



# Preschool – 8<sup>th</sup> Grade Student Handbook 2023-2024

*Finally, be strong in the Lord and in the strength of His might. Put on the whole armor of God that you may be able to stand against the schemes of the devil. Ephesians 6:10-11*

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## **Welcome**

The King's Academy is the school ministry of Christ the King Lutheran Church. It is one of over 2,100 Lutheran Schools of the Lutheran Church Missouri Synod, which serve the educational needs of over 230,000 students in a loving, Christ-centered environment. Lutheran Schools have been providing excellence in education and true biblical teachings for more than 160 years.

The King's Academy is a faith-filled learning environment. Children are taught by certified, synodically trained or colloquied teachers who are dedicated to Christian education. The school is accredited through National Lutheran Schools Accreditation (NLSA) and Missouri Non-Public Schools Accredited Association (MNPAA). We pray for all of the families who become part of our school community. Please let us know how we can help you and your family with educational or spiritual needs. We have wonderful teachers and pastors who are eager to know you and your family members as brothers and sisters in Christ.

## **Statement of Belief**

The King's Academy, as part of Christ the King Lutheran Church ministry, is part of The Lutheran Church-Missouri Synod (LCMS). The LCMS is a mission-oriented and Bible-based denomination that confesses the historic orthodox Christian faith in the Triune God, Father, Son, and Holy Spirit, a faith built on "the foundation of the apostles and prophets, Christ Jesus himself being the cornerstone" (Eph. 2:20). With the universal Christian Church, The Lutheran Church-Missouri Synod teaches and responds to the love of the Triune God, who created all that exists; became man to suffer, die, and rise again for the world's redemption; and brings people to faith and new life through His Word and Sacraments. The three persons of the Trinity-Father, Son, and Holy Spirit-are coequal and coeternal, one God.

LCMS congregations voluntarily choose to belong to the Synod, and, although diverse in many ways, all hold to a shared confession of Jesus Christ as taught in Holy Scripture. We believe without reservation that the Scriptures of the Old and the New Testament are the written Word of God and the only rule and norm of faith and of practice. In addition, the Synod accepts without reservation the writings contained in the *Book of Concord: The Confessions of the Evangelical Lutheran Church*.

Believing in the authority of Holy Scripture and that the Lutheran Confessions are a correct interpretation and presentation of biblical doctrine, our congregations agree to conform all their teaching and practice to the Scriptures and the Confessions.

The Synod "is not an ecclesiastical government exercising legislative or coercive powers" (LCMS Constitution, Article VII) concerning its member congregations and ministers. However, the voluntary association of member congregations and ministers includes their agreement to

respect and honor and uphold (Bylaw 1.7.2, 1.8.1) decisions (resolutions) made by the Synod in its national conventions regarding the understanding of the teachings of Scripture and the Lutheran Confessions and practices that are consistent with such teaching. The Synod in convention is the “principle legislative assembly” of the LCMS (Bylaw 3.1.1) and its resolutions and statements are the position of the Synod in matters of doctrine and life. The Constitution and Bylaws of the LCMS provide specific guidance for the implementation and supervision of the teaching and practice of its members (congregations and rostered church workers). Congregations of the LCMS, while upholding teachings and practices that are consistent with Scripture and the Lutheran Confessions and while honoring Synod convention resolutions, are self-governed and establish policies based on local circumstance and expediency. An LCMS congregation or ministry operates according to its own constitution and bylaws-which are required by the Synod Bylaws to be reviewed by the District through which the congregation holds membership in the Synod - and therein establishes an orderly way of making decisions and determines which individuals or entities in the congregation (e.g., the pastor, church council, board of elders) will have authority to act on behalf of the congregation in specific circumstances. The Constitution and Bylaws of Christ the King Lutheran Church govern our decision-making and policies. A copy is available upon request.

The King’s Academy, as part of Christ the King Lutheran Church ministry, and The Lutheran Church-Missouri Synod (LCMS) believes that:

- God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Gen. 1:26-27). Rejection of one’s biological sex is a rejection of the image of God within that person.
- The term marriage has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen. 2:18-25), that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor. 6:18; 7:2-5; Heb. 13:4), and that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.
- God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Rom. 10:9-10; 1 Cor. 6:9 -11).
- Every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Christ the King Lutheran Church.
- All human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Ps. 139).

## Mission Statement

Through Jesus' love and saving grace, The King's Academy Lutheran School exists to provide academic excellence in a Christ-centered environment, cultivating Christ-like character while developing mind, body and spirit.

## Vision Statement (GRACE) and Core Values

Gospel Driven  
Respectful and Responsible  
Academic Excellence  
Christ Centered  
Encouraging Servanthood

**Gospel Driven:** Bound by the inerrant word of God, the staff and students of The King's Academy Lutheran School will know, understand, articulate and live their faith by viewing all of life through the lens of Christ's work.

*"Those who know your name will trust in you, for you, Lord, have never forsaken those who seek you." Psalm 9:10*

**Respectful and Responsible:** The staff and students will live their life accountable to Christ and each other.

*"But the Fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control. Against such things there is no law." Galatians 5: 22-23*

**Academic Excellence:** The King's Academy Lutheran School is committed to teaching a biblical, accredited curriculum, providing an innovative educational program that prepares our students for success in life.

*"But just as you excel in everything in faith, in speech, in knowledge, in complete earnestness and in your love for us see that you also excel in this grace of giving." 2 Corinthians 8:7*

**Christ Centered:** The King's Academy Lutheran School fosters positive partnerships between school and home for the development of the student within a safe, Christ-centered learning environment.

*"Train a child in the way he should go, and when he is old he will not turn from it." Proverbs 22:6*

**Encouraging Servanthood:** The King's Academy Lutheran School is committed to creating an environment of generosity and compassion that is reflective of Jesus Christ, and responsive to the needs of others.

*"...Go into all the world and preach the good news to all creations." Mark 16:15*

### **School Faculty and Staff Contact Information**

As everyone at The King's Academy is very busy throughout the school day working directly with students, therefore, for non-emergency matters, email is the best way to communicate with us throughout the school day. However, we welcome your friendly voice on the phone as well. Feel free to contact the school during school hours at 573-693-9245. If there is no answer, we are likely helping another parent. Please leave a message and your call will be returned.

Anne Stuhlman, School Administrator [astuhlman@kingsacademylo.com](mailto:astuhlman@kingsacademylo.com)

Elaine Lehenbauer, Preschool Director and Music Teacher [elehenbauer@kingsacademylo.com](mailto:elehenbauer@kingsacademylo.com)

Becky Dautenhahn, Administrative Assistant [bdautenhahn@kingsacademylo.com](mailto:bdautenhahn@kingsacademylo.com)

Sue Field, PK and AM Extended Care [sfield@kingsacademylo.com](mailto:sfield@kingsacademylo.com)

Peggy Ziegler, PK Teacher [pziegler@kingsacademylo.com](mailto:pziegler@kingsacademylo.com)

Emily Dummer, PK and PE Teacher [edummer@kingsacademylo.com](mailto:edummer@kingsacademylo.com)

Angela Rudolph, PK and Art Teacher [arudolph@kingsacademylo.com](mailto:arudolph@kingsacademylo.com)

Rayleen Wilson, Instrumental Music Teacher [rwilson@kingsacademylo.com](mailto:rwilson@kingsacademylo.com)

Pam Lobosky, Kindergarten Teacher [plobosky@kingsacademylo.com](mailto:plobosky@kingsacademylo.com)

Amy Jordan, 1st Grade Teacher [ajordan@kingsacademylo.com](mailto:ajordan@kingsacademylo.com)

Mary Gasser, 2nd Grade Teacher [mgasser@kingsacademylo.com](mailto:mgasser@kingsacademylo.com)

Staci Hansen, 3rd Grade Teacher [shansen@kingsacademylo.com](mailto:shansen@kingsacademylo.com)

Marissa Engelhard, 4th Grade Teacher [mengelhard@kingsacademylo.com](mailto:mengelhard@kingsacademylo.com)

Amy Distler, 5th Grade Teacher [adistler@kingsacademylo.com](mailto:adistler@kingsacademylo.com)

Danelle Hicks, Middle School History and Reading Recovery [dhicks@kingsacademylo.com](mailto:dhicks@kingsacademylo.com)

Karlee Rucker, Middle School Math and Science Teacher [krucker@kingsacademylo.com](mailto:krucker@kingsacademylo.com)

Samantha Dubberke, Middle School Language Arts Teacher [svito@kingsacademylo.com](mailto:svito@kingsacademylo.com)

(PK Assistants, Lunch Staff, and Cleaning Staff are not listed.)

