lord, and all of us should live according to the pattern and example given in the Word of God. The following policy will be enforced. Students who are involved in sexual immorality will receive Biblical counseling by the school administration and their parents. Young ladies who become pregnant and their partner will be dismissed from KCA. However, Kingston Christian Academy will provide the option of home schooling for these former students.

### **Worldly Influence**

All book-bags, backpacks, notebooks, coats, and lunch boxes should be free of worldly ornamentation. This means no TV/Movie characters, professional sports personalities or teams, or secular entertainers. A student may have Biblical characters, animals, land scenes, etc. If you have a question about a particular design, please ask your child’s Teacher.

# **ACADEMIC POLICIES**

## **Graduation Requirements**

A minimum of twenty-three units of credits is required for graduation. A prescribed course of study [Vocational, General, College Prep, or Honors] for each high school student will be determined through a conference among the high school staff, the student's parents, and the student.

## **Re-enrollment Requirements**

# **Guidelines for Corporal Punishment Resolution**

### **SECTION 1**

The only type of corporal punishment which may be administered to students of this school system shall be as hereinafter defined and described and may be administered only by those persons designated and only under the conditions set forth in this resolution.

### **SECTION 2**

- a) Corporal punishment for purposes of this resolution, and in this school is defined as, and limited to, punishing or correcting a student by striking the student on the buttocks with a paddle provided by the school board a maximum of three (3) times. When such corporal punishment is administered to a student, it must be administered in a reasonable manner taking into consideration the age, size, emotional condition and health of the student. There will be only one paddle in each school; it shall be located in the principal's office.
- b) Nothing contained herein shall be interpreted as prohibiting an employee from using physical force, reasonable and appropriate under the circumstances in defending himself against a physical attack by a student or from using physical force reasonable and appropriate under the circumstances to restrain a student from attacking another student or employee.

### **SECTION 3**

Corporal punishment, as defined herein, shall be administered only by a principal, administrative coordinator or Teacher after having obtained permission from the principal in each instance. Such corporal punishment shall be administered only in the office of the professional staff of the school with a witness present. Another witness by school staff shall be present if corporal punishment is administered to any student.

### **SECTION 4**

- a) When corporal punishment has become unavoidable the parent/legal guardian of the student will be contacted prior to administration. Continuation is at the discretion of the parent. However, if the student has not been administered corporal punishment by the parent in the presence of school staff or by the appropriate school staff then he/she must be dismissed and picked up for the day.
- b) Prior to the administering of corporal punishment as in the case with other disciplinary measures, the principal, administrative coordinator or Teacher, as the case may be, shall advise the student of the particular misconduct of which he is accused as well as the basis for such accusation, and the pupil shall be given an opportunity to explain his or her version of the facts prior to imposition of such corporal punishment.
- c) A record of each incident of corporal punishment shall be kept which shall include the name of the student and the time, date, detail of the violation, form of discipline administered, the person administering such discipline and the witness thereto.

# ANTI-HAZING POLICY, ANTI-BULLYING POLICY

## BULLYING AND HAZING

Kingston Christian Academy is committed to maintaining a safe, orderly, civil and positive learning environment so that no student feels bullied, threatened, or harassed while in school or participating in school-related activities. Students and their parents/guardians shall be notified that the school, school vehicles, and all other school environments are to be safe and secure for all. Therefore, all statements or actions of bullying, hazing, or similar behavior such as threatening or harassment, made on campus, at school-sponsored activities or events, in school vehicles, and on the way to and from school shall not be tolerated. Even if made in a joking manner, these statements or actions of bullying, hazing, or similar behavior towards other students, school personnel, or school property shall be unacceptable.

All students, teachers, and other school employees shall take responsible measures within the scope of their individual authority to prevent violations of this policy.

### ***Bullying shall mean:***

1. A pattern of any one or more of the following:
  - A. Gestures, including but not limited to obscene gestures and making faces.
  - B. Written, electronic, or verbal communications, including but not limited to calling names, threatening harm, taunting, malicious teasing, or spreading untrue rumors. *Electronic communication* includes but is not limited to a communication or image transmitted by email, instant message, text message, blog, or social networking website through the use of a telephone, mobile phone, pager, computer, or other electronic device.
  - C. Physical acts, including but not limited to hitting, kicking, pushing, tripping, choking, damaging personal property, or unauthorized use of personal property.
  - D. Repeatedly and purposefully shunning or excluding from activities.
2. Where the pattern of behavior as enumerated above is exhibited toward a student, more than once, by another student or group of students and occurs, or is received by, a student while on school property, at a school-sponsored or school-related function or activity, in any school or private vehicle used to transport students to and from schools, or any school-sponsored activity or event.
3. The pattern of behavior as provided above must have the effect of physically harming a student, placing the student in reasonable fear of physical harm, damaging a student's property, placing the student in reasonable fear of damage to the student's property, or must be sufficiently severe, persistent, and pervasive enough to either create an intimidating or threatening educational environment, have the effect of substantially interfering with a student's performance in school, or have the effect of substantially disrupting the orderly operation of the school.

