

The King's Academy  
Parent Handbook  
2024-2025



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# TKA Statement of Faith

## God

1. We believe in one God, Creator of all things, holy, infinitely perfect, and eternally existing in a loving unity of three equally divine Persons: the Father, the Son and the Holy Spirit. Having limitless knowledge and sovereign power, God has graciously purposed from eternity to redeem a people for Himself and to make all things new for His own glory.

## The Bible

2. We believe that God has spoken in the Scriptures, both Old and New Testaments, through the words of human authors. As the verbally inspired Word of God, the Bible is without error in the original writings, the complete revelation of His will for salvation, and the ultimate authority by which every realm of human knowledge and endeavor should be judged. Therefore, it is to be believed in all that it teaches, obeyed in all that it requires, and trusted in all that it promises.

## The Human Condition

3. We believe that God created Adam and Eve in His image, but they sinned when tempted by Satan. In union with Adam, human beings are sinners by nature and by choice, alienated from God, and under His wrath. Only through God's saving work in Jesus Christ can we be rescued, reconciled and renewed.

## Jesus Christ

4. We believe that Jesus Christ is God incarnate, fully God and fully man, one Person in two natures. Jesus—Israel's promised Messiah—was conceived through the Holy Spirit and born of the virgin Mary. He lived a sinless life, was crucified under Pontius Pilate, arose bodily from the dead, ascended into heaven and sits at the right hand of God the Father as our High Priest and Advocate.

## The Work of Christ

5. We believe that Jesus Christ, as our representative and substitute, shed His blood on the cross as the perfect, all-sufficient sacrifice for our sins. His atoning death and victorious resurrection constitute the only ground for salvation.

## The Holy Spirit

6. We believe that the Holy Spirit, in all that He does, glorifies the Lord Jesus Christ. He convicts the world of its guilt. He regenerates sinners, and in Him they are baptized into union with Christ and adopted as heirs in the family of God. He also indwells, illuminates, guides, equips and empowers believers for Christ-like living and service.

## The Church

7. We believe that the true church comprises all who have been justified by God's grace through faith alone in Christ alone. They are united by the Holy Spirit in the body of Christ, of which He is the Head. The true church is manifest in local churches, whose membership should be composed only of believers. The Lord Jesus mandated two ordinances, baptism and the Lord's Supper, which visibly and tangibly express the gospel. Though they are not the means of salvation, when celebrated by the church in genuine faith, these ordinances confirm and nourish the believer.

## Christian Living

8. We believe that God's justifying grace must not be separated from His sanctifying power and purpose. God commands us to love Him supremely and others sacrificially, and to live out our faith with care for one another, compassion toward the poor and justice for the oppressed. With God's Word, the Spirit's power, and fervent prayer in Christ's name, we are to combat the spiritual forces of evil. In obedience to Christ's commission, we are to make disciples among all people, always bearing witness to the gospel in word and deed.

## Christ's Return

9. We believe in the personal, bodily and glorious return of our Lord Jesus Christ. The coming of Christ, at a time known only to God, demands constant expectancy and, as our blessed hope, motivates the believer to godly living, sacrificial service and energetic mission.

## Response and Eternal Destiny

10. We believe that God commands everyone everywhere to believe the gospel by turning to Him in repentance and receiving the Lord Jesus Christ. We believe that God will raise the dead bodily and judge the world, assigning the unbeliever to condemnation and eternal conscious punishment and the believer to eternal blessedness and joy with the Lord in the new heaven and the new earth, to the praise of His glorious grace. Amen.

## **Mission**

Our mission is to raise up the next generation of servant leaders through an exceptional Christ-centered education.

## **Vision**

Our vision is to empower TKA graduates to impact their communities with the truth of King Jesus. Their compassion, wisdom, and love for learning will bring gospel-centered transformation to Northern Nevada.