### **Church Contact Information**

Ronald Lehenbauer, Pastor [pastorron@ctklo.org](mailto:pastorron@ctklo.org)

Kristopher Morris, Pastor [pastormorris@ctklo.org](mailto:pastormorris@ctklo.org)

Karen Bernsen, Operations Manager [kbernsen@ctklo.org](mailto:kbernsen@ctklo.org)

Laura Nagle, Church Secretary [CTK@CTKlo.org](mailto:CTK@CTKlo.org)

All are welcome at Christ the King. Please contact Pastor Ron Lehenbauer for information on new member classes. Sunday services are at 8:00 and 10:45. A variety of interesting Bible Studies take place between Sunday services and throughout the week. Please call Laura in the church office at 573-365-5212 for information on opportunities to learn about God's love at Christ the King Lutheran Church.

### **Non-Discrimination Statement**

The King's Academy Lutheran School welcomes all children regardless of sex, race, national or ethnic origin, or religious background. Note: Parents of children with special needs must be aware that The King's Academy may not be able to accommodate their child. Special concerns should be discussed with the Administrator/Director prior to enrollment.

### **Admission Requirements**

#### **Preschool Admission**

1. Preschool students must be at least 3 years of age on or before July 31<sup>st</sup> and be fully toilet trained. Kindergarten students must be 5 years of age on or before July 31<sup>st</sup>.
2. The children in our Pre-K classes will be 4 years old on or before July 31<sup>st</sup>. If the class is not filled one month prior to the first day of school, younger children will be considered depending on birth date, interview with parents and child, and a simple screening test. The parents will be counseled that this early entrance into preschool is not an indicator, nor a means of early kindergarten admission. The child will be given a one-month evaluation period, starting from the first class attended. Following the evaluation period, the director and teacher will determine if the continued enrollment of the child would be of benefit to the child's development and to the overall well-being of the class. After this one-month period, the parents will be notified of the decision.
3. All Preschool students:
  - a. Need to be able to tell the teacher or an adult the need for both bowel and bladder functions.
  - b. Need to be able to control the bladder long enough to get to the restroom.
  - c. Need to be able to take care of hygiene needs after using the restroom.
4. New students are required to have a physical examination by a doctor prior to the beginning of the school entry to this academy.
5. All immunizations must be up-to-date.
6. If a child who has AIDS, ARC, HIV or another autoimmune condition seeks admission to The King's Academy, a pre-enrollment conference including the child's physician, teacher and the director will take place. Acceptance of this child into this academy will be determined upon completion of this conference.
7. Students are required to register before attending. Registration fees are to be paid in full upon registration day unless other arrangements have been made.
8. All required forms must be completed and turned in.

#### **K-8 Admission**

New students entering Kindergarten through 8<sup>th</sup> grade are required to complete an admission evaluation. Immunization records, a copy of the official birth certificate, and a \$100 (K-3rd) or \$150 (4th-8<sup>th</sup>) non-refundable enrollment fee must accompany the completed application form. A copy of the most recent report card and standardized or progress related test scores is also required.

A physical examination (physician signed medical form) and a copy of immunization records is required before your child will be allowed to attend classes.

Parents will be required to have a conference with the child's teacher as well as with the administration before the child is enrolled for the first time. Admission of the child may depend upon these conferences. Written evidence of child custody may be required.

Recommendations from previous schools for grade placement will be accepted unless proof is given to indicate otherwise. If necessary, further testing will be done at the discretion of the faculty. Students entering Kindergarten may be given a screening examination per the request of parent or teacher. The King's Academy reserves the right to determine final grade placement for any applicant.

The King's Academy Lutheran School does not guarantee admission to all applicants. It is the mission of The King's Academy Lutheran School to provide a Christ-centered quality education to all its students. The King's Academy Lutheran School recognizes that there may be applicants for admission whose background and circumstances are such that the applicants would require extraordinary attention and/or resources and their admission would therefore disproportionately reduce the attention and resources available to other students.

The King's Academy Lutheran School also recognizes that from time to time, there may be applicants with backgrounds which suggest that the applicant may pose a potential risk to other students. The King's Academy Lutheran School must consider the best interest of its student body as a whole and for this reason, it is the policy of The King's Academy Lutheran School not to accept such applicants. Exceptions to this policy may only be made by the School Board at the recommendation of the administrator.

### **Probationary Period**

All new students to The King's Academy Lutheran School will be admitted under a nine week probationary period (one quarter). During this time the student's academic and behavioral progress will be monitored to be sure that The King's Academy can meet their academic and behavioral needs. Should an extended probationary period be needed, a meeting with the parents, teacher(s), and administrator will be held to discuss concerns and possible solutions.

Upon completion of this nine week period, if the student has met the academic standards of The King's Academy as outlined below, the student's probationary status would then be removed.

All students are required to:

1. Exhibit good attendance with no excessive tardies or absences.
2. Show cooperation to his/her teachers with respect to daily assignments.
3. Demonstrate effort daily in class and on daily assignments.
4. Faithfully complete assignments and turn them in on time.



If at any time during the nine week period the student does not meet the above mentioned academic standards of The King's Academy, the teacher will advise the administrator who will consult with the parents to discuss educational alternatives for that student. If at that time the parents are not in agreement with those suggestions, they will then have the opportunity to meet with a committee of The King's Academy School Board to discuss the further enrollment of their child at The King's Academy.

### **Transfer Probation**

All students who transfer to The King's Academy Lutheran School are placed on the following transfer probation to help become part of The King's Academy family and to focus their energies on the academic requirements.

No transfer student may enter without the student and parent/guardian signing a copy of these probationary requirements indicating an acknowledgment of their restrictions. Students with special concerns may have additional requirements added. The probation will last for nine weeks. There may be a conference with parents, teacher(s), and Administrator:

1. The student may not start attending until health records and academic records have been received from the previously attended school.
2. The student must maintain passing grades in all of his or her classes.
3. The student may not have excessive tardies or absences.
4. A Disciplinary Report received by a student will constitute a mandatory meeting with the administrator and parent.
5. If problems are evident during the probationary period, a meeting will be held with the administrator, teacher, and parent to determine continued attendance.
6. Restrictions may be added or modified if the reasons for admission warrants such action.

### **Transferring to Another School**

Parents should notify the school office if they move or plan to transfer their children to another school. The student's permanent records will be sent upon parental request. The procedure for transferring records is initiated by the new school through a Record Release form. All tuition balances and fees owed to The King's Academy must be paid prior to leaving.

### **Termination-Withdraw from School**

Reasons for termination of enrollment include but are not limited to:

- Not meeting financial obligations.
- Non-compliance with school rules and expectations as set by the school staff and administrator.
- The King's Academy is not capable of meeting the child's needs as determined by the teacher and administrator. Outstanding must be paid at the time of termination.

## Immunization Requirements

### Documentation

All students Grades PK through 8 must show documentation of month, day, and year of each immunization. Students must present their immunization record before entering school the first day. NO EXCEPTIONS. To remain in school, students must receive immunizations before they become overdue. All exemptions must come from the County Health Department.

#### 1. **Preschool:**

- DPT/DT/TD - 4 doses: The last dose must be given on or after the fourth (4<sup>th</sup>) birthday, and last dose of pediatric pertussis is required before seven (7) years of age;
- Polio - 3 doses: The last dose must be given on or after the fourth (4<sup>th</sup>) birthday; and the interval between the next-to-last and last dose should be at least six months.
- Hib – 3 doses: Last dose minimum age is 12 months.
- MMR –1 dose: First dose must be given on or after 12 months of age.
- Hepatitis B – 3 doses: A series of 3 immunizations within 6 months.
- Varicella – 1 dose: On or after twelve months of age.
- PCV – 4 doses: Last dose minimum age is 12 months.

#### 2. **Grades K through 5 (refers to students who started Kindergarten or who were five (5) or six (6) years of age as of August 1<sup>st</sup>):**

- DPT/DT/TD – 4 doses: The last dose must be given on or after the fourth (4<sup>th</sup>) birthday, the last dose of pediatric pertussis is required before the age of seven (7).
- Polio – 3 doses: The last dose must be given on or after the fourth (4<sup>th</sup>) birthday; the interval between the next-to-last and last dose should be at least six months.
- MMR–2 doses: First dose must be given on or after 12 months of age.
- Hepatitis B – 3 doses: A series of 3 immunizations within 6 months.
- Varicella – 2 doses: First dose must be given on or after twelve months of age.

#### 3. **Grades 6 through 8:**

- DPT/DT/TD – 4 doses: The last dose must be given on or after the fourth (4<sup>th</sup>) birthday, the last dose of pediatric pertussis is required before the age of seven (7).
- Polio – 3 doses: The last dose must be given on or after the fourth (4<sup>th</sup>) birthday; the interval between the next-to-last and last dose should be at least six months.
- MMR-2 doses: First dose must be given on or after 12 months of age.
- Hepatitis B – 3 doses: A series of 3 immunizations within 6 months.

- Varicella – 2 doses: First dose must be given on or after twelve months of age.

**4. Grade 8**

- Tdap – 1 dose: Tdap, which contains pertussis vaccine is required.
- MCC (Meningococcal): One dose of MCV is required.

