
Kentucky Christian Academy Preschool Handbook 2017-18

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The bold print text throughout this handbook represents KCA Board Policy.

STU 1.0 Introduction

STU 1.1 Welcome

Welcome to Kentucky Christian Academy. You have enrolled in a school that is well known for quality Christian education. We are happy that you are a part of our family. We wish God's blessings upon you for a successful school year.

STU 1.2 Scope of This Manual

The policies and procedures in this handbook are the product of concentrated prayer and input from many sources including members of the KCA community. This book is designed to serve students and parents by presenting the operating philosophies of the school and by establishing the guidelines and parameters for expected attitude and behavior.

Prospective families may borrow a copy through the school office. This handbook is available on our website and a hard copy is available upon request.

Students who enroll at KCA and their parents are responsible to know and follow the policies and procedures found herein.

STU 1.3 Historical Overview of Kentucky Christian Academy

In 1986, Pastor and Mrs. Gerald Reliford began a Christian school to minister to their congregation at New Life Christian Fellowship (NLCF) in Columbia, Kentucky. By 1988, the school had outgrown the church facilities. Meanwhile, a steering committee of nine Christian parents, led by Gabe and Gail Gabehart, prayerfully considered and ultimately formed a Christian school in Campbellsville, Kentucky. In 1990, New Life Christian School merged with the Campbellsville group to form and incorporate the Kentucky Christian School ("KCS"). As a result, KCS opened its doors in 1990 with 32 students at its current location. As the enrollment increased, it became apparent that KCS needed a larger facility. In the fall of 2009, KCS received 17 acres of land and began a capital campaign to build its own facility in Campbellsville. That same year, with parental support, the Board changed the name of the school to the Kentucky Christian Academy. During the spring of 2013, a Capital Campaign began in earnest and by that October 1.5 million dollars was raised. The children broke ground on October 14, 2013 and the building process began. Through the generosity of many donors, KCA officially began classes in the new facility on January 22, 2015.

STU 1.4 The Kentucky Christian Academy Philosophy (August, 2009)

The purpose of Kentucky Christian Academy is to partner with parents to nurture and educate children about the redemptive nature of God's love, the fundamental aspects of Christian living, and how to prepare for future ministry opportunities so "they may fulfill God's total purpose for their lives." (Proverbs 22:6)

KCA believes that providing a high quality education is more than the acquisition of knowledge. Each student is a unique individual created with different gifts by a loving God. Because each child is valued, individual attention is given to each student based on his/her spirituality, intellectual capacity, physical development, and social skills. We endeavor to provide an academic setting that encourages students to discover their talents, learn the knowledge and skills necessary to become critical thinkers, and develop a love for learning.(Colossians 3:17, 2 Timothy 2:15)

KCA believes that the acquisition and application of knowledge comes from Biblical truths of divine origin. Teachers challenge students to understand and apply useful knowledge and skills in order to become good stewards of their talents and abilities to serve God and others.(Colossians 3:12-14, 2 Timothy 3:16)

Teachers at KCA strive to be living representatives of God's truth. They foster and model those beliefs for their students daily. Teachers discipline their students in a safe and loving environment. Teachers create a classroom environment which promotes the Great Commandment's mandate to "love your neighbor as yourself". (Ephesians 6:4; Matthew 22:39)

KCA provides a wholesome Christian environment where teachers promote a spiritual atmosphere for students to choose between good and evil based upon God's Holy Word. While believing that man is born with a sinful nature, KCA uses Biblical principles to encourage students to develop, strengthen, and refine their Godly tendencies. As students gain a greater understanding of their relationship with God, they will be more prepared to carry out the "Great Commission." (Matthew 22:39; Matthew 28:19-20; Ephesians 6:4; Psalms 144:12)

STU 1.5 The School Vision

The vision of Kentucky Christian Academy is to equip young people with the faith, knowledge, and wisdom they need to advance the Kingdom of God. (Approved May, 2011)

STU 1.6 Mission Statement

The mission of Kentucky Christian Academy is to partner with parents to train students academically, spiritually, and physically in a loving, creative environment. (Approved May, 2011)

STU 1.7 Scriptural Theme

"The fear of the Lord is the beginning of knowledge, but fools despise wisdom and instruction." Proverbs 1:7

Our primary objectives are: (a) each child's saving **faith** in Christ, (b) his gaining **knowledge** through instruction, and (c) the proper application of knowledge that is **wisdom**. This theme is presented in our school seal.

STU 1.8 Theological Position

KCA is an interdenominational school, and therefore, does not seek to advance any specific theological perspective. Its biblical position reflects what the greater evangelical community shares in common. Denominational distinctions are referred to the child's parents and church.

STU 1.9 Core Values

Core values are the school's guiding principles that direct the school in fulfilling its mission. These essential and enduring tenets are not to be compromised for financial or short-term expediency. These values define who we are as an institution, how our resources are allocated, and are used in long-term planning for the health of our institution.

Academic Excellence

- KCA values academic and leadership excellence and will continually develop and assess our curriculum to ensure that our students are empowered with the skills and tools necessary to fulfill their God-given potential. (2 Timothy 2:15; Colossians 3:17; Luke 6:40)

Spiritual Development

- KCA values salvation and discipleship. Children are taught the importance of having and maintaining a relationship with God by learning how to pray, study the Bible, worship, become good stewards, and serve others. (Philippians 4:8; Colossians 3:12-14; 2 Timothy 3:16)

Partnership with Parents

- KCA values the Biblical responsibility entrusted to parents to "train up" their child and is dedicated to partnering with families, churches and the community in the educational process. (Deuteronomy 6:7; Proverbs 22:6; Ephesians 6:14)

Faculty and Staff Development

- KCA values a faculty and staff who model and inspire excellence through their Christ-like example, intellectual curiosity, lifelong learning, and leadership. (Proverbs 1:2-3; Colossians 1:9-12, 28; Colossians 3:17)

School Environment

- KCA values a loving, nurturing environment where students should feel safe, accepted, and loved by faculty, staff, and their peers. (Matthew 22:39; Ephesians 6:4; Psalms 144:12)

Board Leadership

- KCA values biblical stewardship. As stewards of the resources God has given us, KCA is responsible for using wisdom in the decisions made. With prayer for the Holy Spirit's guidance, we have faith that our decisions regarding policies, procedures, and financial stewardship will honor the Lord's will. (I Corinthians 4:2; I Peter 4:10; James 1:5)

STU 1.10 Statement of Faith

Members of the Kentucky Christian Academy community hold the following truths in common agreement:

We believe the Bible, both Old and New Testaments, is the inspired, infallible, and authoritative Word of God. We recognize these Scriptures as the supreme and final standard for Christian education and all other matters of faith and life.