# General Information

## 2024-2025 Academic Calendar

Back to School BBQ	August 9 (5:00- 6:30 PM)
First Day of School	August 12
Labor Day – No School	September 2
School Fall Pictures	September 24
Professional Development Day-Noon Dismissal	September 25
<b>End of 1st Quarter - Noon Dismissal</b>	<b>October 4</b>
Fall Break- No School	October 7-11
Parent Conferences – Noon Dismissal	October 21-22
Nevada Day – No School	October 25
Veterans Day – No School	November 11
Professional Development Day – Noon Dismissal	November 20
Thanksgiving Break - No School	November 27-29
<b>End of 2nd Quarter</b>	<b>December 19</b>
Christmas Break – No School	December 20 – Jan 3
Parent Conferences – Noon Dismissal	January 10
MLK Holiday – No School	January 20
Presidents Day – No School	February 17
Professional Development Day – Noon Dismissal	February 26
<b>End of 3rd Quarter – Noon Dismissal</b>	<b>March 14</b>
Spring Break – No School	March 17-21
Good Friday – No School	April 18
Professional Development Day – Noon Dismissal	April 30
Memorial Day – No School	May 26
<b>Last Day (Field Day/End of 4th Quarter)- Noon Dismissal</b>	<b>May 30</b>
Kindergarten & 8th Grade Graduation (evening)	May 30

## School Hours

Kindergarten: 8:30 AM - 1:00 PM

1st - 8th Grade: 8:30 AM - 3:00 PM

## Pickup and Drop-off

- Drop-off
  - All students will enter through the West gates and proceed to their classrooms, where the teacher will be waiting. Parents of younger students may escort their child.
- Pickup
  - For 1st-8th Grades (and kindergartners in kindercare), pick up will take place in the West parking lot. A pick up line will form for the vehicles of those picking students up. You will be given a laminated name plate to display at pick up time so that our staff are able to dismiss students in a prompt and safe manner to their vehicles.
  - For kindergarten students, pickup will take place in the East parking lot at 1:00 PM. The teacher will bring the students out to their parents.
  - Parents who are more than 15 minutes late picking up their child will have a late fee charged to their account.

## Registration

Early registration for the upcoming fall will begin in February each year. During this time, priority will be given to any student or sibling already associated with The King's Academy. To secure a spot, your non-refundable registration fee and appropriate paperwork needs to be completed. If need be, a waiting pool will be implemented. Any outstanding balances must be paid in full before registration will be accepted for the following year.

## Tuition Contract

Each family will receive a tuition contract towards the end of the school year that will include individual tuition pricing and payment details. This contract needs to be reviewed, signed, and returned by the required due date.

## Tuition Payment

- We highly recommend setting up recurring payments. You can either do that through the online payment option (only credit card recurring payments available at this time), or you can use your bank's bill pay option. Please make checks payable to **The King's Academy** and put your child's name in the memo section.
- You may pay by check or cash in person at the school office, Monday - Friday 8:30 AM-3:30 PM or by mail to The King's Academy, 3195 Everett Dr. Reno, NV 89503. Please put the student's name in the memo line and you make checks payable to **The King's Academy**.



- You may pay with debit or credit cards, or ACH using our ONLINE PAYMENT OPTION at our website (tkareno.org), and going to the Parent Portal and following the TKA Online Payments button. There is a required 2.25% convenience fee for debit or credit cards, and a \$0.25 fee for the ACH option.

No invoices or reminders are given when tuition is due. It is your responsibility to remember this payment.

All tuition is due the first of the month and considered late if received after the fifth. A late fee of \$10 may be charged when payments are 5 calendar days overdue, and \$25 when 10 calendar days overdue. Late fees are cumulative. There will be a \$25 fee for returned checks. After the 2nd returned check, payment will be accepted only by cash or money order.