***Hazing*** shall mean any knowing behavior, whether by commission or omission, of any student to encourage, direct, order, or participate in any activity which subjects another student to potential physical, mental, or psychological harm for the purpose of initiation or admission into, affiliation with, continued membership in, or acceptance by existing members of any organization or extracurricular activity at Kingston Christian Academy, whether such behavior is planned or occurs on or off school property, including any school vehicle. Hazing does not mean any adult-directed and school-sanctioned athletic program practice.

Any solicitation to engage in hazing, and the aiding and abetting another person who engages in hazing shall be prohibited. The consent, stated or implied, of the hazing victim shall not be a defense in determining disciplinary action.

## **REPORTING**

The principal or designee shall be authorized to receive complaints alleging violation of this policy. All employees, parents, volunteers, or any other school personnel shall report alleged violations to the principal or his/her designee. Any written or oral report of an act of bullying, hazing, or similar behavior shall be considered an official means of reporting such act(s). Complaints, reports, and investigative reports of bullying, hazing, or similar behavior shall remain *confidential*, with limited exception of state or federal law.

The reporting of incidents of bullying, hazing, or similar behavior shall be made on the *Bullying Report* form developed by the



Department of Education and included at [www.kingstonchristianacademy.org](http://www.kingstonchristianacademy.org) , which shall include an *affirmation of truth*. Any bullying, hazing, or similar behavior report submitted, regardless of recipient, shall use this form, but additional information may be provided.

### **Students and Parents**

Any student who believes that he/she has been, or is currently, the victim of bullying, hazing, or similar behavior, or any student, parent, or guardian, who witnesses bullying, hazing, or similar behavior or has good reason to believe bullying, hazing, or similar behavior is taking place, may report the situation to a school official, who in turn shall report the situation to the principal or designee. A student, or parent or guardian, may also report concerns regarding bullying, hazing, or similar behavior to a Teacher or other school employee, or to any parent chaperoning or supervising a school function or activity. Any such report shall remain *confidential*.

### **School Personnel**

Any school employee, whether full- or part-time, and any parent/volunteer chaperoning or supervising a school function or activity, who witnesses or learns of bullying, hazing or similar behavior from a student or parent, shall report the incident to the principal or designee. Verbal reports shall be submitted by the employee or parent/volunteer on the same day as the employee or parent/volunteer witnessed or otherwise learned of the incident, and a written report shall be filed no later than two (2) days thereafter.

All other members of the school community, including students, parents/legal guardians, volunteers, and visitors shall be encouraged to report any act that may be a violation of this policy to the principal or designee.

### **False Reports**

Intentionally making false reports about bullying, hazing, or similar behavior to school officials shall be prohibited conduct and shall result in appropriate disciplinary measures as determined by Kingston Christian Academy.

## **INVESTIGATION PROCEDURE**

Investigations of any reports of bullying, hazing, or similar behavior of a student by another student shall be in accordance with the following:

### **1. Timing**

The school shall begin an investigation of any complaint that is properly reported and that alleges the prohibited conduct the next business or school day after the report is received by the principal or designee. The investigation shall be completed no later than ten (10) school days after the date the written report of the incident is submitted to the principal or designee. If additional information is received after the end of the ten-day period, the school principal or designee shall amend all documents and reports required to reflect such information.

### **2. Scope of Investigation**

An investigation shall include documented interviews of the reporter, the alleged victim, the alleged bully or offender, and any witnesses, and shall include obtaining copies or photographs of any audio-visual evidence. Interviews must be conducted privately, separately, and confidentially. At no time shall the alleged offender and alleged victim be interviewed together.

The principal or designee shall collect and evaluate all facts using the *Bullying Investigation* form.

### **Parental Notification**

Upon receiving a report of bullying, hazing, or similar behavior, the school shall notify the parents or legal guardians of the alleged offender and the alleged victim no later than the following business or school day.