**Tuition and Fees**

**Tuition**

The King’s Academy Lutheran School operates as a self-supporting, educational, non-profit organization. It is financed through tuition, fundraising, grants and congregational support. Tuition is typically invoiced in ten equal installments with the first payment due August 10 and the final payment due on May 10. Families may also pay in one payment in August or in two installments beginning in August. A 15% late fee will be applied to late payments.

Families are welcome to utilize our electronic payment program via our website at [www.kingsacademylo.com](http://www.kingsacademylo.com) by clicking the “PAY” button in the upper right corner of the website. Please note, all credit card payments will be charged a convenience fee not to exceed the card usage fee. You may also make your payments by bringing them to the office or dropping your payment in one of the locked boxes located in the Welcome Center.

**2023-24 Tuition Rates**

Kindergarten-Grade 8	\$4,425 per year
PK (3 year olds) T/TH ½ Day	\$1,450 per year
PK (3 year olds) T/TH Full Day	\$1,875 per year
PK (4 year olds) M/W/F ½ Day	\$1,810 per year
PK (4 year olds) MWF Full Day	\$2,925 per year
PK (4 year olds) M-F ½ Day	\$2,575 per year
PK (3 & 4 year old) M-F Full Day	\$4,425 per year

**Enrollment Fees**

A non-refundable pre-registration fee for the fall session must accompany each enrollment. These enrollment fees will be charged to every child for each school year of attendance.

- Preschool half day - \$50
- Full Day Pre K and Elementary K-3 - \$100
- Grades 4-8 - \$150
- Extended Care - \$10

### **Tuition Discounts**

We applaud families who make a Christian education a priority. To help large families provide their children with a Christian education, the following discounts have been established. Percentage discounts are off the regular tuition rates listed above.

The Community	1st Child	No Discount
	2nd Child	25% Discount
	3rd Child and Beyond	35% Discount
Members of Christ the King	1st Child	15% Discount
	2nd Child	25% Discount
	3rd Child and Beyond	35% Discount

### **Technology Fee**

Grades 3rd-8th will pay a \$65 technology fee each year.

### **Athletic Fees**

Athletic teams and clubs have an additional club/team fee payable at the time of registration for that activity. This fee pays for equipment, referees, etc., and varies by sport.

### **Returned Checks**

Any check returned for insufficient funds will be assessed an additional \$15 fee.

### **School Calendar Explained**

The State of Missouri requires 1044 hours of instruction annually, and an additional 36 hours of instruction built into the calendar in the event of snow days. This totals a required 1080 hours within the academic calendar. The school is responsible for up to an additional 24 hours of snow day make up hours, totaling 60 (36 + 24) hours, should the built-in 36 hours not be enough. The King's Academy has 1,104 hours built into the 2023-2024 calendar. There will not be the need to make up snow days regardless of how many we have throughout the school year.

The first day of school for the 2023-2024 school year is Monday, August 21, which is a 12:15 dismissal day. The last day of school is Friday, May 17, 2024. Thanksgiving Break, Christmas Break and Spring Break are great opportunities for family time.

## School Hours

Monday/Wednesday/Friday Pre-K 4 year-old ½ day class  
8:15 AM - 11:15 AM (includes snack)

Tuesday/Thursday Preschool 3 year-old ½ day class  
8:15 AM - 11:15 AM (includes snack)

Monday-Friday Full-Day Pre-K  
8:15 AM - 3:15 PM (includes snack)

Monday-Friday K-8 Classes  
8:00 AM - 3:15 PM

During each school day, the school building will open at 7:15 AM for before-care, and K-8 classrooms will open at 7:45 a.m. Full-day classes finish at 3:15 PM, and after-care runs from 3:20-5:30 PM.

### Drop-Off and Pick-Up

Parents will drop their child off at designated entrances:

- PK-Preschool Entrance
- K-4th-Welcome Center Entrance
- 5th-8th-Church/Gym Entrance

Students not picked-up by 3:20 PM will be escorted to after-care.

- Grades 1-8 students will report upstairs. Parents picking up after 3:20 PM will use the office call button located at the gym entrance, to let the teacher on duty know that they are there for pick-up.
- Preschool and Kindergarten students will report to the downstairs before-care room for after-care. Parents will call at the preschool entrance to pick-up their children.

Please be aware of children in the parking area and drive slowly, observing our ONE-WAY Entrance and Exit to ensure the safety of all of our children and families.

### Late Pick-Up

Please make every possible effort to pick up your child when his/her class is finished. Your child is expecting you and may become concerned when he/she realizes that you are late. If you have an emergency and expect to be late, please call the school at 573-693-9245 so we can explain this to your child. If your child is in the building after classes are dismissed, they will be escorted to our after-care program and charged according to our extended care fee schedule.

### Before and After Care

An app will be used for checking children in and out of extended care. Parents will be able to use a QR code to check their children in and out themselves if they choose. Information on the app will be distributed at the Back-To-School Orientation for Parents. Extended care is available to all King's Academy students from 7:15-8:00 AM (when school is in session) and 3:20-5:30 PM

five days a week (when school is in session) with the exception of early dismissals. There is a \$10 non-refundable registration fee for this service.

Registration Fee: \$10.00 (one time)

Before Care 7:15 AM-School Starting \$2.50 Flat Fee regardless of time in the program

After-Care: 3:20 PM-5:30 PM \$5.00 per hour, billed to the minute (8.33 cents/minute)

### **After 5:30 Pick-Up Fee**

Please pick up on time, before 5:30 PM. Families will be charged **\$5.00 per minute** for each child left after 5:30 PM. Please know, our staff members have families to get home to, classes to attend, second jobs, and lives outside of the work as well. For their inconvenience, the staff member who stays with children left after 5:30 PM will receive the additional \$5.00 per minute fee incurred by families who are late picking up.

### **Attendance K-8**

The King's Academy promotes the importance of being at school each day as well as developing strong habits for the future. We want all our students to be successful today and in the future.

School attendance is important for academics, socialization, and a strong work ethic. Instruction continues, even when a child is absent, and much of it is oral and cannot be recaptured in make-up work. Friendships continue to meld and grow, even without the friend who is absent. Making school a priority, even on days when you have to push yourself to get up and get going, is good practice for later in life when work or career must be a priority.

### **Absences**

Parents should call the school office, 573-693-9245, by 8:00 AM to report a student's absence and reason for the absence. No call - no show situations cause worry and speculation.

Absences are recorded each day, including half day absences. Students should accumulate no more than 20 absences in a school year. As students approach that threshold, a meeting with the student, parents and administrator.

A written excuse must explain each absence and will be kept in the student's file for review should the student have excessive absenteeism. These are excused absences.

Consecutive absences lasting longer than 3 school days for illness require written justification by a medical doctor and should include clearance to return to school. These are excused absences.

Students who have an unexcused absence for at least half-day, 3 ½ hours on the day of an event such as an athletic event, field trip, program or PALS activity, will not be eligible to attend extracurricular activities for that day.

We acknowledge that family time is very important and family vacations are often a part of that quality time. However, teachers are not required to assign work in advance of a pre-planned

absence. Students are required to make up their work and tests upon their return. We believe that students should enjoy their vacation with their families and not be saddled with homework. We also know that a lesson plan is just a plan. The work done in class can change from what is planned. Having students make up the work after the vacation makes more sense in every way. Students have 2 days for every 1 day missed to make up their work.

In the event of winter weather, and road safety concerns, families may use their discretion on whether or not to attempt to bring their children to school. If a parent feels their roads are too unsafe to attempt to bring their children to school, please keep them home. This will be considered an excused absence. Students have 2 days for every day missed for make-up work.

Students are expected to complete the assignments which they have missed due to any absence. They will have two days for each day missed to make up work. Example: 4 days absent = 8 days to make up work. Keep in mind, there is new work given everyday on top of the make-up work owed.

Regardless of the reasons for the absences, excused or unexcused, a student who is missing an excessive amount of school will be at a disadvantage academically. We want all of our students to be in good academic standing and find success in learning. Being present at school is a critical part of that success.

### **Tardies**

Tardies are disruptive to the entire class and hard on the student who is late. No more than 20 tardies will be allowed per student per year.

Students should be at school no later than 7:55 AM to be in their classroom and ready to learn by 8:00 AM. Students who are not in their classroom at 8:00 AM will be marked tardy. Students must be **in the classroom** to be marked present and on time.

Grades 5-8 will not be able to enter the building upstairs after 8:00 AM. Students arriving after 8:00 AM must be signed in at the Welcome Center on the lower level, by a parent, before moving to the classroom.

A **“No Tardy Party”** will be held at the end of each quarter for students who have had one tardy or less. Students who have had two or more tardies in a quarter will not be invited to attend. Parents should strive to have their children at school between 7:45 and 7:55 AM. This allows them time to enter the building, get settled and be ready to learn by 8:00 AM, when class begins. The No Tardy Party is not a punishment for those who have two or more tardies. It is a reward for those who come to school on-time. It is available to everyone as an earned reward.

