



2023-2024 Student Handbook

Mission Statement

The mission of Kimball Christian Academy is to provide our students with a solid academic education, while instilling in them a life-long love for God, a knowledge of His word, and a desire to seek and serve Him.

School Advisory Board

Jeremy Winger
Jesi Hoschar
John Lofty

Margie Allison
Della Sampson
Keith Brewer

Non-Discrimination Policy

KCA shall not discriminate against any person based on race, color, national or ethnic origin, sex, or age.

Any circumstance that is not addressed by this handbook will be handled by the school leadership and/or KCA school advisory board with professional discretion.

Biblical Principles and Beliefs

The church of Christ has no doctrine or creed other than the Bible. We believe that the Bible is the complete and inspired Word of God. Because of this, we follow the example of the first century church as presented in the New Testament. All Bible classes will be taught from the Bible only.

Entrance Requirements

Students wishing to enroll at KCA must submit an Application for Enrollment form completed by parent or legal guardian, accessible on our school website. A non-refundable registration fee of \$200 (\$100 curriculum fee, \$100 supply fee) is also required of each student after notification of acceptance. This fee is to help purchase curriculum for the year, as well as supplies and other educational materials for the students. Students are responsible for maintaining good care of all books and materials.

Enrollment forms must be submitted online, along with a Certified Birth Certificate and an immunization record signed by a health provider. These are required forms for each student's permanent record. Previous academic records are also required to be provided.

All forms must be turned in prior to the student beginning in our school.

Tuition

Tuition is set at \$350 per student, with a 25% discount for siblings after the first student. Payments are due on the 1st of each month, August-May. Tuition payments must be kept current to prevent student dismissal. A zero balance is required by the end of the school year. Report cards and transfer of student permanent records will be held until school fees and tuition are paid in full. Payment plans can be set up online or on site, but arrangements for payment must be made prior to the student beginning his or her first day of school.

\$350 paid on the first of each month (August-May)
 5% discount is given for full payment at the beginning of the school year
 25% discount is given for families with multiple children. This discount is given to the 2nd and subsequent siblings.

PreK-7th grade: \$350 month/ \$3500 year

School Day

An official day at KCA begins promptly at 8:00 am and ends at 3:00 pm. All students are strongly encouraged to be at school on time each day and remain at school until dismissal except for illness.

Arrival and Departure

All students, PreK-7th grades, will arrive between 7:30-8:00 am. Drop off will be at the far left set of glass doors at the front of the building, looking at it from Main Street. Cars should pull through from the right parking lot entrance/exit, up to the front of the glass doors, moving from right to left across the front of the building, and exit out the left parking lot entrance/exit. A staff member will greet your student as they enter the glass doors and then he or she will continue down the hall to the Multipurpose room.

Departure will be done from the same place and in the same manner. Once your car has pulled to the glass doors, a staff member will open the doors to send your child to the vehicle. We ask that you not begin lining up for pick up before 2:40. Our PreK students will be dismissing at 2:30, and we need to have time to safely load them. If you arrive before 2:40, please park in the outer spaces nearest the road so that the lot is clear for the PreK parents.

PreK arrival and departure procedures are listed in the KCA PreK Handbook.

On rainy days, we will have each car pull to the glass doors to load.

If there are any changes in who will be picking up your child, please email or send a Remind message to your child's teacher by 1:30 every afternoon.

Attendance Policies

Students are expected to be at school every day except in the event of illness. Regular school attendance is essential to student success and achievement and is strongly encouraged at KCA. All absences, early dismissals and late check-ins must be documented for records and will be in your child's record for the school year. A note from a parent or from a doctor is required for each absence or dismissal/tardy and should be submitted by email or written note within 3 days of the absence to the office at KCAoffice@kimballchristianacademy.org. Students

who accumulate 10 or more unexcused absences for the school year may not advance to the next grade level. Students who are absent more than 5 consecutive days without an approved excuse must be reported to the Marion County Superintendent.