We believe and hold as essential the following teachings found in Scripture:

- There is one God, eternally existent in three persons; the Father, the Son, and the Holy Spirit.(John 1:1-14, John 15:26)
- All things were created by the direct act of God.(Genesis 1-2)
- That Jesus Christ...
 - Is fully God and fully man.(John 1:1-14)
 - Was begotten of the Holy Spirit and born of the virgin Mary.(Matthew 1:18-25; Luke 1:26-38)
 - Lived a sinless life. (2 Corinthians 5:21)
 - Performed miracles.(Throughout the Gospels)
 - Died on the cross.(Mark 15: 33-41; Matthew 27:43-56; Mark 15:Luke 23:44-46; John 19:28-37)
 - Rose physically from the grave.(Matthew 28:1-10; Mark 16; Luke 24; John 20)
 - Ascended to the right hand of the Father. (Mark 16:19; Luke 24:50-55)
 - Will personally return in power and glory as promised. I Thessalonians 4:16-17; I Thessalonians 5:2; Titus 2:13; 2 Peter 3:10; Revelation 22:12; Revelation 22:20)
- All who, by faith, receive Jesus Christ as their Savior from sin and death, and make him Lord of their lives, are given new life by the Holy Spirit, thereby becoming children of God.(Romans 10:9-10)
- All persons are subject to the final judgment before Christ; some to everlasting life and some to everlasting punishment. (Revelation 20:11-15)
- Each child (and parent) is a unique person, created by God in His own image, and is loved and cherished by Him. Therefore, each is worthy of individual time, effort, and prayer.(Genesis 1:26-27)

STU 1.11 Expected Student Outcomes

Students who graduate from the Kentucky Christian Academy:

- Understand and commit to a personal relationship with Jesus Christ. (Romans 10:9-10)
- Know, understand, and apply God's Word in daily life. (Joshua 1:8)
- Understand the worth of every human being as created in the image of God.(Gen. 1:26-27)
- Respect people with whom they work, live, and play. (Matthew 22:39)
- Treat their bodies as a temple of the Holy Spirit.(I Corinthians 6:19)
- Are well prepared in all academic disciplines and are skilled in reading, writing, speaking, listening, and thinking. (Genesis 1:26; Genesis 2:19-20; Colossians 3:17)
- Are proficient in mathematics and science. (Genesis 1:26; Psalms 19:1-7; Colossians 1:16-17)
- Have a knowledge and an understanding of people, events and movement in history (including church history) and the cultures of other peoples and places. (Deuteronomy 1:1-42; Joshua 24:1-13; Proverbs 20:28; Psalms 96:1-10)
- Know how to utilize resources—including technology—to find, analyze, and evaluate information. (Hebrews 1:1-2; Revelation 22:18-19)

STU 1.12 Management Statement

Kentucky Christian Academy is an educational institution that is managed by its elected Board of Directors. The Word of God is central in the education process.

STU 1.13 Notice of Student Nondiscrimination

Kentucky Christian Academy admits students of any race, color, gender, disability or handicap, and/or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. KCA does not discriminate on the basis of race, color, gender, disability or handicap, and/or national and ethnic origin in administration of its educational policies, admissions policies, and school-administered programs. As a matter of law, Kentucky Christian Academy may discriminate on the basis of religion to accomplish its purposes.

STU 1.14 Accreditation

KCA is accredited through the Association of Christian Schools International. Accreditation is the recognition of schools for achieving and maintaining educational excellence and integrity. The designation of “accredited” is awarded by regional and national organizations that set standards for educational and operational performance and then monitor schools’ compliance with those standards. KCA preschool is fully licensed through the state of Kentucky Cabinet of Human Resources Licenses. We maintain the highest standards required of the state. All preschool employees have met the following state requirements:

1. At least a high school diploma
2. A state check for child abuse and neglect
3. Criminal record check
4. 15 clock hours of early child PD courses annually
5. First Aid/CPR
6. TB Skin Test

STU 1.15 School Board

KCA maintains a Board of Directors with between five (5) and ten (10) individuals who prayerfully govern KCA by making critical decisions to improve and maintain the operation of the school. Board Members serve a minimum of two years, with new members elected each year. The primary function of the Board is to set school policy. The Board meets monthly to review, analyze, and revise policy where necessary.

The Board employs an Administrator to effectively implement the procedures and carry out the policies set by the School Board. The Administrator also oversees the personnel responsible for carrying out procedures and policies.

STU 1.16 Safe School Commitment

Kentucky Christian Academy is committed to establishing and maintaining a safe learning environment. Therefore, KCA reserves the right to routinely inspect and specifically search school buildings and grounds and anything else brought onto school property or school facilities in accordance with the laws of the state, including personal property of students and employees.

STU 1.17 School Facilities Notices

KCA provides an Integrated Pest Management (IPM) program to prevent pest infestations. A recent change in state regulations now requires that the school provide a 24-hour notice prior to any IPM application made on school property. When requested, this information is available to all parents and school employees. At the beginning of the school year, there will be an opportunity for all parents and employees to be placed on a list for pre-notification of IPM applications.

STU 2.0 Admissions

Parents wishing to obtain information about the school and its programs or to enroll their children in the school should contact the school office at (270) 789-2462. **All applicants are reviewed on an individual basis after KCA receives a completed application form. Admission is then based on placement tests, prior academic records, and/or contacts with prior school(s) to assess behavior and attitudes, available class openings, and an interview with the applicant's parent(s)/guardians.**

Enrollment procedures:

Once an application form and fee is received the following occurs:

The family is contacted to tour the building if the family has not done so prior to the application.

Sonbeams students must be three prior to August 1 or three when entering the program.

Preschool students must be four prior to August 1 or four when entering the program.

Kindergarten students must be five prior to August 1 when entering Kindergarten. Exceptions are made when a child can pass the Brigance Test at the Kindergarten level and has a written recommendation from a former teacher as to their academic, social, and emotional development. Even with the exception, no student will be admitted with a fifth birth date after October 1st in any given year of Kindergarten.

For Sonbeam through Kindergarten Parents:

Once birth dates are confirmed with a birth certificate and/or testing and recommendations, parents will be asked to meet with Administrator and/or Preschool Director for a parent interview. This interview is designed to ensure that parents understand the mission and vision of KCA and have any questions answered. If parents agree with the mission and vision of KCA, Administrator will refer the parents to the admissions counselor for enrollment paperwork to be completed.

For 1st grade through Middle School Parents:

Students will be given the Terra Nova 3 assessment and Administrator will review prior school records. At the interview, results will be discussed as to where the child will be placed at KCA. Interview questions will also be asked at that time. Upon a mutual decision regarding placement, parents will be referred to the admissions counselor and given enrollment paperwork for completion.

The interview will be administered to ensure that:

1. The parents/guardians desire a Christian education for their child.
2. Family beliefs and practices are consistent with the standards, doctrines, and values of the school.

Acceptance is based on a decision by the Administrator who may seek the counsel of the Board if needed. Grade placement for all students will be determined by the administrative staff based on recommendations from faculty and test scores. KCA reserves the right to adjust the size, number of classes, and/or combination of classes at each grade level based on final enrollment.

Only those students with an up-to-date immunization record and all applicable signed financial agreements/forms will be accepted for final enrollment and permitted to attend class. A copy of a birth certificate and social security card are requested for our student files. In addition, kindergarten students are required by state law to have current immunizations, a physical, and eye and dental exam. Middle School students are required to have a physical and updated immunizations.