### **Attendance Records**

Attendance records are kept in Gradelink along with documentation on the reason for each absence. Parents are able to access their child’s attendance through the parent portal. Typically, students should not miss more than three consecutive school days without a doctor's note to

return to school. If a student is required to miss extended amounts of school due to illness, the school will work with the family to provide a learning plan that benefits the student. Students with excessive unexcused absences are at risk of retention or withdrawal.

### **Withdrawal**

A one-month notice must be given if it becomes necessary to withdraw your child. Full tuition is required on the day of withdrawal.

### **Snow Days**

The King's Academy will announce weather cancellations through the REMIND app, which will appear as a text message on your phone. We typically follow School of the Osage and surrounding public school district's decisions on closures and delays as they have road crews to inform their decisions. As our roads can be treacherous in the winter, on close calls we will always err on the side of caution rather than putting families and staff at risk on dangerous roads. Tuition is not discounted in the event of snow days as these days are built into our calendar. (see Calendar Explained on page 12)

## **Curriculum and Assessment**

### **Preschool Curriculum Offerings**

The daily program of our preschool is designed to provide for the total education of your child: spiritually, emotionally, socially, physically, and creatively.

Our weekly curriculum is designed to include the following:

- Religion
- Language Development, Handwriting, Pre-literacy Skills
- Math concepts
- Fine and Gross Motor Skill Development
- Science, Music and Art

### **K-8<sup>th</sup> Grade Curriculum Offerings**

To promote learning and assist the children with a complete knowledge of their environment, all grades included lessons in the following curricular areas:

- Religion
- Reading, Writing, Grammar and Handwriting/Cursive
- Phonics
- Math (leveled in middle school)
- Science and Health
- Social Studies, Geography and History
- Library Skills
- Computer/Technology
- Art, Music, Band
- Physical Education



Memory work will be assigned during the school year as part of our religion curriculum. Information and details on such memory work will be shared in the teacher's newsletters.

The King's Academy has prepared a curriculum guide for each grade and subject area, approved by the National Lutheran School Accreditation (NLSA), and the Missouri Nonpublic School Accreditation (MNPSS). These curriculum guides are found in each classroom and are available upon request.

### **Kindergarten Assessment Criteria**

**Classwork** (work done in school and taken home) will be assessed as follows:

- + Concept Mastered
- √ Concept Developing
- - Concepts Needs Improvement

### **Kindergarten Homework**

Weekly homework will be sent home at the beginning of each month with each weekly set due on Friday. Parents can help their child by setting aside a regular, quiet time for study. A child receives great benefits from the time spent with a parent in reading and writing activities. Children are encouraged to read books, write and draw in the evenings with their families.

### **1<sup>st</sup> Grade Assessment Criteria**

#### **Classwork**

Work that is completed during the week will be graded and sent home each week in the Friday Folder, along with the newsletter and any other correspondence. Students will also complete a Work Habits sheet each week, reflecting on their behavior and study skills during the week. Parents/guardians should clean out the Friday Folder each Friday and return the Work Habits sheet, signed, to school with their child each Monday. The folder will also be returned and re-used the following week. (Note: teachers may choose to keep some assignments to include in the students' portfolios, which will be used to show growth and progress during Parent/Teacher Conferences.)

#### **1<sup>st</sup> Grade Homework**

Students will have a weekly homework log to practice and review concepts taught in class. Homework should not exceed 30 minutes per night. The homework log includes: practicing math facts, reading fluency, studying spelling words, and reciting the weekly Bible memory verse. Students will NOT be assigned homework on the weekends. All homework will be due on Friday morning at 8:00 a.m.

### **Memory Work**

The memory verse for the week can be found in the newsletter that is sent home each Friday AND on the homework log. Students have one week to practice and will recite the verse the following Friday in class. We will practice the Bible verse each day in class, as well.

### **Reading Assessments**

A reading assessment will be given at the end of each unit to determine the student's reading level. Students will also be tested on Sight Word recognition and fluency.

### **Math Assessments**

A math assessment will be given at the end of each unit to check for growth in math concepts and determine if concepts need to be re-taught. Fact Fluency Tests will be given in the 2nd semester.

### **Report Card Standards**

The following rubric will be used to complete quarterly report cards. Standards on the report card are based on the grade level objectives taught throughout the school year.

4 = Student is exceeding the standard

3 = Student is meeting the standard

2 = Student is approaching the standard

1 = No progress has been made on this standard

Students who earn all 3s and 4s will be eligible for academic and/or conduct awards at the end of the school year.

## **2<sup>nd</sup> Grade Assessment Criteria**

### **Classwork**

Work that is completed in the classroom during the week will be graded and sent home each week in the Friday Turquoise Graded-Paper Folder, along with the newsletter and any other correspondence. Students will also complete a Work Habits sheet each week, reflecting on their behavior and study skills during the week. Parents/guardians should clean out the Friday Graded Paper folder each Friday (or last day of the school week) and return the Work Habits sheet, signed, to school with their child on Monday (or first day of the new week). The folder will also be returned and re-used the following week. (Note: teachers may choose to keep some assignments to include in the students' portfolios, which will be used to show growth and progress during Parent/Teacher Conferences.)

### **2<sup>nd</sup> Grade Homework**

Students will have a weekly homework log to practice and review concepts taught in class. Homework should not exceed 30 minutes per night. The homework log includes: practicing math facts, reading fluency, studying spelling words, and reciting the weekly Bible memory verse. Students will NOT be assigned homework on the weekends. All homework will be due on Friday morning at 8:00 a.m., or the last day of the school week.

### **Memory Work**

The memory verse for the week can be found in the newsletter that is sent home each Friday (or last day of the school week), AND on the homework log. Students have one week to practice and will recite the verse the following Friday in class. We will practice the Bible verse each day in class, as well.

### **Reading Assessments**

A reading assessment will be given at the end of each unit to determine the student's reading level so that each student is receiving instruction on their own personal reading level during class. Students will also be tested after each unit on their fluency.

### **Math Assessments**

Post assessments will be given at the end of each unit to check for growth in math concepts and determine if concepts need to be re-taught. Math fact fluency checks will also be administered every last day of the school week.

### **Report Card Standards**

The following rubric will be used to complete quarterly report cards. Standards on the report card are based on the grade level objectives taught throughout the school year:

- 4 = Student is exceeding the standard
- 3 = Student is meeting the standard
- 2 = Student is approaching the standard
- 1 = No progress has been made on this standard
- I = Incomplete for the quarter

Students who earn all 3s and 4s will be eligible for academic and/or conduct awards at the end of the school year.

## **Grades 3 - 8 Assessment Criteria**

### **Homework**

Homework will be assigned to practice and review concepts taught in class. It will be the responsibility of the 3<sup>th</sup>-8<sup>th</sup> grade students to manage their homework schedule according to classroom procedures. Students in grades 3-4 will not be assigned homework on the weekends.

Grades 5-8 will have assigned homework on the weekends.

### **Failure to Complete Homework:**

Failure to turn in homework in grades 3-5 will result in:

1. Completion at recess.
2. Notification to the parents.
3. On-going homework issues will be documented on the student report card.

4. Starting in fifth grade, failure to complete homework by a certain date will result in failure of the assignment. In addition, this may lead to mandated tutoring after school.

Failure to turn in homework in grades 6-8 will result in:

1. A late homework assignment will be graded and reduced by 25% for each day that it is late.
2. After the 4th day a zero will be given for the assignment.

### **Reading Assessment**

A reading assessment will be given at regular intervals to determine the student's reading level, so that each student is receiving instruction on their own personal reading level during class. Students will also be given fluency and comprehension checks periodically throughout the quarter.

### **Math Assessments**

Post assessments will be given at the end of each unit to check for growth in math concepts and determine if certain concepts need to be re-taught.

### **Social Studies and Science Assessments**

Post assessments will be given at the end of each unit to review concepts.

### **Honor Roll**

3<sup>rd</sup> – 8<sup>th</sup> Grade students will be recognized for the honor roll at the end of each quarter. Students who achieve all A's or all A's and B's throughout the entire school year will also be recognized at the end of the year. To be eligible to receive an honorary award, students must not have any disciplinary infractions which result in in-school or out-of-school suspensions.

- A Honor Roll – All A's
- A/B Honor Roll – All A's and B's

### **Grade Point Average**

A student's GPA will be calculated using grades from the beginning of 7<sup>th</sup> Grade through the 8<sup>th</sup> Grade year. It will be calculated using the Standards Based Grades from the following classes:

- Math
- Reading/Writing
- Science
- Social Studies
- Religion

GPA's will be compiled and reported to 8<sup>th</sup> Grade families by one week prior to graduation/promotion ceremonies. Student GPA's will be used to determine the graduating

class valedictorian and salutatorian. In the case of students with the same GPA, The King’s Academy Lutheran School will name a co-valedictorian and/or co-salutatorian.