Tardies/Early Dismissal

Students are expected to be on time daily and will be expected to remain in school until dismissal. After 3 unexcused tardies/early dismissals, a student will incur an unexcused absence, which will be counted towards the school year total allotted absences. All doctor's notes/excuses must be turned in to the school office.

Check in/out

An official school day begins promptly at 8:00 every morning. All students are considered tardy after 8:00. Students arriving after 8:00 must be walked in and signed in by the parent at the front entrance of the school.

Any student who leaves before the end of the school day must be checked out with the child's teacher by a parent or authorized adult. Only those adults listed on the registration form will be allowed to check out the student. There will be an early dismissal form to sign before checking out your child. Please let your child's teacher know ahead of time that you will be picking them up early if at all possible to help keep our school day running smoothly.

After-School Policies

All students must be picked up no later than 3:10. Any student left at KCA after 3:10 will be sent to our KCA Extended School Program "Stay and Play", and a parent will incur a \$10 daily fee for each student sent to the Extended School Program.

Our after school program is designed to give safe and quality care for students, while offering the opportunity to continue schoolwork, participate in after school activities and strengthen relationships with other KCA students.

Students can be enrolled in KCA's Extended School Program "Stay and Play" for full time \$40 a week or for a daily fee of \$10. 3 or more days is considered full time. The program closes daily at 5:00. No drop-ins will be allowed. Fees must be kept current to remain enrolled in the program. There will be a separate, additional handbook available to families of the Extended School Program.

Academic Grading Policies

Grades 3-7 will use the following grading scale:

A: 93-100, B: 85-92, C: 75-84; D: 70-74

Anything below 70 is considered a failing grade.

Kindergarten and Grades 1-2 will be graded using a standards based checklist for mastery of age appropriate skills and academics. Number grades will not be issued.

Report cards will be sent out every 9 weeks.

PreK will have pre, mid and final assessments to show the growth of each individual child.

Retention Policy

Student retention will be based on several different factors. Each teacher will consider the student's attendance, work efforts, academic progress, and maturity in the decision to retain or promote. These decisions will be made prayerfully and after much observation and discussion with administration and parents/guardians.

Homework

At KCA, we have a no homework policy, however, students may occasionally have work left incomplete from the school day that will need to be completed at home, or class projects requiring additional support from home.

We also strongly encourage families to read with students every night!

Teacher Conferences

All KCA teachers are happy to speak with parents about concerns involving their child. Any parent wishing to meet with a teacher should send a Remind message or email to the teacher directly, and a date and time can be coordinated for a conference. Teachers must be with their classes during the school day, so we ask that parents try to schedule times before or after school to meet. Please relay concerns to the teacher in a timely manner so that any situation can be addressed. Unless an urgent situation arises, teachers may not be able to respond to your message right away but will answer before the end of the following school day.

Medical and Health Policies**Vaccination Policy**

All Kimball Christian Academy students and faculty must be fully vaccinated, as per state guidelines, unless eligible for a medical or religious exemption.

KCA will require full vaccination records for each student enrolled, which will be included in student files.

Parents/ guardians may submit requests for exemption from vaccination requirements. These requests will be kept in student files, in place of vaccination records.

Children enrolling in Kindergarten

Prior to enrolling in Kindergarten, KCA requires a student health exam be completed by the child's pediatrician. Proof of health exam and vaccination must be submitted with Kindergarten registration forms.

The following is a list of vaccinations that must be completed before entering Kindergarten as per state guidelines:

- **Hepatitis B (HBV)**
- **Diphtheria-Tetanus-Pertussis (DTaP, or DT if appropriate)**

- **Poliomyelitis (IPV or OPV) - final dose on or after the 4th birthday**
- **Measles, Mumps, Rubella - 2 doses of each, usually given together as MMR**
- **Varicella - 2 doses or credible history of disease**
- **Hepatitis A - total of 2 doses, spaced at least 6 - 18 months apart**

Hand Washing

Because hand washing is one of the best ways to prevent the spread of illness, KCA will encourage frequent hand washing by both staff and students. When soap and water are not available, hand sanitizer will be offered. Hand washing will be required before eating, after using restrooms, and in the event of coming in contact with mucous, saliva, or other bodily fluids.