***If you fall behind 30 days on payment, your child may not be able to attend classes until all tuition and late fees are brought up to date.***

## Field Trips

- All students will be asked to wear a TKA spirit shirt or sweatshirt on all off campus field trips. Please plan on purchasing one when the spirit wear webstore is open during the beginning of the school year. Spirit wear can also frequently be found during uniform exchange opportunities.
- No child will be allowed to participate without permission from the parents. Field trips will be announced no less than one week prior to the trip. Parental consent is required for each outing. Field trips are arranged by the teachers. Admission fees may be collected. Parents are encouraged to volunteer as chaperones. Younger siblings attending field trips are at the discretion of the teacher and Head of School.
- Parents willing to drive must show proof of insurance that meets minimum coverage, as per State of Nevada requirements and must be a minimum of 25 years of age. Also required is a three-year driving record from the DMV. Drivers are to be informed that they are the primary party in case of any litigation. The school is the secondary party. Drivers are responsible for obtaining and providing all documents to the Head of School or Administrative Assistant at least one week prior to the FT. Each driver must have also completed the Volunteer Application and Training. The three-year driver record is mandated prior to initial field trip. If a parent/volunteer's driving record includes two or more points or a DUI, the parent/volunteer will not be approved to drive on field trips with students. If a change occurs in the parent/volunteer driving record, he/she is required to inform the school. Please do not attempt to pull this record on a mobile device as it is unreliable.
- Any pictures taken on field trips should be mailed to [yearbook@tkareno.org](mailto:yearbook@tkareno.org) within 2 weeks of the event in order to make it in the yearbook.

## Special Weekly Classes

The following special classes are offered for 1st - 5th grade:

- Chapel
- Music
- PE

The following special classes will be offered for all middle school students:

- Computers
- Drama
- Cooking Through the World
- Speech and Debate

## Chapel

Chapel is every Thursday at 9:00 AM in the sanctuary for all students. Awards chapel takes place on the first Thursday of every month. At chapel, students have the opportunity to sing, recite verses, sit under biblical teaching, and be recognized for their hard work. Parents and other family members, including younger siblings, are welcome to attend!

# Health and Safety

## Immunization Records

All students must be immunized as set forth in the state guidelines. Parents must provide copies of their children's immunization record, as well as have a valid birth certificate on file, prior to the child starting school every year.

## Medications

We will administer medications for your child providing that the medicine is in the original container. A note must be sent in with the medication. Do not put the medicine in your child's lunch box or backpack. Prescription medicine must also be in its original container. (Many pharmacies are willing on request to print up a duplicate bottle and label that can be kept at school.) All medications should be given to the Head of School or Administrative Assistant who will administer it to the child. If your child uses an EpiPen or inhaler, we will require a copy of the care plan from the pediatrician to be kept on file in the front office.

## Illness

Please keep your child home if any of the following symptoms are exhibited:

- Temperature of 100.4 degrees or more (must be fever free without medication for 24 hours before they can return)
- Vomiting or diarrhea
- Impetigo
- Pink Eye
- Lice

Additionally, a child with a contagious disease is not allowed to attend school. Please monitor for new and unexplained symptoms and keep your child home if they are contagious. If your child becomes sick during the school day, we will call you to come take your child home.

## Emergency Contact

It is very important that we are able to get in touch with you or a person designated by you in case of emergency. Please be sure to keep the school office current with any changes in your phone numbers (home, work and cell) and/or mailing address.

## Student Release

Students will only be allowed to leave the school with the persons on the authorized release form or in possession of the laminated name card.

## Inclement Weather

The King's Academy will not always follow the Washoe County School District (WCSD) for school closures and delays. If inclement weather conditions occur during school hours, school may be closed. Parents will be notified via phone or email to pick up their children.

If severe weather causes TKA to close or delay the start of school, you will be notified through Gradelink email and Facebook. However, if you feel it is unsafe to drive, please stay home.

## Snacks and Lunch

Snack time will be provided for students in grades K-5. Middle school students will have a designated class period where they are welcome to eat a snack. Parents are responsible for sending in a snack as part of their child's lunch. The student must be able to handle the snack independently without creating a mess. Please focus on simple proteins, complex carbohydrates and water.

Students will bring their lunch in a lunch box or a bag. Please include an ice pack, if food needs to stay cold. Juice boxes are fine, but please do not send soda. Due to sanitary concerns, microwaved lunches are no longer permitted. If your child has forgotten their lunch, we will provide them with lunch and \$5.00 will be subsequently charged to your student's account.