<b>Standards Based Grade</b>	<b>Letter Grade</b>	<b>Percent</b>
3.8 – 4.0	A	93-100
3.4 – 3.7	A-	90-92
3.1 – 3.3	B+	87-89
2.8 – 3.0	B	83-86
2.4 – 2.7	B-	80-82
2.1 – 2.3	C+	77-79
1.8 – 2.0	C	73-76
1.4 – 1.7	C-	70-72
1.1 – 1.3	D+	67-69
0.8 – 1.0	D	63-66
0.5 – 0.7	D-	60-62
0.0 – 0.4	F	0-59

**Student Progress Monitoring and Assessment**

The King’s Academy participates in NWEA, a research-based, not-for-profit organization that supports students and educators worldwide by creating assessment solutions that precisely measure growth and proficiency—and provide insights to help tailor instruction. Their research shows how assessments can support educators in understanding where kids are in their learning and influence their instructional approaches to ensure that everyone in their class has a chance to succeed.

Students participate in interim assessments, MAP Growth and Reading Fluency in September to register a base-line, and again in January to allow teachers to monitor the progress and growth of individual students and develop classroom-level strategies for equitable instruction that helps maximize every student’s learning potential. In May, students take an accountability assessment, providing a picture of the effectiveness of our programs and instructional delivery. Parents will receive a family report at the end of the school year and are encouraged to visit with their child’s teacher if questions arise about their child’s performance.

**Retention**

A student care team will be formed with members from the school board, administration, teachers and parents to make the best decision for the student.

### **Report Cards and Conferences**

The school year is divided into four quarters. Report cards for Grades K-8 will be sent home quarterly. Parent-Teacher conferences will be scheduled in October and upon request of either the parent or the teacher in March for Grades K-8. Preschool conferences will be held in the fall upon request and scheduled in February.

### **DISCIPLINE**

One of our goals for the children is the development of appropriate social skills which align with our mission to provide a Christ-centered environment. Through instruction, and by example, the children can learn how to interact socially with peers, take direction from adults, and function happily within the daily routine of a school setting. The most effective discipline is the discipline that the individual classroom teacher is able to exert. Individual teachers' approaches to discipline have many things in common:

- Using Law and Gospel appropriately with children
- Treating each individual as a child of God
- Being consistent
- Issuing consequences that can be carried out
- Speaking to individuals in private and not in front of the class

When a situation arises where children disagree, we strongly encourage them to verbally express their thoughts and feelings to the others involved in the disagreement. Brief separation from the group may be helpful in the classroom. Parents will be notified if their child seems to be having difficulty.

### **PK Discipline**

Any child who acts in such a way as to endanger the physical or emotional health of another child (biting, hitting, spitting, etc.) will be dealt with in the following manner:

- First Occurrence – The child will be made aware of the dangerous nature of his actions and instructed not to repeat it. Parents will be notified and asked to reinforce the lesson at home.
- Second Occurrence – The child will be dealt with separately from the other children, with restricted activities and contact, until the staff feels he/she is again ready to be safely placed with the others. Parents will be notified.
- Repeated Occurrences – Unless parents can produce reasons to the contrary which satisfy the Preschool Director and the Administrator, the child will not be allowed to continue at the school. Any unused portion of tuition will be refunded.

## K-8 Classroom Discipline

The steps of classroom discipline typically include:

- Verbal warning from the teacher to the student with age-appropriate consequences.
- Repeated violations will result in consequences at the discretion of the teacher such as:
  1. Loss of recess or other activities during the day, walking laps at recess or removal from special activities and lunch time isolated from classmates.
  2. Separation from the other children, with restricted activities and contact until the staff feels he/she is again ready to be placed with the others. This allows students to reflect on their choices and be accountable for their behavior.
- Parents/guardians are notified through phone, email, text or note.

Establishing and maintaining a disciplined school environment is important for a safe and effective climate of the school. When disciplinary situations warrant the administrator's involvement, the teachers have already given their best effort to address the situation. Depending on the nature of the incident and the age of the child, violations of school rules and expectations that reach the administrator's office may result in detention, parent conference, suspension from school, or expulsion. Children with behavior that inhibits learning for themselves or others, continually disrupts class, or creates unsafe, harmful, or threatening situations, will not be allowed to remain at The King's Academy.

## Possible K-8 Administrative Disciplinary Actions

1. **A Fitting Task:** This allows a student to be assigned a task which directly impacts their decision making in similar future situations. Example: A student deliberately makes a mess of their lunch in the cafeteria resulting in a mess on the table, the floor, and their chair. This child would be given the task of cleaning up the mess. The task would be followed by a conversation about making better choices, how to keep their area clean and being responsible for the cleanliness of their area. Daily checks of their area at lunch will determine success or if further remediation is needed. Parents will be notified.
2. **Detentions:** In addition to a fitting task, afterschool, lunch or recess detentions, an In School Suspension (ISS) may be issued in accordance with school expectations as the administrator determines is appropriate. Parents will be notified.
3. **Parent Meetings:** Parents are entrusted by God with the responsibility of raising their children. The school will actively communicate with parents regarding student behavior in school. If the administrator deems a parent meeting is necessary, parents will be required to attend the meeting to discuss their child's behavior. Parents who refuse to meet may cause their child's disciplinary consequences to move on to step 4.
4. **Suspension:** Students may be temporarily removed from the school environment due to a serious infraction or continuous poor choices. These infractions may include, and are not limited to, inappropriate language, bullying, repeated disruption, and unsafe behavior. The administrator has sole authority to suspend a student from school and may determine the length of suspension depending on the severity and nature of the infraction. Parents should be aware that expulsion may be more common than suspension. Incidents serious enough

to warrant removal from the school setting are typically too serious to have the student return at all. However, a student who has received only a suspension will be excluded from class trips and all school activities for the duration of their suspension. Follow up procedures after suspension will be determined by the administrator. Suspension may also be used as a time for investigation pending a potential expulsion. Suspensions will be reported to the Board of Education during a regularly scheduled meeting in a non-public executive session.

5. **Expulsion:** For serious infractions that threaten the safety and well-being of students, staff, or damage the school environment, students will be permanently expelled from the school. Examples of expellable offenses include but are not limited to continual behavioral issues, first possession or use of any drug, alcohol or tobacco product; first possession of any type of weapon; or the first threat of violence. The school will have zero tolerance for serious infractions, which means no second chances. Expulsion may also take place when a student's public or online conduct could potentially bring disrepute or harm to the church or the school. The authority to expel a student belongs solely to the administrator. Any student who has been expelled may not be on the school grounds at any time in the future. This includes functions and activities open to the public. Expulsions will be reported to the Board of Education chair as it may require a special meeting. Parents may choose to appeal an expulsion in writing to the Board of Education. The Board of Education is obligated to hear the parent concern in a non-public executive session with the administrator present.

### **Academic Dishonesty**

The King's Academy values academic integrity and excellence. Each student is expected to produce their own work in all of their classes. All students are expected to complete all tests, assignments, and projects honestly and will not collaborate in dishonest actions as this results in academic dishonesty.

Academic dishonesty hinders the potential a student has for creating and publishing their work and is unacceptable. It is defined as the giving and/or receiving of unauthorized aid on any academic work. This includes but is not limited to:

- Copying another student's work
- Using unauthorized materials during a test
- Talking with another student during a test
- Using, buying, selling, stealing, transporting, or soliciting in whole or part, the contents of a test or assignment
- Using items without permission such as calculators, cell phones, Chromebooks, notes (cheat sheets), online websites, etc.

Plagiarism is considered academic dishonesty where there is an uncredited use of another's information or ideas, whether the writing is changed or not, and using a website which computes solutions or generates composition for any portion of an assignment, project, or paper. Remember to always give credit where credit is due and use your own words, thoughts and solutions.



Students whose submitted work violates academic integrity (cheating, plagiarizing, etc.) are subject to the following consequences:

- **First Incident:** The student will have the opportunity to redo the work for no more than half credit. The teacher will communicate the incident to the parents and administrator.
- **Second Incident:** The student will not have the opportunity to redo the work and will receive a zero on the assignment. A meeting will be held with the parents, student, teacher, and administrator.
- **Third Incident:** The student will not have the opportunity to redo the work and will receive a zero on the assignment as well as a failing grade for the quarter in that class. A meeting will be held with the parents, student, teacher, and administrator.

Any further incidents will result in disciplinary action that may include suspension, disciplinary probation, or expulsion. If multiple assignments that are in violation of this policy are discovered, each assignment may be considered a separate incident as determined by the school administration. The school administration reserves the right to assign consequences at any level it deems appropriate.

### **Bullying/Harassment**

The King's Academy Lutheran School exists to instill the highest Christian values, one of which is Christian love. Christian love does not allow for verbal or physical bullying, making fun of, shunning or maliciously teasing other students. As Christians we are to love and respect others regardless of race, economic status or physical appearance. This Christian love and respect are to be evident before, during and after school hours, in the classroom and on the playground. It should be evident anytime a student is on the school campus, whether a teacher is present or not. Our goal is to provide a safe, fear-free learning environment for everyone at The King's Academy Lutheran School.