3.0 Attendance

STU 3.1 Hours of Operation

7:30 to 5:30 Monday through Friday

STU 3.2 School Closing

Appropriate precautions will be taken in case of a severe weather warning (not a "watch"). Students will be released to go home when parents arrive. School closing because of severe weather will be determined as quickly as possible, and announced over radio stations in the region, and parents will be notified through the ONECALL SYSTEM. KCA generally follows the decision of the Campbellsville Independent School System. However, KCA reserves the right to make our own decision. When school is closed due to weather, any after-

school events scheduled for that day are cancelled as well.

The following radio stations are contacted to report a school closing:

WVLC	99.9 FM	Campbellsville
WCKQ	104.1 FM	Campbellsville
WTCO	1450 AM	Campbellsville

STU 3.3 Student Withdrawal

A student is not classified as withdrawn until the school receptionist receives an official school withdrawal form. All school owned property, including tuition and paid up obligations, must be finalized and turned in before withdrawal can be completed. If a student withdraws, the parent/guardian remains responsible for two month's tuition from date of withdrawal unless the student is asked to withdraw by the Administrator. Withdrawal forms will be returned to Administrator's office for final clearance. **All obligations, including financial, must be cleared before final withdrawal. All records will be held until an official withdrawal takes place.**

STU 4.0 Financial (Approved, July, 2012)

Acceptance to Kentucky Christian Academy is granted based on the agreement by parents to pay their tuition according to the agreed-upon schedule and payment plan. Kentucky Christian Academy depends upon every family paying its tuition on time so that the educational program of all students can continue as planned.

STU 4.1 Tuition Calculation:

First Student(K-5)

\$4,050.00

Each Additional Student:

\$3,450.00

Middle School Tuition:

\$4,300.00

Second Child in Middle School:

\$4,000.00

Sonbeam/Preschool Full-time:

\$115.00 per week

(addition full-time Sonbeam or Preschool student **\$105.00 per week**)

Sonbeam/Preschool Part-time:

\$65.00 per week

STU 4.2 Tuition Payment Plan:

Parents have the following payment options:

Annual: 1 payment due on first week of August

Semi-Annual: 2 equal payments due on week of August and January

12 months EFT: 12 payments, June - May (+ \$5.00 per payment processing fee)

10 months EFT: 10 payments, August – May (+ \$5.00 per payment processing fee)

*Sonbeam and preschool parents can find payment options in the Sonbeam/Preschool Handbook

Any account that is sixty (60) days or more in arrears will subject the student to dismissal. Outstanding balances over ninety (90) days late may be sent to a collection agency for processing. A student account is considered delinquent if tuition of applicable fees are more than one (1) month past due. In the event that an account becomes two (2) or more months past due, the parents or guardians of the student(s) will be asked to meet with the Finance Committee within 7 days. The terms and conditions of these arrangements must be fully met or the student will be subject to dismissal immediately.

All accounts 30 days past due will be charged a \$25.00 late fee per each 30 days overdue.

Students whose parents/guardians have an outstanding account balance from a previous school year will not be permitted to re-enroll for the next school year until the obligation is paid in full or payment arrangements have been made with the Finance Committee. No seat will be held for the fall semester for any student who has a balance due at the end of the school's fiscal year unless arrangements have been made with the Finance Committee. No student will be allowed to start the spring semester with more than one (1) month past due unless arrangements have been made with the Finance Committee.

Parents choosing to withdraw their child(ren) will be assessed the following withdrawal fees:

After July 1-the equivalent of one month's tuition

After Aug. 1-the equivalent of two month's tuition

Once the school year begins, no fee will be charged if the school is aware of the withdrawal two months in advance.

STU 4.3 Fees:

STU 4.3.1 Application Fee

A one-time application fee of \$80 per family, is due at the time an application is submitted.

STU 4.3.2 Registration Fees

A non-refundable **registration fee** is payable when students are enrolled for classes. For the 2017-18 school year the fees are as follows:

Early bird registration fee for Sonbeams through Kindergarten is \$125. 1st grade through 5th grade is \$140 and Middle School is \$150. Fees go up periodically after the early registration deadline. All new families are assessed the early registration fee regardless of when the child is enrolled the first year. Fees are prorated throughout the year dependent on when a child is enrolled after August. Tuition may be paid according to the schedule agreed upon at the time registration forms are processed.

There is also a **book/supply fee** as follows:

\$150 per each full-time Sonbeam through Preschool student.

\$75 fee for part-time Sonbeam through Preschool student.

\$300 per each Kindergarten through Middle School student.

*This fee can be included with tuition payments made throughout the year.

STU 4.3.2 Insurance

Student accident insurance is included as part of the enrollment fee. This coverage is limited and secondary in nature. It is recommended that all families have their own family accident insurance. An accident report must be filed immediately following an accident.

STU 4.4 Other Sources of Income:

STU 4.4.1 Fund Raising

Tuition payments and fees cover the general budget. Fundraisers are used to pay off debt, continue to make improvements to the campus, and/or programming needs as they arise. We, therefore, depend on your support and God's blessing to continue growing and improving. *All families are expected to participate in Kentucky Christian Academy's fund raising events.*

STU 4.4.2 Gap Fund

Tax-deductible cash donations can be made to the school to help offset the gap between tuition revenue and the actual cost of operations.

STU 4.4.3 Gifts and Memorials

From time to time, parents may like to donate books, educational or spiritual growth videos, classroom equipment, and other items in memory of a deceased loved one or in honor of a special occasion. Anyone who desires to make a donation may check with the Administrator. Memorials in the form of cash donations of \$250 or more receive special recognition.

STU 5.0 Food Services (Approved, September, 2014)

Hot lunches are available to students each day. White or chocolate milk may be ordered.

STU 5.1 Ordering and Purchasing

Parents wishing to order lunches through the school may do so on our web-based management system or call the office in the morning. KCA will no longer carry balances for lunch orders. **Parents must pay in advance.** Parents will be notified when payments are in arrears and asked to bring the child's lunch until payment can be made. The regulations require that fat free or 1% milk be served at each lunch to each child. It is available at KCA for parents who do not send milk with a child's lunch. Parents will be charged for milk if provided to the child.

STU 5.2 Snacks

Preschool regulations stipulate that each snack must come from two different food groups. Parents are asked to bring snacks for the week throughout the year so teachers can ensure that these guidelines are followed. Teachers will contact parents with the snack requirements the week prior to the family's commitment to bring the snack.

STU 5.3 Forgotten Lunches

Teachers will not change a lunch order once it is placed by a parent. If a child does not have a lunch order and did not bring a lunch, teachers will order a PB & Jelly sandwich, veggie chips, and two fruit cups. If a child has an allergy to peanuts, an alternative will be available per parents.