Before any student under the age of eighteen (18) is interviewed, his/her parent or legal guardian shall be notified by the principal or designee of the allegations made and shall have the opportunity to attend any interviews with their child conducted as part of the investigation. If, after three (3) attempts in a forty-eight hour period, the parents or legal guardians of a student cannot be reached or do not respond, the student may be interviewed.

All meetings with the parents or legal guardians of the alleged victim and the parents or legal guardians of the alleged

offender shall be in compliance with the following:

- A. Separate meetings shall be held with the parents or legal guardians of the alleged victim and the parents or legal guardians of the alleged offender.
- B. Parents or legal guardians of the alleged victim and of the alleged offender shall be informed of the potential consequences, penalties, and counseling options.

### **3. Documentation**

At the conclusion of an investigation of bullying, hazing, or similar behavior, and after meeting with the parents or legal guardians, the principal or designee shall:

- A. Prepare a written report containing the findings of the investigation, including input from students' parents or legal guardians, and the decision by the principal or designee or school system official. The document shall be placed in the school records of both students.
- B. Promptly notify the reporter/complainant of the findings of the investigation and whether remedial action has been taken, if such release of information does not violate the law.
- C. Keep reports/complaints and investigative reports confidential, except where disclosure is required to be made by applicable federal laws, rules, or regulations or by state law.
- D. Maintain reports/complaints and investigative reports for three (3) years.

### **DISCIPLINARY ACTION**

Once a report has been received at a school, and a school principal or designee has determined that an act of bullying, hazing, or similar behavior has occurred, and after having met with the parent or legal guardian of the student involved, the principal or designee, or applicable school official shall take (1) prompt and appropriate disciplinary action against the student, and (2) report criminal conduct to law enforcement. Counseling and/or other interventions may also be recommended.

Students may be disciplined for off-campus bullying, hazing, or similar behavior the same as if the improper conduct occurred on campus, if the actions of the offender substantially interferes with the education opportunities or educational programs of the student victim and/or adversely affects the ability of the student victim to participate in or benefit from the school's education programs or activities.

### **RETALIATION**

Retaliation against any person who reports bullying, hazing, or similar behavior in good faith, who is thought to have reported such behavior, who files a complaint, or who otherwise participates in an investigation or inquiry concerning allegations of bullying, hazing, or similar behavior **is prohibited conduct** and subject to disciplinary action.

# The Use of Computers, Electronic Communication System Informed Consent Agreement for Students

## KINGSTON CHRISTIAN ACADEMY POLICY

Kingston Christian Academy is pleased to offer students access to a computer network for electronic educational resources and the Internet. To gain access to these electronic services and the Internet, all students must obtain parental permission as verified by the signatures on the form on page 3. Should a parent prefer that a student not have such access, use of the computers is still possible for more traditional purposes such as educational software or word processing.

### **What is possible?**

Access to networked electronic resources on the KCA Intranet or the Internet will enable students to explore thousands of libraries, databases, museums, and other repositories of information and to exchange class communication with other Internet users around the world. Kingston Christian Academy employs a DNS based filter that monitors all internet activity and limits a broad range of known offensive material. While the purposes of the school are to use all networked electronic resources for constructive educational goals, students may find ways to access other materials.

We believe that the benefits to students from access to the Internet in the form of information resources and opportunities for collaboration exceed the disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, we support and respect each family's right to decide whether or not to apply for access.

### **What is expected?**

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. Kingston Christian Academy Policies for student behavior and discipline as well as general school rules for behavior and communications apply. It is expected that users will comply with school policies and the specific rules set forth below. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources. Students are advised never to access, keep, or send anything that they would not want their parents or Teacher to see.

### **What are the rules?**

Privacy—Network storage areas may be treated like school lockers. Network administrators may review communications to maintain system integrity will insure that students are using the system responsibly. Students should never disclose any personal or contact information about themselves or any other person.

No individual student shall be permitted to have an email account except as required as an element of an instructional program under the direct supervision of the teacher or other professional designated by the teacher. Otherwise, only teachers and classes as a whole may be permitted to use e-mail.

Storage capacities—Students are expected to remain within allocated disk space and delete other material that take up excessive storage space. Illegal copying—Students should never download or install any commercial software, shareware, or freeware onto network drives or disks, unless they have written permission from the Network Administrator. Nor should students copy other people's work or intrude into other people's files.