Bullying or harassment by any student will not be tolerated and may result in disciplinary and/or legal action, including possible expulsion from The King's Academy Lutheran School. Everyone is to be treated with dignity and respect. Harassment of any kind is prohibited. This behavior has the purpose of creating a negative impact on an individual's performance and of creating an intimidating, hostile or offensive environment, including but not limited to:

- Verbal conduct such as derogatory comments, unwanted advances, jokes, slurs, etc.
- Visual conduct such as derogatory cartoons, drawings, pictures, gestures, etc.
- Physical conduct such as assault, touching another student impeding movement, etc.
- Threats and demands.
- Retaliation for reporting a violation or participation in activities such as hazing, etc.

Anyone who witnesses such bullying/harassment should report such conduct to a teacher or the administrator.

## **DISPUTE RESOLUTION**

Should an issue of concern arise regarding any actions in the school or by a teacher, the following steps/process should be used in accordance with Matthew 18:15-17:

1. Contact the teacher, staff member or volunteer directly. Discuss the concern with the teacher or adult with whom you have a concern.
2. If you are not satisfied with the resolution from step 1, contact the principal so that a time may be set to meet with all parties in a joint meeting to discuss the concern.
3. If no resolution is found from step 2, parents may appeal in writing to the board of Education. The board will then set up a time to meet with all parties and the principal. Any actions or inaction taken by the Board of Education are final. The board of Education only functions as a group. Each single member of the board is not "the board." It is inappropriate to contact a member of the Board of Education on matters of serious concern. All correspondence for critical matters should be addressed to the board in writing, which will allow the board to officially deliberate on the matter within their meeting.

### **Mandated Reporting of Child Abuse or Neglect**

The King's Academy employees will take action to protect students and other children from harm including abuse and neglect; and will respond immediately when discovering evidence of harm to a child. All staff are mandated reporters.

### **Student Records - Family Rights and Privacy Act**

All student records maintained by the school for the student shall be considered confidential. Such records shall be available only to the parents or legal guardian of a child and such agencies or persons deemed appropriate as indicated by written consent of the parents and guardian. Transfer or release of records will be accomplished following receipt of a written request.

### **Transportation**

The King's Academy cannot assume responsibility for the transportation of its students to and from school. Such responsibility for transportation of students must rest with individual parents with the understanding that the school will be of whatever assistance possible within the parameters of this policy.

## **Dress Code**

### **Preschool Clothing**

The preschool program stresses motor activities and strives to promote the child's independence in self-care tasks. The type of clothes he/she wears is important. Please dress your child in clothes and shoes that are appropriate for play, preferably tennis shoes, and also appropriate for the season. If your child wears "shoe boots", outdoor footwear should be provided.

Preschool students are required to have an extra set of clothing in their backpack or cubby in case they may need to change due to an accident or other messy incident. These extra clothes will need to be changed according to seasons/child's growth.

Children should dress accordingly for weather changes. During fall and spring weather, light jackets are required. In the winter months, warm coats, gloves/mittens, hats and scarves are needed. The classroom teacher has discretion to keep a child inside during recess time if they do not have appropriate clothing or outerwear.

### **Kindergarten-Eighth Grade Dress Code**

The King's Academy does not currently have a formal dress requirement, there are expectations for student dress and appearance. All students must come to school neat, clean, well-groomed and appropriately dressed in a Christian school. "Appropriately dressed" is determined by the teacher's or administrator's discretion and must adhere to the following guidelines.

- Clothing must cover and conceal undergarments.
- Clothing must be modest, covering one's body in an "appropriate" manner.
- Clothing and accessories must not be a distraction to the wearer or to others
- Clothing and accessories must reflect a student's God-given gender in the traditional sense.
  - Girls may wear, one earring per ear, nail polish, and accessories that are not a distraction to others and intended for female wearers. Middle school girls (6-8) may wear light, tasteful make-up that accentuates their natural beauty.
  - Boys may not wear earrings, nail polish, make-up, or female accessories or dress items.

The following items are NOT acceptable unless a special dress day allows them to be worn:

- |                                    |   |
|------------------------------------|---|
| ● Hats, Caps or Visors             | ● Clothing with offensive images        |
| ● Sunglasses                       | ● Strapless or revealing clothing       |
| ● Beachwear                        | ● Jeans/pants with holes above the knee |
| ● Pajamas or Slippers              | ● Shorts or skirts above mid-thigh      |
| ● Tight-fitting pants              | ● Extreme hairstyles or hair color      |
| ● Leggings as pants                | ● Hairstyles that cover the face        |
| ● Fishnet or distracting stockings | ● Piercings other than earrings         |
| ● Clothing with offensive language | ● Tattoos                               |

Students in violation of clothing guidelines will be required to change into school-provided clothing, which is not trendy, likely from another decade, but in keeping with the expected dress guidelines. Students will prefer to follow the dress guidelines with clothing of their choosing.

### **Spirit Days**

Fridays are designated as King's Academy Spirit Day and students are invited to wear any of their King's Academy attire. All K-8 students will receive a TKA shirt which will be worn for special events.

### **Show and Tell**

In the Preschool and Kindergarten classrooms, Show and Tell encourages children to develop descriptive language skills and assists them in being comfortable in front of a group of people. The children may bring one item from home when it is their turn for show and tell. They will know when it is his/her turn. Show and Tell is theme based.

### **Food Allergies**

It is the family's responsibility to notify the school of a child's allergies and work with the school team to develop a plan that accommodates the child's needs. For extreme food allergies, parents will be required to supply their child's snack for their safety.

The King's Academy is a **Peanut-Free** school. Please observe this when providing snacks for your child's classroom. Lunches brought from home must be peanut-free as well. Peanut allergies are life threatening for some students. If this is not your child's situation, be thankful and have concern for other children when packing lunches and snacks. Thank you!

### **School Lunch**

A lunch menu for the upcoming month is distributed to families. Students may select which days they want to eat hot lunch or which days they would prefer to bring their lunch from home. Purchasing lunch from the Hot Lunch Program is optional. The menu consists of healthy, child-friendly options. Milk is available free of charge to all children who want it.

PK – 3<sup>rd</sup> Grade - \$2.50 per meal

4<sup>th</sup> – 8<sup>th</sup> Grade - \$2.75 per meal

Please provide your children with healthy meals. The microwaves will not be available to students during lunch. Please send any hot meals in a thermos, already heated. No soda or power drinks are allowed. Children should be able to open most food wrappers independently. Cold lunches that will spoil if not kept cold need to have their own cooling packs and silverware. We will not microwave or refrigerate lunches.

If you would like to have a special lunch with your child please make those arrangements by calling the office ahead of time. All visitors need to sign in at the Welcome Center to receive a visitor's badge.

### **Missouri Food Grant Program**

Snack bags will be passed out to all students at 3:00 PM each day. This not only supplies your child with USDA food requirements, but is a wonderful fund-raiser and is a benefit to our school financially.

## **Chapel**

Preschool and elementary students will meet for chapel on Wednesday mornings at 9:00 AM each week in the church sanctuary. The Tuesday/Thursday preschool class will have chapel on Thursdays at 9:00 AM. Parents and families are always welcome to attend our chapel services.

Fruit of the Spirit awards will be given on the last Wednesday of each month during chapel, as well as birthday and baptism recognitions.

## **Birthdays**

Please notify us in advance if you wish to send special birthday treats. All foods must be store bought and in the original container. No homemade snacks are permitted. Packaged cupcakes, ice cream treats or popsicles are good choices.

Please remember that we are a **Peanut-Free** facility when sending birthday treats. Also, if you are handing out party invitations at school, All children, All boys or All girls must be invited.

## **Health and Safety**

Parents are responsible for the periodic examination concerning their child's health. If a child has special health care needs or needs to receive medication, we will need to have an individualized care plan on file that is filled out by a doctor, therapist or nurse. Examples of conditions are asthma, diabetes, severe allergies, heart issues, etc.

Most illnesses spread by respiratory droplets are released when people talk, cough or sneeze. Germs spread to hands from a contaminated surface then to the nose or mouth, causing infection. Prevention practices include frequent handwashing (20 seconds with soap and water), cover coughs/sneezes, and staying at home when sick.

The school is cleaned every evening, with surfaces and highly touched areas disinfected, floor and sinks and restrooms thoroughly cleaned. Should you or your child notice any area in the school that does not appear to be clean, please contact the office.

## **When to Keep Your Child Home**

A child should be kept at home if, during the previous 24 hours, any of the following symptoms have been observed:

- A temperature of 100.0°F (37.8°C) degrees or above. It is not appropriate to give your child Tylenol and then send them to school. Students must be fever free for 24 hours (without the aid of fever reducing medication) to return to school.
- A cold (sore throat, congestion or runny nose, severe cough or sneezing)
- Headache, muscle or body aches
- Upset stomach (nausea, vomiting, diarrhea, abdominal cramps)
- Unidentified rash
- Bloodshot or swollen eyes or eyelids, discharge from eyes

- Head or body lice

A child exhibiting any of these conditions upon arrival at school, or during the school day, will be sent home. If a child becomes ill while at school, a parent or emergency contact will be notified. The child will be isolated to protect the other children. Arrangements should be made to pick the child up within 30 minutes.