For the safety and health of all students, **sharing or trading food items is not allowed.**

STU 6.0 Health and Safety Services

STU 6.1 Medicine

According to preschool regulations, teachers cannot administer medicine to preschool aged children without written consent from the parent and clearly marked directions as to how much and when it should be given. Teachers will only administer prescription medication that must be taken routinely throughout the day. It is the policy of KCA not to administer as needed medications such as Tylenol, tums, etc throughout the day if a need arises. Parents will be contacted immediately to assess the situation and pick up their child when necessary.

STU 6.2 Immunizations

All Sonbeam and Preschool students must have a current up-to-date immunization record on file. Parents will be notified a month in advance of the expiration date. It is the responsibility of the parent to make an appointment to obtain the proper immunizations and bring a copy of those records to school. If the record has expired, the student will not be allowed to attend until those records are provided to the Preschool Director.

STU 6.3 Child Abuse and Neglect Policy

In accordance with Scripture, a balance between the principles of the God-given right of parents and the role of state authority must be maintained. If there is suspicion or knowledge by an employee of KCA that a child attending school is suffering from abuse or neglect the following steps shall be taken:

1. Immediate notification to DCBS 270-465-3549 or the police 270-465-4121.
2. Prompt investigation by an appropriate school official.
3. The school will take appropriate steps to follow the situation.

STU 6.4 Head Lice Since head lice are contagious, any student suspected of having head lice (itchy scalp, scalp irritation around the base of hairline and behind the ears, and/or nits or live lice found) will be excused from school until treated or health professional has determined the student to be lice free. If a parent does not agree with the school's assessment, a note from a professional healthcare provider is required. The school will provide written school wide notification unless documentation is provided that a child is lice free. Students who have a second infestation will be required to obtain a statement from the health department or family doctor before being readmitted to class after treatment.

STU 6.5 Health Symptoms If your child exhibits any of the following symptoms, please do not bring your child to school.

- Fever of 100+ degrees or higher within the last 24 hours.
- Vomiting or diarrhea within the last 24 hours.
- Unusual coughing, runny nose and eyes.
- Rashes on the skin.

If you are notified that your child is exhibiting any of these symptoms, please pick your child up immediately from school.

STU 6.6 Pets

No pets are authorized in the building except when pre-approved by the teacher, parents are notified, and health records for the pet are on file at KCA.

STU 6.7 Asbestos Free

Kentucky Christian Academy is free of asbestos.

STU 7.0 Family Ministry

We welcome involvement of our parents in the activities of the school. It is expected that parents will be in attendance at all Parent-Teacher Fellowship nights. Room parents, class sponsors, and daily intercession are important responsibilities of our parent ministry.

1. *Pray daily for the faculty and students.* God works on behalf of those who pray. Many times educational change does not come rapidly. "For precept must be upon precept, line upon line, here a little and there a little," (Isaiah 28:10) as you observe a student from day to day, it is not always possible to see how he/she has changed. However, when one looks back over three months, six months, or a year or two, you can see that God has done much in that student's life. Be faithful and patient in your daily prayer support of the school.
2. *Parents Attend school functions.* Why is this important? It shows your child that their education means a great deal to you, for you are giving priority to their school by making the effort to attend its functions. Students who excel are generally from homes where parents place a high value upon being involved with the school. Christian education must involve the parents and their children.
3. *Do volunteer work.* Volunteer work brings you into close communication with the teachers, staff and other parents. You are able to acquire sensitivity to the needs of the school and to see how everything works together for the good of the student. There is something about working together which binds your hearts together while you are accomplishing the tasks to be done. In addition, volunteer work saves the school money, which keeps the costs of tuition and fees lower, thus benefiting everyone.
4. *Be enthusiastic, and speak well about the school.* Your positive attitudes about the school influence the attitudes of your children toward the school. Your word of encouragement, your friendly smile, your positive endorsement causes those who minister to your children to do better.
5. *Be supportive of the staff and policies of the school.* Students do not always understand and appreciate the rules and policies of the school. Speak positively rather than disparagingly when questions arise. While you may personally disagree with a rule or policy, you agreed to abide by it when you enrolled your child. Don't use a negative "they" when referring to staff that enforce policy. Instead, use the inclusive "we," explaining to the child that the intent of all rules is for the good of all students and an effort to conduct the ministry of the school in a way that will please the Lord. Finally, save negative criticisms for the Administrator or a board member who can help. Complaining to or in front of students about rules and/or staff members demonstrates an implied lack of respect for the school. This can carry over to a student's behavior at school and could also foster within the child a spirit of rebellion. He may think, "My parent doesn't think this rule is right, so I don't have to follow it."

STU 7.1 Grandparents

We encourage grandparents to become involved in the school. There are many opportunities to participate. Our Grandparents Day - when our very special grandparents are invited to spend a day with their grandchildren - is of great importance to our elementary students.

STU 7.2 Parent-Teacher Conferences

An annual conference will be scheduled for each child in September. This conference is considered mandatory. Any parent who wishes to have an additional conference with a teacher is encouraged to do so. The parent may call the school for an appointment with the teacher. Should a conference with an Administrator be desired, the same procedure should be followed.

STU 7.3 Parental Visits

It is the desire of the Administrator and faculty to be of service to both parent and student. We welcome parents who wish to visit. We do require, however, that any visit to a classroom be made by definite appointment with the office.

STU 7.4 Parent Volunteers

There are many opportunities for parents to volunteer in the school. We appreciate and need you. A volunteer application can be obtained in the main school office. Parent committees include: *Special Events, Building and Grounds, Fund Raising, and PACE.*

STU 7.5 Work Days

Periodically, a special workday is scheduled to care for the school grounds, complete minor maintenance projects and general housekeeping. Volunteering for these workdays is a good way for parents to help KCA keep its tuition costs as low as possible. In addition, parents often ask, "How else can I support the school?"

STU 8.0 Safety and Security

Preparing for the safety of our students is a priority. KCA has created many contingency plans for the event of an emergency. It is our desire to react quickly and efficiently so that injuries are kept to a minimum. There is a separate crisis management plan available in the office for review.

STU 8.1 Fire/Disaster Drills

Fire drills are held on a regular basis. When the alarm sounds, go quickly and quietly outside the building to the designated area. An announcement will be made by the Administrator to return to the classroom. It is necessary that all students be present and/or accounted for. During a tornado drill, students are to sit in their designated area on the floor facing the inner walls with legs crossed, bending forward and hands over heads. During an Earthquake drill, students must get under their desk or classroom table.

STU 8.2 Injuries/Safety

Report any injury immediately to your teacher. Any equipment or apparatus issues that may be dangerous should be reported to the office personnel immediately. Do not try to move a fellow student with an injury; notify your teacher.

STU 8.3 Security

For the safety and security of our staff and students, all doors are monitored with a camera and main doors are secured automatically. Those wishing to enter will be allowed in by someone in the office. A security system continually monitors the building 24 hours per day.

STU 8.4 Building Access

1. Front door and the gym door will open daily at 7:30 am.
2. All doors will remain locked during the day.
3. Individuals wanting access to the building after 8:15 a.m. will need to use the front entrance.