Medication Information

No medication will be supplied by the staff or school. Medications may only be administered at school if the parent/guardian has signed a Medication Permission Form and has supplied the medication. A copy of this form can be obtained from the office and is available in your registration packet for the beginning of the school year.

All prescription medications must be brought to the school in the original container with a clearly marked label with the child's name, prescribing physician's name, pharmacy name, prescribed date, prescription name, prescription number and dosage information and/or directions. Prescription medications should be brought to the child's teacher by a parent or guardian. Prescribed medications may include epi-pens, inhalers, breathing treatments and insulin. Medication permission forms are required to be on file in the school office prior to use. These forms are to be kept up to date by the parent or guardian, and the school should be notified of any necessary changes to the medication form. The homeroom teacher and the office should be notified of any medical issues for a child.

If treatments such as inhalers or epi-pens must be kept with the student, the school must receive a consent form from the prescribing physician. The homeroom teacher and office needs to be notified where these treatments will be kept in case of an emergency.

At the end of the school year the parent or guardian will be responsible for picking up the unused medication from the child's classroom.

Illness, Injury or Emergency

At the beginning of the school year, all parents will be asked to complete the student health information sheet located in the registration paperwork. This form will give the school information regarding student health concerns and allergies and will contain emergency contact information. If a child becomes sick or injured while at school, the parent or guardian will be notified immediately. If an emergent medical situation occurs, the school will contact emergency medical services and the parent or guardian.

*****Please keep these phone numbers and information up to date!*****

If a child is sick, please keep them home. We wish to prevent the spread of sickness among students and staff as much as possible. A student must be fever or symptom free for 24 hours without medication before returning to school.

Discipline Policy

KCA strives to provide its students with a solid academic education and requires students to maintain proper standards of behavior. Biblical principles form the guidelines for our rules and regulations.

Students are required to show discipline and self control in all aspects of their education at KCA. We believe that children should learn responsibility for their actions. Each student has a right to learn in a safe and positive environment.

At the beginning of the school year, each homeroom teacher, along with the students, will develop the rules for their classroom. These rules will be clearly stated and discussed with students. The teacher will also discuss with students the consequences of not following the rules.

At KCA, we also hold adults to a higher standard. Parents are expected to conduct themselves in a manner that upholds the Biblical principles and morals that we strive to instill in our students at KCA. Students may be dismissed because of negative behavior shown by parents if necessary.

KCA holds a complete *No Tolerance Policy* for any of the following activities, by any party, including students and students' family members:

- Disruptive classroom behavior
- Disrespect of any authority
- Fighting
- Cheating
- Use of profane language
- Dishonesty in any form
- Harassment of any kind

Any student or family member found to be engaging in any of the previous behaviors or any behaviors found to be detrimental to the learning environment for any student are subject to parent conference, suspension, and/or dismissal from KCA.

Internet Usage Policy

A computer lab will be available to students at KCA during the school day, and teachers may use it for instruction and learning. Students are expected to use the computers in the proper way and are not to use them for anything other than the academic purposes set by the teacher. All KCA owned computers will remain at the school for use by the school. No outside computers or electronic devices will be allowed into the school without prior administrative permission and a written permission note from the parent. Please discuss with your student about proper use of the internet and technology.

KCA reserves the right to remove computer privileges from any student who does not comply with the rules and guidelines of computer usage set by the school or teacher.

Student Dress and Appearance

Students are asked to dress with decency and good taste at school each day. No profane or vulgar messages of any kind will be allowed. Students are expected to help maintain a positive and healthy learning environment in the choice of dress. Tennis shoes are recommended each day for playtime outside and in the gym. The administration holds the right to send any child home who is not appropriately dressed, and the administration has the final judgment on what is inappropriate.