### **Illness: Communicable & Infectious Diseases**

Children having communicable diseases may not attend school until the attending physician indicates return to school is appropriate. Notify the school immediately if a child is diagnosed as having a contagious disease, influenza, COVID, strep, chicken pox, conjunctivitis (pink eye), lice or ringworm. Children with strep infection must be kept home 24 hours after being placed on medication, longer if advised by your physician.

Children should be kept home at least two days following the onset of a cold. Each child should know how to use tissues and how to cover a cough or sneeze. If the child is not able to do so he/she should be kept from school for an additional 24 hours or so depending on circumstances. Children should stay home for 24 hours after their temperature returns to normal without the help of fever-reducing medication.

A child should not be sent to school who has exhibited a fever the day before or the morning of school. It is never acceptable to give a child fever-reducing medication for them to participate at school while they are ill. A child with a temperature is most likely contagious and the health of their teachers and classmates should be a consideration.

### **Medical Emergencies**

**Minor Medical Situations**, the more likely bandaid-worthy medical situations will be handled by our first aid trained teachers and staff who can effectively handle minor scrapes, cuts and other injuries or medical situations. The teachers and staff keep current in their CPR/AED/First Aid training. For each incident, an accident report will be written and put in the child's file as well as a copy given to the parent.

**Moderate to Severe Abrasions**, cuts and other injuries or medical problems will be handled according to standard first aid procedures. A parent, or designated contact, will be informed immediately concerning the incident. The child will be under direct supervision of a staff member pending further instructions from the parent. An accident report will be written and put in the child's file as well as a copy given to the parent.

**Major medical emergencies** will be handled by assessing the extent of the injury or medical problem and immediately contacting a parent, or designated contact, for instructions for disposition of the problem. If appropriate, a medical emergency team will be summoned by

calling 911 as well as contacting the parents. A staff member will remain with the child until the parent/medical team arrives to assume supervision of the child. Emergency medical teams are often able to address situations on location without transport. However, if it is necessary to transport, for the benefit of the child, it will be done.

A preliminary accident report will be prepared and given to the parent upon arrival. A detailed accident report for the parents will be completed and a copy will be maintained as part of the child's permanent record.

If a parent or emergency contact is not available, a staff member will proceed with emergency medical treatment as outlined on the child's emergency contact form and authorized by the parent.

### **Dispensing Medication**

It is generally recognized that some students may require medication for chronic or short-term illness during the school day to enable them to remain in school and participate in their education. Before medication can be administered by the administrator or the teacher, the following documentation is needed:

- Authorization, orders or prescription from the student's health care provider
- Written request from parent/guardian to administer medication
- Medication in the original container
- Current student health status and medication regime
- Sign authorization for school to communicate with the student's healthcare provider

The administrator or teacher will:

- Be responsible for storage of medication
- Keep all authorization, orders or prescription documentation on file
- Contact parent or guardian as needed
- Understand and follow the medication dispensing policy

### **Safety & Crisis Plan**

The King's Academy Lutheran School has a Safety & Crisis Plan in place and available for your information. Make your request to the office if you would like to have a copy. This Safety & Crisis Plan includes storm, fire, and intruder drills held both in the fall and spring, and infectious diseases guidelines. Staff members are trained in CPR and AED use, Child Abuse Reporting, and minor medical procedures that can be performed at school.

### **School Awards**

Students will have the opportunity to earn "Fruit of the Spirit" awards each month: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control. These awards will be presented at chapel on the last Wednesday of the month. We will present honor-roll recipients at the end of each quarter. Special yearly awards will be presented at the end of the year.

**Book Orders**

Each month we will send home Scholastic Book Orders that are optional for each family to purchase from. We share these orders with families because of the importance of reading at home. The books are very inexpensive and of great quality. Our classroom also receives free books and materials from Scholastic in exchange. Checks for purchase must be returned with each order.

**Library**

The King's Academy Lutheran School elementary students will have the opportunity to check out two books each week. Please make sure that these books are returned on time. Children who regularly do not return their books may not be able to check out new books until all previously checked-out books have been returned.

**Field Trips**

Throughout the school year we will be taking field trips to various places. Parents will need to arrange to transport their child or make plans with another King's Academy family. Permission forms will be given to each family and must be returned for the child to attend the trip. If no permission slip is received, the child must remain at school under the supervision of the administrator or teacher's aide.

Parents who are providing transportation for students (other than their own) for class field trips will be asked to provide a copy of their insurance card and driver's license which will be kept on file in the office.

**Cell Phones/Personal Devices**

Student cell phones and smart watches must remain in lockers or backpacks from entry into the building until exit of the building. This includes any after school activities. Students who are found using their phone or wearing a smartwatch during the day will turn their device into the school office and it will be returned when a parent can pick up the device during school hours.

**Athletic Program**

The objectives of The King's Academy Lutheran School extracurricular and athletic program are as follows:

- To promote the Christian lifestyle in participation and competition as in all life.
- To encourage physical conditioning and activity.
- To promote and encourage cooperation and teamwork.
- To teach students the fundamental skills and knowledge of the activity.
- To provide worthwhile and interesting activities for students outside of the regular class day.



Coaching will be done by a faculty member or an adult supervised by the administrator and athletic director in accordance with the overall principles of The King's Academy Lutheran School. All scheduling of games and practices will be done by the athletic director, administrator or church operations manager. An athletic fee will be established for each sport in which a student participates. Uniforms will be collected at the end of each season. Grades 5-8 are eligible to play on teams that are part of the PALS League and 4<sup>th</sup> graders are allowed if needed to fill out a team.

### **Class News**

A classroom newsletter will be sent home weekly for preschool children. K-8 students will receive either a printed copy or an electronic copy as determined by your classroom teacher. It will contain information about current curriculum and upcoming events. You will also find the newsletters posted on the website: [www.kingsacademylo.com](http://www.kingsacademylo.com)

### **School Visitors**

The King's Academy Lutheran School provides a welcoming, supportive environment for parents, families and community members. Visitors are welcome in the school as long as their presence is not disruptive, and they follow school procedures for visitation. All visitors must report to the Welcome Center when they first arrive at the school to receive a visitor's badge.

### **Distribution of Information**

The King's Academy Lutheran School Board seeks to minimize all information and advertisement distributed from sources other than the school. The administrator must approve, in advance, any materials sought to be posted or distributed or made available by parents, community members or non-school organizations, including parent organizations.

### **Board of Education Meetings**

Board meetings are held monthly and meeting dates are posted on the school web-site. Agendas for each meeting are also posted on the web-site one week in advance. Visitors are welcome to attend open sessions, and may register with the board president one week in advance if you wish to address the board.

### **PALS**

Parents Assisting Lutheran Schools (PALS) is our organized group of parent volunteers that help sponsor room parents, parties, fundraising events, book fairs and many other events throughout the year. If you would like to become a member of this busy group, they meet monthly here at the church and welcome all families to join. Check their schedule provided in the fall.

### **SCRIP**

To provide the necessary supplies and curriculum for our students, The King's Academy sponsors a year-round fundraising program called scrip. Families can purchase gift cards for all

their grocery, gas, clothing and restaurant needs from many of our local businesses. In turn, those businesses rebate a percentage of your purchases back to our school.

We will provide information to you throughout the year. You may request gift cards from the office any day of the week, or you can download the app to have them available on your cell phone. This program is also available to your extended family.

### **Communication**

We value open and clear communication with parents and families. Communication and clear expectations are the key to the success of any organization. However, for communication to be an effective tool, we need parameters and guidelines. Communication is effective when used appropriately. The methods and timing of communication matter.

Parents with concerns regarding their child's learning are encouraged to schedule a meeting with their child's teacher so concerns can be given the full attention they deserve. Short texts or emails throughout the day will be answered within 24 hours.

Parents should call, use Gradelink, Remind and/or write a note to a child's teacher or administrator when questions or concerns arise. Parents should not call or text a teacher during the school day other than to request a call or appointment. The office happily takes messages for teachers throughout the school day so that they can return your call at an appropriate time. While pleasantries may be exchanged at morning drop off or afternoon pick up, impromptu, non-scheduled parent/teacher conferences are not permitted. Any parent concern or question of an urgent nature, that cannot wait for a scheduled meeting with the teacher, should be brought to the administrator.

Teachers will notify parents of classroom events through Class Newsletters, Gradelink, or Remind and will also communicate with individual parents on situations pertaining to their child. These communications may come in the afternoon, after the school day ends.