STU 8.5 Visitors

Campus visitors (vendors, chapel speakers, etc.) will enter at the main entrance. *Classroom visitors* (parents and other family members, guest speakers, etc.) are expected to report to the office when they arrive on campus and sign in. Parents should never bypass the office and go directly to a classroom.

STU 9.0 Dress Code(Approved March, 2016)

There is a close relationship between performance and appearance. It is our belief that students will achieve and develop their potential in proportion to how they view themselves. A dress code is another form of discipline that will aid the student in forming a self-disciplined, Christ-like character. Students are expected to show respect to themselves and the school by honoring the following guidelines. **The following Board approved Dress Code will be maintained and enforced throughout the day by the administration and teachers of Kentucky Christian Academy.**

9.1 Uniform Style

KCA Dress Code

Dress code neatness, cleanliness, and appropriateness are essential requirements of student dress. Clothing that detracts from the learning process or reflects negatively upon the student should not be worn. School officials should not have to spend a large amount of time dealing with students' dress. It is a parent's responsibility to ensure that students are dressed appropriately.

From time to time, we will announce special days that will allow various changes in the dress code. Teachers, Coaches and Team Advisors (with approval from the Administrator) will determine the dress code for school approved activities and team functions and events. This would include spelling bees, science fairs, music and art events, or athletic events, etc.

KCA has set the following guidelines regarding attire:

Shirts, Sweaters, & Sweatshirts

(ALL should be free of logos and/or brand names)

- Shirts – Solid red, white, navy, or royal blue polo-style shirts (with collar) must be tucked into slacks/skirts at the waist beginning the second semester of Kindergarten. (Sleeveless shirts are not acceptable). A Turtleneck, mock turtleneck, or **long sleeve crew neck** shirt may be worn under a collared shirt for added warmth (White Only).
- Sweaters and **Sweater Vests** - Students may wear sweaters of a solid red, white, navy, royal blue, or gray color in the classroom. Sweaters and vests (v-neck, cardigan, or crew neck) must be worn over a collared shirt of school uniform color.
- Sweatshirts and half-zipped sweatshirts - KCA sweatshirts ONLY can be worn over a school uniform-collared shirt. They must be of a proper solid school color with KCA logo or other KCA approved design (red, white, navy, royal blue, or gray). No hooded sweatshirts allowed.

Pants, Shorts, Skirts and Jumpers

- Pants - Solid navy or khaki **twill** uniform style shall be worn. Khaki denim, corduroy, and cargo pants are not permitted. No "skinny", "pencil", "matchstick", "lowcut", or tight fitting pants will be allowed. Pants should be of a "uniform" style boot cut or straight leg.
- Shorts/Skorts - Solid navy or khaki **twill** shorts and skorts may be worn provided that they are "uniform" style. Denim and cargo shorts/skorts are not acceptable.
- Jumpers, Skirts & Dresses – Girls may wear solid **twill** navy, solid khaki, or KCA approved plaid (See Chapel attire) jumpers and skirts provided the length is no higher than 3 inches above the knee. Girls

may wear "Polo Dresses" in navy blue and red provided the length is no higher than 3 inches above the knee.

**Shorts, tights, or ankle length leggings must be worn underneath skirts, jumpers, and dresses in order to uphold a standard of modesty.

Accessories:

- Shoes - Tennis shoes are preferred because children have recess daily. All shoes should be worn with socks. Shoes with wheels, flip-flops, "wellies", open-toed and/or open-backed shoes, and boots are not permitted for safety reasons. Shoes must have soft rubber soles and not be above 1 inch in heel height. All shoes must have laces or straps so that they stay securely on the foot. (Toms/Bobs are not acceptable shoes).
- Belts – Beginning in the second semester of Kindergarten, belts are to be plain in appearance with no insignias, logos, initials, etc. Approved belt colors include solid black, navy, brown, **white or gray**.
- Socks - All socks must be seen above the shoe line. They must be solid colors of red, white, brown, black, **gray**, and/or navy. Socks may have visible logos but must be solid.
- Tights/Leggings - Must be in solid black, white, **gray**, or navy.

There should be no unusual hair colorings or unusual hair styles.

Hats are not to be worn in the building.

Tattoos are unacceptable.

Earrings worn by boys are inappropriate. Earrings worn by girls should be no more than two piercings per lobe.

Chapel Attire on Wednesday:

- Boys are to wear navy uniform pants and a **white or red** collared shirt (polo style or oxford).
- Girls must wear a jumper or skirt in KCA approved plaid with a **white or red** collared shirt.
- **Approved Plaids from the following vendors:**
 - ✓ Lands' End "Classic Navy Large Plaid"- Phone Number 1-800-963-4816 Website: www.landsend.com
 - ✓ Shaheen's Plaid number 36-Phone Number 502-899-1550 Website: www.shaheens.com
 - ✓ French Toast-Phone Number-1-800-636-3104 Website: www.frenchtoast.com

Girls may wear navy pants on excessively cold winter days (Dec, Jan, Feb).

Boys may wear navy shorts on excessively hot days in the month of August.

The Administrator will determine if there are months to be added during exceptionally bad winters/summers.

Dress Down Friday – On Fridays, students may wear approved blue denim jeans as well as KCA T-shirts only. Typical uniform of khaki/navy bottoms and collared shirts are also accepted attire on Fridays.

Jeans: Acceptable styles include boot cut or straight leg. Acceptable fits include regular, slim, loose, relaxed, or husky. Students are expected to wear the fit that best suits their size/shape. Jeans are to be the plain, four or five-pocket style. Jeans should be free of embroidery, imprints, patches, and other markings of any kind.

Enforcement of Dress Code

The teachers and administration ultimately decide if a student's attire is improper. KCA teachers not only determine if a student's clothing is appropriate but also may give approval as needed. If repeated violations occur, KCA will provide the student with clothing item(s) and/or belt and the student's account will be charged for the item.

*As enforcers of the dress code, teachers may give consequences to students for not being in dress code such as loss of recess for the elementary students.

Uniform Violations For The Same Dress Code Issue:

1st violation: Parents will be notified in writing (Uniform Violation form) when a student is out of dress code. Parents must sign and return the form.

2nd violation: Notification in writing (Uniform Violation form). Parent(s) must sign and return the form.

3rd violation: Phone call to the parent by the teacher/administrator. The child will be put in the proper clothing to be in dress code. Parents will be asked to launder and return the item within a week. Belts are to be returned at the end of the day.

4th violation: Parent meeting with the teacher and administrator to review the dress code policy. The student may lose the privilege to participate in Dress Down Fridays.

STU 10.0 Transportation and Traffic

STU 10.1 Van Service.

The Kentucky Christian Academy 12-passenger van and a 7-passenger van runs daily to and from Columbia. Limited space is available. Additional fees for use of this service apply.

10.1.1 Route-KCA has a predetermined bus route and stops. It is as follows:

AM Route Ford Van:

- 7:30 am Church of Christ on Jamestown St.
- 7:45 am New Life of the Nations Church on HWY 55
- 8:00 am Kentucky Christian Academy

Am Route-Honda Van

- 7:30 am Adair County Animal Hospital
- 7:50 am Kentucky Christian Academy

PM Route:

Monday – Friday- Ford Van

3:30 pm, New Life of the Nations Church on HWY 55

3:55 pm, Church of Christ on Jamestown St.