# Parent Policies

## Parental Involvement

At TKA we value the stewardship that parents have entrusted to us in partnering with them in the education of their children. We want to serve our students well, which is why we believe that it is crucial for parents to be actively involved in their child's school. As such, we expect parents to be involved in the following ways:

- Back-to-School BBQ & Parent Orientation – Parents get to meet their kids' teachers, meet/fellowship with other TKA families, and get important information for the upcoming year.
- Parent Teacher Conferences – Parents must meet with teachers to discuss their child's academic progress in the fall. Midyear conferences will be offered but are not mandatory unless requested by a teacher. Ongoing dialogue between teacher and parents is ideal.
- Volunteer Service – Each family is expected to donate a minimum of 4 hours volunteering for a variety of tasks throughout the school year. A specific list of volunteer opportunities and a sign-up list will be available at Back to School Night and will be posted on the TKA website ([www.tkareno.org](http://www.tkareno.org)). An application and background check will be required if your volunteer time is spent in direct contact with children. These requirements are to ensure the safety of your children. Unmet volunteer hours will be charged to your account at a rate of \$25/hour if unmet by May 1st.
- Volunteer Hours Tracking:
  - Login to your family Gradelink Account
  - Click on the "Service Hours" tab on the left hand side
  - Click the "Add Entry" button (under the records area)
  - Add information and click "Add Entry"
  - Wait for approval from an Administrator
- We also ask that parents sign our family covenant signifying their commitment to be involved in and support their student's education.

Parents are always welcome to visit. If you wish to make a classroom visit, please make advance arrangements with the Head of School or Administrative Assistant. Anyone who comes on campus after drop-off or before pickup must sign in and get a name tag with the school office.

## Attendance

Regular attendance is a critical component for success in school, and excessive absence can significantly hinder a student's progress. It is expected that you notify the school by phone the morning the student is absent no later than 10:00 AM. Student absences can be detrimental to the individual student and to the class as a whole. Much more is accomplished in the classroom setting than a student can complete in make-up work, and student

absences put an additional burden on the classroom teacher to coordinate assignments and to plan lessons around the missing student.

The King's Academy calendar for the upcoming school year will be available in the spring of the prior school year. It will also be posted on the school website. Please ensure that your student has regular, consistent attendance. We reserve the right to hold a student back or dismiss a family should they accrue more than 15 unexcused absences. Excused absences include illness with a doctor's note or death in the family. When a student accrues 7 unexcused absences, the Head of School reserves the right to call a special meeting to discuss the student's absences. The Head of School may make exceptions for extenuating circumstances at his or her discretion.

It is the responsibility of parents and students to get all needed make-up work done in a timely fashion. Please communicate with your student's teacher regarding their late work policy.

## Supplies

A list of basic classroom supplies will be given prior to the start of school. All students are expected to have these items on the first day of school. It is the responsibility of the parents to replenish supplies as necessary.

## Communication

Please reach out to your student's teacher with any questions or concerns via email and before 4:30. Kindly reserve the temptation to call or text them should you have their personal cell number. Let's work together to respect the work-life balance of our amazing teachers and grant them the time they need to be present for their families. Teachers will do their best to answer emails within 24 hours during the school week. Please call the office if your request is time sensitive.

# Student Policies

## Uniforms

Uniforms have been chosen as the only appropriate dress for school beginning in Kindergarten-Fifth Grade. Students are expected to arrive at school in proper uniform attire.

## Dress Code for K-5th grade

### Boys & Girls:

- Polo shirts in sky blue, navy blue, or white
- White button up dress shirts or blouses
- Uniform pants/shorts in khaki or navy blue
- Sweatshirts, fleece and zippered jackets that will be worn in class MUST be navy blue or white and have no other large logos/pictures.
- Exception: Purple school sweatshirts with the TKA logo on them.
- Shoes: (sandals, tennis shoes, boots, dress shoes/loafers). Closed-toed shoes are recommended. Sandals MUST have a strap across the heel. On Fridays tennis shoes must be worn for PE.
- Winter coats (for outside use) do not have to be in school colors
- Undershirts must match uniform colors (navy/sky blue, white)

### Girls:

- Uniform skirts, skorts, or jumpers in khaki or navy blue, must be just above the knee or longer.
- Uniform shorts must be mid-thigh or longer
- Girls may wear SOLID COLOR leggings/tights under their skirts/jumpers in sky blue, navy blue, black, gray, or white during colder weather. NO PRINTS.