The administrator will communicate with parents through a by-monthly digital newsletter. This will come to parents as an emailed link or attachment to keep everyone informed of whole school happenings and notices. It is also an opportunity for the school community to know its members through Terrific Teacher articles, Featured Family articles and various accolades of our students and staff.

### **Gradelink**

Parents of students in grades K-8 are required to use the parent portal on Gradelink to follow their child's attendance, tardies, trips to the office for health concerns, discipline records, and more. Parents are able to update their emergency contact information and other pertinent

information through the portal. Parents of 5th to 8th graders can see their grades as well. This portal for families will be utilized more fully this school year. It has many capabilities such as tracking parent volunteer hours and communicating with the school community as a whole. Gradelink will be used to house many items that will be of interest to parents. Parents should become familiar with the app and look at it often.

### **Remind**

Parents are encouraged to sign up for REMIND, our texting communication app. Pick a way to receive messages for The King's Academy:

- On your iPhone or Android phone, open your web browser and go to the following link: [Rmd.at/kacademylo](http://Rmd.at/kacademylo)
- If you do not have a smartphone, get text notifications: text the message: @kacademylo to the number 81010
- Remind is only to be used for academic purpose and not personal use.

### **Parent Involvement Program (PIP)**

Parent involvement makes our school stronger and allows parents to demonstrate and model servanthood and the spirit of giving for their children. The King's Academy now requires all K-8 families to serve 10 hours of recorded involvement each school year. Volunteer hours will be tracked through Gradelink. PALS will coordinate opportunities for parents to volunteer throughout the school year. It is preferred that 5 hours be given each semester.

The Parent Involvement Program (PIP) was developed to encourage active parental involvement in a child's education. This increases a child's success at school, fosters communication and relationships between families and the school, and provides fellowship with other TKA families. The goal of PIP is two-fold: 1) to promote active involvement in each child's education at all levels; and 2) to provide resources for the fundraising activities that keep tuition affordable for more families.

Each family is responsible for volunteering five (5) hours per school semester for the Parent Involvement Program. One (1) of those hours per semester must be dedicated to a fundraising activity. Participation will be tracked through Gradelink.

Many different activities, as noted below, may be accumulated for PIP hours. Families will be billed \$50 per missing hour at the end of each semester. First semester hours are due by Christmas break and second semester hours are due by the last day of school.

Registration for summer camp and the following school year will not be complete until unworked hours are paid.

Parent Involvement Program Opportunities can be found at this link:



### **Title I**

Title I, Part A of the Elementary and Secondary Education Act (ESEA) provides financial assistance to state and school districts to meet the needs of educationally at-risk students. The goal of Title I is to provide extra instructional services and activities which support students identified as at risk of failing to meet the state's challenging performance standards, most specifically in Math or English/language-arts.

The Title I program provides your child with supplemental education assistance beyond the regular classroom. Title I services the students enrolled at The King's Academy, grades K-8 who have demonstrated that extra assistance is needed. The King's Academy Lutheran School participates in Title I funds through Osage, Camdenton, Eldon, and Mack's Creek Public School Districts, and reports to all school districts where King's Academy students reside. We also provide our families with Free/Reduced lunch fees according to Missouri guidelines. Please see the website or contact the office for more information.

Parents can influence the success of their student in school more than any teacher or federal program by becoming an active participant in the Title I Parent Involvement Plan at The King's Academy.

### **Parent Code of Conduct**

The King's Academy is blessed to have a supportive and friendly parent community, who share and live our school beliefs and Christian values. Our parents/guardians recognize that educating children is a process that involves a partnership between parents, teachers, and the school & church community, exhibiting Christian love and respect. The King's Academy is committed to ensuring a respectful learning environment that is safe, positive, and supportive for all students, staff, and visitors. Everyone at The King's Academy has a right to an environment free from harassment and to converse with each other comfortably, positively, and cooperatively.

Parents are their children's most impressive role models in judgment, dignity, and respect (1 Timothy 4:12). Children love their parents unconditionally, so as they witness their parents' behaviors they emulate them as well. Therefore, parents and visitors to The King's Academy

should be familiar with the expectations while on school property, at school events, and when interacting with school faculty and staff or students.

### **Christian Code of Conduct**

To provide a peaceful and safe school environment, parents are expected to follow our Christian Code of Conduct by:

- Treating others with love, dignity and respect (John 15:12)
- Speaking respectfully to and about teachers, staff, and other parents in front of children, in-person, by email, text/voicemail/phone, social media, or other written and verbal communications.
- Building a bridge of acceptance and understanding and expect your child to do the same, among the different cultures represented at the school
- Faithfully supporting the school through prayer and positive attitude, and in keeping with Matthew 18:15, speak privately to those you disagree with, and share any complaints or negative comments only with the people involved, agreeing that social media and the internet is not an appropriate place to address concerns or complaints about teachers, students, or parents. Unresolved issues will be taken care of using the school's chain of command, which is the teacher, principal, and then school board.
- Being an example to your children on how and why we follow laws, rules, and deadlines.
- Respecting the property of the school and others
- Demonstrate Christian values and lifestyle as a role model for your children and others.

Should parent behaviors occur at the school which make it necessary to contact the appropriate outside authorities, the school will not hesitate to do so. Severe incidents could cause the parent to be banned from being on school grounds or attending school events. We trust that parents will assist our school with the implementation and maintenance of a safe and positive school environment conducive to learning in a Christian setting. We thank you for your continued support of the school.

### **Social Media Guidelines-Students and Parents**

Accountability: Students and parents are personally responsible for the content they post, share, and respond to online. When posting online, all information is considered representative of your views and opinions and not those of Christ the King Lutheran Church and The King's Academy.

Confidential Information: Online postings and conversations are not private. Do not share confidential information, internal school discussions, or specific information about students, staff or other parents.

Live Streaming: Student-initiated use of Livestream video is prohibited at any time during the school day or at any school-sponsored event that is not open to the general public unless the school administrator has authorized the use by giving written consent.

Parents, employees, students, and/or members of the public may live-stream events open to the public as there is no expectation of privacy while attending public events. School administrators may prohibit live-streaming at specific events hosted by the church or school on a case-by-case basis to comply with the law, comply with contract terms, or prevent substantial disruption to the event. Live-streaming of copyrighted materials or performances is prohibited.

Privacy: When posting, even in the strictest settings, parents should act on the assumption that all postings are in the public domain. Comments made using such media are not protected by privacy settings. All teachers, coaches, and parents must have permission from the administrator and individual parents to post class or team pictures with names of our students.

School Logos: Do not use any King's Academy logo without permission. If you wish to promote a specific activity or event, please contact the school or church office for permission or provide a link to the official King's Academy Facebook page or website.

School Values: Be respectful of the opinions of others in your posts and comments. Under no circumstances should offensive comments be made about students, parents, or staff, the church, or school in general. If responding to someone with whom you disagree, remember to be respectful. Make sure that your criticism is constructive and not hurtful. Do not comment on nor forward unsupportive information or rumors.

### **Volunteering**

Volunteers are welcome at The King's Academy. Parents are required to volunteer through the Parent Involvement Program (see page 35). Volunteers who are not current parents of TKA students should contact the administrator to discuss opportunities for volunteerism.

### **Grievance Procedure**

The King's Academy takes all issues brought to its attention very seriously. Parents have the right to raise issues and concerns related to their child's education or other matters relating to the school. All concerns should follow the circle of concern path (Parent/Teacher/Administrator/Board of Education). In raising a complaint or grievance, parents can expect:

- To be listened to respectfully and communicated with courtesy.
- To have confidentiality respected and maintained.
- To receive a timely response to concerns raised.

Each family has made a financial commitment to pay for the educational services the school is providing for their child. Having read the Parent Code of Conduct, and understanding the standards outlined as a Christian parent/guardian committed to the mission and core values of The King's Academy Lutheran School, please sign and return to the school office.

### **Student Technology**

The King's Academy issues iPads to all students in grades K-2 and Chromebooks to all students in grades 3-8. Parents and students should read the following information about how to care for the technology being entrusted to them. School devices are for school use only and will not go home with the students unless there is a very special situation or long-term illness.

To have access to an iPad or Chromebook at school, parents must read and agree with the Responsible Use Policy. Students receive their devices on the first day of school. Classroom devices will only be used when needed at the teacher's discretion. The technology is an enhancement to some lessons, but not to all. All school iPads, Chromebooks and chargers will be left with the teacher on the last day of school.

Transferring/Withdrawing Students - Students that transfer or withdraw from The King's Academy must return their Chromebook and charger or pay the remaining balance on the device on their last day of attendance. Failure to return the Chromebook and charger will result in being automatically charged the remaining balance.

All Chromebooks in need of repair must be brought to the attention of the teacher as soon as possible. Our devices are not warrantied. All repairs and replacement costs will be billed to the responsible student's account.

A yearly technology fee of \$65 will be issued each year from 3rd to 8th grade. This fee covers the cost of the Chromebooks. The student may keep the Chromebook after they have completed 8th grade, or made four yearly payments of \$65.