Monday-Friday-Honda Van

3:45 pm, Adair County Animal Hospital

10.1.2 Van Rules for Children

- a. Preschool Children will be signed on and off the bus each way on the appropriate sign on/off sheets by an adult other than the van driver.
- b. All children will abide by the state regulations regarding boost seat usage.
- c. Children are not allowed to eat or drink on the van.
- d. Children may not have electronic devices on the van.
- e. Children will participate in an evacuation drill once a month.
- f. Older children will be loaded first and then preschool children.
- g. All children must be harnessed into the van.

10.1.3 Van Rules for Drivers

- a. Drivers will have a criminal background check conducted annually.
- b. Drivers will have up-to-date CPR/First Aid Training.

- c. Drivers will conduct a daily inspection of the van.
- c. Drivers will conduct a monthly evacuation drill, and check the first aid kit and replenish as needed.
- d. Drivers will immediately report any issues related to van maintenance.
- e. Van must have a copy of the stated route, emergency phone numbers of van riders, and permission releases to treat children if necessary.
- f. Drivers must have a cell phone in the van, but cannot use while van is in service. If necessary, driver must pull over, stop the engine, and remove the key before using the cell phone.
- g. **At all stops**, driver must stop the van, put it in park, set parking brake, and remove the keys. The preschool child will be assisted off by an adult as he/she exits the van.

STU 10.2 Transporting Students for School Purposes (February, 2015)

Any individuals wishing to be eligible to transport Kentucky Christian Academy (“KCA”) students, other than their own children, for school related purposes and/or school sponsored functions must comply with the policy and procedure set forth in Appendix 1 at the end of this Handbook. In no event will a volunteer parent driver be permitted to transport any such students without the prior consent of each such child’s parent or legal guardian and without the prior approval of KCA in accordance with Appendix 1. Parents choosing to transport their own child must have a copy of their current driver’s license and proof of insurance card on file at the school.

STU 10.3 Parking

Parents should park facing the main entrance of the school. Cars should enter from the right of the “Y” of the entrance and exit to the right.

STU 10.4 Traffic Flow

Parents are asked to drop students off or pick them up at the main back door to the gym. Please remember to leave appropriate space for those vehicles wishing to exit the parking lot. Remember to time your arrival with current dismissal schedule. Students will not be released until the appropriate time determined by the Administrator (i.e., 3:00 or 3:15pm).

Drivers must remain in their vehicles while the vehicle is stopped in pick-up lane.

11.0 Student Activities

Parties

Parents may send a simple birthday snack (cupcakes, ice cream, etc) for any individual student during snack or lunch time. All other parties (showers for siblings, going away, etc.) given for individual students are prohibited during school hours. All other classroom parties are at the discretion of the teacher and the Administrator.

Christmas Musical

All Grades

Field Day

Held near the end of the year, this event involves the 1st through 5th graders in various games.

Field Trips

Field trips are planned throughout the school year. Parents are requested to assist in supervision and/or transportation. **Siblings are not allowed on field trips.** If siblings are brought on a field trip, the student will be asked to leave, will be charged an unexcused absence, and will not receive any academic credit for the field trip.

Pictures

Individual student photographs for the yearbook will be taken in the fall. Parents may purchase portraits if they wish.

Yearbook-The Sword

Kentucky Christian Academy has an outstanding yearbook. Parents are encouraged to assist in the assembly of the yearbook.

STU 12.0 Advertising and Announcements

It is the policy of the school to require administrative approval of all advertising announcements, brochures, fliers, posters, etc., from students, parents, staff or outside agencies before they can be displayed or posted on campus.

STU 12.1 Announcements

Announcements must be turned in to the office by noon. Office staff will post on the web-based management system. Keep announcements brief and related to school activities.

STU 12.2 Posters

Any poster to be displayed on bulletin boards or walls must be approved by the administration. Posters will be attached only to masonry surfaces by masking tape (not scotch tape). Posters must be removed no later than one day following the activity. All posters must be neatly constructed and examples of the quality for which Kentucky Christian Academy is known. Scotch or transparent tape is not permitted on drywall.

STU 13.0 General Building Policies

KCA encourages students to take ownership of the school building by picking up trash in areas, such as lunchroom, gym, and playground.

STU 13.1 Lost But Found

Articles are taken to the Lost But Found box located in the school office. *We encourage parents to see that all school items are identified with the student's first and last name as well as grade.* Many items reported missing end up in the Lost But Found area.

14.0 CONFLICT RESOLUTION PROCEDURE AND PROCESS FOR ADDRESSING THE BOARD OF DIRECTORS

The conflict resolution procedure for Kentucky Christian Academy is the same for all: students, parents, faculty, administrator, and school Board members. Each level in the conflict resolution procedure should be prayerfully considered. The aggrieved party (the "Aggrieved") should pay particular attention to the Matthew 18:15-17 principle and to Colossians 3:12-13: "Therefore, as God's chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness and patience. Bear with each other and forgive one another if any of you has a grievance against someone. Forgive as the Lord forgave you."

Conflict Resolution Procedure - Level One

The Aggrieved shall first go to the source of the grievance in an effort to resolve the grievance. Many times grievances can be resolved at this level; i.e., parents should speak with a teacher about a classroom problem; teachers should speak with the Administrator, the Administrator should speak with the Board of Directors about a policy problem. When dealing with a grievance, the Aggrieved and the Source should adhere to the following guidelines: (1) Prayer—Pray for God's wisdom—James 1:5. (2) Discussion of the Complaint—Discuss the grievance only with those that are part of the problem or part of the solution (Matthew 18:15). (3) Openness—Be open, friendly, willing to listen, and teachable. (4) Understand the Complaint—Make certain the complaint is understood and all circumstances surrounding the grievance are clarified (both parties should have and should understand the facts). (5) Resolution—Come to some type of resolution of the problem, even if the agreed solution is to proceed to the next higher authority. (6) Implement the Solution—If there has been a solution, allow adequate and reasonable time for the solution to be implemented before proceeding to the next higher authority. (7) Notify the Sources of the grievance of a hearing where the next higher authority will be sought.

In any conflict, the Aggrieved as well as the source of the grievance should consult the Statement of Faith, the

Mission Statement and any applicable Handbooks such as the Family Handbook or the applicable Employee Handbooks which may provide instruction and/or guidance on the issue. In the event that a grievance/conflict involves or relates to conduct and/or allegations which could be considered criminal in nature, said grievance should immediately be brought to the attention of the Administrator as well as the Board of Directors, and, in the sole discretion of the Aggrieved, should be brought to the attention of law enforcement and appropriate authorities.