Cell Phones and Electronic Devices

Cell phones and other electronic devices are not allowed in school and if found, will be kept in the office until a parent or guardian comes to pick up such devices.

Meals and Snacks

Lunch is not provided by KCA. All students are asked to bring his/her lunch daily in a lunchbox or bag with a clearly marked label on the outside. No carbonated drinks are allowed. We encourage you to send a refillable water bottle daily with your student. No lunches will be heated or kept refrigerated. Occasionally, a catered meal may be provided for special days. In this event, you will be notified by the school prior to the event and your child will be given the opportunity to purchase the catered meal.

Please send a healthy snack with your child each day for snack time.

Parents wishing to eat lunch with their child should email the office or the classroom teacher. Please limit these visits to a reasonable amount.

******Please remember to inform the school of any food allergies on the student registration form.***

Holidays and Birthday Parties

We will hold our special celebrations for holidays and birthdays until the Friday of the week in which the event falls. Parents wishing to help with these celebrations should sign up with their child's homeroom teacher. Cupcakes are allowed for student birthday celebrations, but we ask that they be labeled to ensure allergy safety. Parents are invited to attend these special celebrations. Please let your child's teacher know the day before if you plan to attend any special event.

Emergency Drills

Fire drills will be scheduled each month during the school year. Tornado and lock-down drills will be practiced once each semester. KCA will work with our Safety and Security Coordinator in preparation and implementation of these drills. Students will practice these drills to ensure preparedness in such events. All emergency plan information can be found in the

KCA Emergency Operations Plan, located in the front office. All teachers and staff have been trained on the emergency procedures for KCA.

Publicity Release

KCA produces a variety of materials for marketing and publicity purposes. Materials include social media and online information, newsletters, newspaper articles, and similar media. Unless otherwise indicated in writing, parents who enroll their child in KCA give consent to the use of their child's picture, voice, likeness and/or name in such material.

Field Trips

Children learn when they get to experience new things in new environments. Field trips provide an enriching education and are lots of fun for the students as well. KCA will have frequent field trips, including trips to the Kimball Park and Beene-Pearson Public Library in South Pittsburg. Parents are asked to sign a permission slip in the registration packet to cover these local trips for the school year. Parents will be reminded of these local trips via the Remind App. There will be a separate permission note for field trips located outside of the local Kimball/South Pittsburg area. Parents are invited to attend and help chaperone field trips. Please give prior notice to the homeroom teacher if you plan to attend.

Weather Related/ Emergency School Closing

In the event that the school must close early, open late, or be canceled, announcements will be made via facebook, on our website, group text, and Chattanooga news stations as soon as possible.

Please be sure to sign up for the Remind App and follow our page on Facebook for school information. We have both KCA school-wide accounts and individual class accounts.

Use the code @KCAarrows to connect to the school-wide KCA Remind account.

By enrolling in Kimball Christian Academy, all parents and students agree to acceptance of these policies.

Faculty Directory:

John Lofty	Director; 4th- 7th grade Math john.lofty@kimballchristianacademy.org
Jesi Hoschar	Assistant Director; 4th-7th grade Science jesi.hoschar@kimballchristianacademy.org
Jody Lofty	3rd Grade jody.lofty@kimballchristianacademy.org
Billy Watkins	Bible Program Coordinator billy.watkins@kimballchristianacademy.org
Jennifer Jones	4th- 7th grade Social Studies jennifer.jones@kimballchristianacademy.org
Molli Tipton	PreK Teacher; After Care Program molli.tipton@kimballchristianacademy.org
Tina Hawkins	PreK 4s Teacher tina.hawkins@kimballchristianacademy.org
Anita Brewer	2nd Grade anita.brewer@kimballchristianacademy.org
Dr. Keith Brewer	4th-7th grade ELA keith.brewer@kimballchristianacademy.org
Lauren Floyd	1st Grade lauren.floyd@kimballchristianacademy.org
Sydney Perkins	Kindergarten sydney.perkins@kimballchristianacademy.org