Conflict Resolution Procedure - Level Two

If it becomes evident that a resolution is not possible at level one, the complaint should be brought to the next higher authority in the chain of authority. A joint session with all parties may be arranged, and, if at all possible, such a session should be arranged. If resolution is not possible, the Aggrieved should follow the chain to the next higher authority. Efforts should center on a resolution of the grievance in a friendly, cooperative, Christ-like manner. Arrangements should be made to monitor the situation on an on-going basis so that the problem does not reappear if it is feasible or necessary to make such arrangements. Once addressed by the Administrator, if no resolution has occurred or if the resolution proposed by the Administrator is unacceptable, the problem may be dealt with by the Board of Directors consistent with the policy and procedure set forth herein.

Conflict Resolution Procedure - Level Three

The Board of Directors is the final school authority. When a conflict is brought before the Board of Directors, all parties involved are to provide the Board of Directors with the following:

- (1) Complaint – Written statement of the complaint/grievance.
- (2) Steps Taken – Written statement of steps taken to rectify the situation.
- (3) Steps for Resolution – Suggested steps for resolution.
- (4) Preventative Measures – If appropriate, suggested procedures for preventing recurrences in the future.
- (5) Oral Statements – The Board, in its sole discretion, may request that the parties of the grievance be present at a meeting of the Board of Directors to give their statements orally and to answer questions.

There is no inherent right of an Aggrieved to a hearing before the Board of Directors. After the Board of Directors has considered the materials provided by all parties and has heard from the parties in the event that the parties are permitted to present oral statements to the Board, the Board will, after prayer and deliberation, offer its decision in a written opinion, reciting the facts relied upon and its reasons for the decision. The decision of the Board of Directors shall be final with there being no further right of appeal. All parties shall be informed of the decision. The Board of Directors may terminate the School's contractual relationship with any aggrieved party, if, in the Board's sole discretion, the grievance process has irreparably damaged the spirit of cooperation between parties as set forth in the Statement of Cooperation.

It should be noted that parents, faculty and staff are permitted to attend regularly scheduled meetings of the KCA Board of Directors to observe such meetings. Said individuals are not entitled to participate or interject comments or otherwise interfere in any manner with the meeting. The KCA Board of Directors often must deal with privileged information and matters of a private nature. As such, the KCA Board of Directors, in its sole discretion may at any time enter "Executive Session" in order to address such matters. The Board may enter Executive Session at any time by decision of the Chairperson or by the request of any Board member. Executive session is reserved for Directors only, and no one other than Directors shall be entitled to attend or in any manner listen to or observe the business of the Board of Directors during Executive Session.

This Policy may be amended at any time in the sole discretion of the KCA Board of Directors without notice.

STU 15.0 Communication and Support

Kentucky Christian Academy values the communication and support of parents. Parents should follow the biblical method of conflict/problem resolution found in Matthew 18. Most of your issues can be resolved by going directly to your child(ren)'s teacher or to the person with whom you have concerns. If you have a question or problem concerning your child (ren)'s grade, homework, class behavior or activities, please contact the teacher **first** before bringing it to the attention of the administrative staff. Staff is trained to ask if you have taken your problem to the proper person before giving you an audience for your grievances. If a resolution cannot be reached, the

Administrator will assist with mediation.

KCA has invested in a web-based management system to assist parents and teachers with communication. KCA encourages parents to use the system to monitor their child(ren)'s academic progress, quickly communicate with faculty through e-notes, get updated weekly school newsletters, and order lunches. If parents do not have Internet access, the KCA office has a computer set-up for parental use.

STU 15.1 Address Changes

Whenever there is a change of address or phone number, please call the office and notify us of the change. The same is true for changes in doctors' and/or emergency numbers and people who are authorized to sign your child(ren) out once they have been brought to school.

STU 15.2 Messages

Each time a message is delivered to a classroom it interrupts the educational program. Therefore, messages will be delivered to students at lunch and dismissal. Prior planning before leaving the home is greatly encouraged. *We will interrupt class to deliver a message only in the case of extreme emergency.*

STU 15.3 Pictures and Videos

All students who enroll at Kentucky Christian Academy may be photographed or video-taped by the school in the course of school activities. A child's likeness in an individual or group picture may be used in newsletters, local papers, promotional pieces, and/or advertising materials. Parents who do not wish to have their child photographed or video-taped should let the Administrator know in writing.

STU 15.4 Mail

No mail or parcel post will be delivered to the students in the building. Mail addressed to students is forwarded to the home address. This regulation protects our students from the outside influence of those attempting to bypass parental supervision.

STU 15.5 School Calendar

The annual calendar is available on the website or in the school office.

STU 15.6 Weekly Packet

Each Tuesday each student receives a weekly folder containing pertinent information for parents. It is vital that parents review (and in some cases, sign and return) items in the folders. Teachers use the packet to send home academic information of interest to parents.

STU 15.7 Warrior Monthly

This is the parent newsletter published monthly and uploaded to Sycamore under the documents tab. Information for the newsletter must be received in the school office by 12:00 p.m. on Monday to be included.

STU 16.0 Use of Tobacco, Drugs or Alcohol Prohibited when Representing KCA

The Board is committed to providing students, staff, and visitors with an alcohol, drug, tobacco and smoke-free environment. The negative health effects for both users and nonusers, particularly in connection with second hand smoke, are well established. Further, providing a drug, alcohol, non-smoking and tobacco-free environment is consistent with responsibilities of teachers and staff to be positive role models for our students.

In order to protect students and staff who choose not to use drugs, alcohol or tobacco from an environment noxious to them, and because the Board does not condone the usage of these products when representing KCA, it prohibits the use of these products in school buildings, on school property, and at any school sponsored function.

This policy shall apply at all times to the building, property or any vehicle leased, owned or operated by KCA or its Board. No person shall distribute or use any of these products in any area described above at any time. In no

case shall any student possess any of these products while on school grounds, in any vehicle or at any school sponsored function.

Individuals supervising students off school grounds are prohibited from distributing or using such products while in the presence of students or at any time while engaged in any activities directly involving students.

Groups using the KCA building or grounds shall sign agreements with the Board agreeing to comply with this policy and to inform students, parents, and spectators in writing that this policy remains in force on evenings, weekends, and other times that school is not in session. A summary or copy of this policy shall be attached to all requests for use of school facilities.

Enforcement provisions may include, but are not limited to: a request to stop use, a request to leave the premises, denial of access to school property, police notification and/or any other enforcement measures deemed appropriate by the Administrator. Additionally, the policy shall be available to the public in electronic format.

Board Chairperson Signature _____

Date Approved by Board _____

*See appendix below

Apendix I

**Kentucky Christian Academy
Volunteer Driver Application Form**

Any individuals wishing to be eligible to transport Kentucky Christian Academy (“KCA”) students, other than their own children, for school related purposes and/or school sponsored functions must fill out this form, submit the required documentation and be approved in advance by KCA. Moreover, in no event will a volunteer parent driver be permitted to transport any such students without the prior consent of each such child’s parent or legal guardian.

Section I - Volunteer Driver Information

Please print information

Name: _____ Driver License #: _____

Daytime Phone: _____ (E-mail): _____ Driver License's Expiration Date: _____

Address: _____ City/State/Zip: _____

Car Model/Yr #1: _____ Car Model/Yr #2: _____

Number of working seat belts in car #1 _____ License number for car # 1: _____

Number of working seat belts in car #2 _____ License number for car # 2: _____

The school requires volunteer drivers to have the following minimum insurance coverage limits: (1) \$100,000 in liability coverage per person for bodily injury; (2) \$300,000 in liability coverage per incident for bodily injury for all vehicle occupants; and (3) \$100,000 in liability coverage for property damage. Please provide the name of your carrier, the policy number and the coverage limits for any vehicle you may use to transport KCA students.

Car #1 Ins.Co.: _____ Policy #: _____ (1)\$ _____ (2)\$ _____ (3)\$ _____

Car #2 Ins.Co.: _____ Policy #: _____ (1)\$ _____ (2)\$ _____ (3)\$ _____

- ____ Yes ____ No Are you licensed to drive a commercial vehicle? (Do you hold a commercial driver’s license)?
- ____ Yes ____ No Have you been in an accident in the last three years? If you answered YES, please describe the accident and its cause on another sheet of paper and attach it to this form.
- ____ Yes ____ No Have you been ticketed for moving violations within the last three years? If you answered YES, please describe the infractions on another sheet of paper and attach it to this form.
- ____ Yes ____ No Have you been convicted for DWI/DUI of alcohol or drugs, or had your license suspended for moving violations, hit and run, eluding an officer, reckless or negligent operation of a vehicle, or driving while under suspension or revocation of your license (you need to answer truthfully to this questions regardless of whether or not any such charges have been expunged or otherwise no longer exists on your driving or criminal history/record)? [Note: Our school will not be able to use volunteers with a "yes" answer even if the incident took place before the person became a Christian.]
- ____ Yes ____ No Has anyone ever smoked in any of the vehicles in which you may be driving on a KCA school field trip?

Section II - Requirements for Volunteer Drivers

I hereby swear and affirm that:

- I possess a valid Kentucky driver's license. Please attach a photocopy of your driver's license and first

page of your car insurance policy that verifies amount of coverage.

- I will contact my insurance agent to ascertain if there are any liability policy limits or exclusions regarding transporting other students or faculty members on a field trip that might affect my ability to meet the qualifications for a volunteer driver.
- I will maintain the minimum insurance coverages required by the school for volunteer vehicles for the vehicle(s) listed in Section I and only volunteer to drive when such insurance policies and coverages are in force. I understand that in case of any type of accident injury or vehicle damage the school's insurance policy does not provide insurance coverage until the liability policy limits in place for my vehicle are exhausted. (Note: This is the only coverage that most nonprofit organizations can provide because of the impossibility of their affording or even obtaining primary or direct coverage on the vehicles of volunteer drivers.)
- I will advise the school of any change in information provided on this form including, but not limited to, involvement in a car accident in which I am cited, any citations for moving violations, non-renewal of license, termination of license, change of insurance company, change in amounts of insurance coverage, termination of insurance, or change in vehicle
- Students riding in my vehicle(s) will be seated in both the front and back seat will be secured with individual working seatbelts (note that double belting of children is NOT permitted). I agree to follow state law with regard to the usage of appropriate and/or state mandated car seats and booster seats as well as the appropriate size/weight/age attainments for a child to sit in the front seat of a vehicle.
- To my knowledge, my vehicle is in safe operating condition (brakes, tires, etc.).
- I will not deviate from the field trip destinations, I will take the students directly to the field trip destination and return the students directly to the school and I will only stop at pre-arranged spots that have been specified in the field trip directions and approved by the Administrator prior to the field trip.
- I will read and follow the Driver and Chaperone instructions sheet for the field trip and/or will abide by all instructions provided verbally or otherwise relating to the field trip.
- I will notify school personnel if I no longer wish to drive or if I wish to be removed from the Approved Driver List.
- I have read and understand the KCA's policy with respect to alcohol, drugs and tobacco use, and I swear and affirm that I will uphold this policy at all times during any type of field trip event, and furthermore, I will insure that everyone in my vehicle upholds these policies.

I hereby swear and affirm that I will carefully transport students under my care; that I will obey all traffic laws and will drive in a safe and prudent manner; that I will follow all of the instructions and guidelines contained herein; and, that the information given on this form is true and correct to the best of my knowledge. I further commit to notify KCA immediately in the event that any of this information changes.

Signed: _____ Date: _____

Printed Name: _____

Your student(s) name(s) & grade(s): _____

Family relationship to student(s): _____

Section III - School Administration Approval

_____ Approved _____ Disapproved for addition to the school's Approved Driver List

Reason: _____

Administrator's Signature _____ Date: _____

Driver and Chaperone Instructions

Kentucky Christian Academy depends on the involvement of our school parents for transportation and chaperoning of field trips and other off-site events. We appreciate you taking the time to support your child's school and its activities. The following are guidelines that we ask our drivers and chaperones to follow:

General Instructions:

- A classroom teacher will be in charge of each field trip and will direct the volunteers as to what is expected of them.
- Please be an example of a Christian role model to our students by demonstrating maturity in actions, attitudes, and dress.
- Guests or siblings may not attend a field trip. We believe it is nearly impossible for a parent of a small child to give the necessary vigilance to supervising a group of students.
- Chaperones should remain with the students for whom they are responsible. They should vigorously resist the temptation to group with other adults while allowing the students to “do their own thing.”
- Know how many students are in your group and count, count, count, all day! Keep a roll if necessary. Be sure all are present before transitioning (especially when heading home).
- Chaperones must personally check-in with the teacher at each pre-arranged check-in time to give a full account of number of students and any medical and/or behavioral concerns.
- You will be provided with a list of the names of the children being transported in your vehicle. Students are to return with the same person and vehicle that transported them for this event.
- Some children experience severe food allergies - do not buy or provide any food for children.
- **Additional Instructions for Driver Chaperones:**
- Please arrive to school at least fifteen minutes before departure time.
- The teacher will have copies of the Emergency Medical Release Forms for all students.
- Seat belts must be worn at all times.
- The teacher will provide a map and/or directions. Please stick to the assigned route. The driver may never take students to any destination other than what was indicated as part of the field trip.

- Obedience to all traffic laws—including maintaining acceptable speed limits—is expected.
- When traveling, cars will “caravan” together. At no time should cars pass the “lead car” or take “side trips”.
- If more than three vehicles are in caravan, the “buddy system” should be implemented. This is where two or three vehicles caravan together, eliminating a long line of vehicles, which can be a safety problem.
- Please contact the teacher or call the school right away if you experience car trouble, become lost or if someone has been hurt or is ill.
- Children must not be left unattended in a vehicle. Students should not eat or drink in your car without permission. They have been instructed to use quiet voices when talking and to keep their hands and feet to themselves. If any student does not cooperate, please inform the teacher.
- Only G-rated videos/movies are to be viewed in the vehicle while traveling to/from field trips. Radio/CD’s/tapes should be in line with our Christian philosophy.