### Chapel wear:

- Boys-Navy Blue/Khaki bottoms with white dress shirts
- Girls-Navy Blue/Khaki jumper/skirt/bottoms with white dress shirt
- Students may also choose to wear their "Sunday best" on chapel days (nice dress or dress pants/blouse for girls or khakis/slacks and dress shirt for boys)

### Not permitted:

- Hats or hoods in class or chapel
- T-shirts (not undershirts) even in school colors
- Large logos of any kind other than The King's Academy logo
- Jeans of any kind except on Spirit Days or Field Trip
- Shoes: slides, slippers/house shoes, flip flops or going barefoot/shoeless
- Makeup is not allowed except for nail polish
- Unnaturally colored hair (no blue, pink, green, etc.)

## Dress Code for Middle School (6th-8th)

- Appropriate, modest, and respectful clothing
- Jeans or canvas pants/shorts without purposeful holes/rips
- T-shirts, polos, button-ups, or blouses
- Skirts and dresses must be just above the knee or longer
- Shorts must be mid-thigh or longer
- Shoes: (sandals, tennis shoes, boots, dress shoes/loafers). Closed-toed shoes are recommended.
- Sandals MUST have a strap across the heel.

### Not permitted:

- Unnaturally colored hair (no blue, pink, green, etc)
- Hats or hoods in class or chapel
- Tank tops
- Offensive logos
- Low-cut tops or midriff showing
- Pajama pants
- Shoes: slides, slippers/house shoes, flip flops or going barefoot/shoeless

### Chapel Wear:

- Boys: Slacks or dockers with a collared shirt
- Girls: Dress, skirt, or dress pants with a nice blouse

### PE Attire (every Friday):

- T-shirt, gym shorts (mid-thigh or longer), athletic leggings, or joggers
- Athletic shoes must be worn for this class
- Failure to dress appropriately for PE will result in a loss of points in that class

**If you are not sure if your clothing meets these requirements, please ASK before you buy/wear it!**

## Uniform Exchange

When your child outgrows his/her uniform or spirit wear, and it is still in good condition (free of holes, rips, stains), you may donate it to the school for our Uniform Exchange. During the Back-to-School BBQ as well as on Field Day, donated uniforms will be laid out for families to take as needed. There is no charge for this and it is a nice way to pass on uniforms to other families.



## Homework

Students will have homework assigned to them on a regular basis. The student is responsible for all homework, and for returning it to the teacher on the appointed day.

Parents will check all work completed by the student and assist as needed per the student's age and abilities. When a student is absent, the student is still responsible for all given homework and missed class work. Please be in contact with your student's teacher regarding missed homework and/or homework expectations.

## Electronic Devices & Cell Phones

Cell phones and electronic devices such as games, phones, and music devices serve to isolate students and are inappropriate for the school environment.

The King's Academy has a "no electronics" policy. If a student brings an electronic device to school and a staff member sees it or sees a student using it during school hours, it will be confiscated and given to the office. It will be the parent(s) responsibility to pick up confiscated electronic devices from the school. If a parent feels it necessary to send a cell phone with their student, the student should have it turned off before they enter the building and it will be given to their teacher/homeroom teacher to hold on to for safekeeping until the end of the day. Smart watches may be used if parental controls are in place to restrict internet/wi-fi access during the school day. If a parent needs to contact their child during the school day, they should call the office and leave a message for the student. Please ensure that all smart watches have parental controls in place to keep students from distractions during the school day.

TKA is not responsible for lost or stolen electronic devices.

## Student Technology Policy

To ensure the best educational experience possible for our students, the King's Academy has adopted the following policies regarding how our students will utilize technology at our school.

1. TKA will be providing students who use the Chromebooks on campus with a Google account. The student will be given a password that their teacher and administration will have access to. Parents may reach out and request their student's password. Please direct these requests to the computer teacher. At no time may the student change their password without permission from the computer teacher.
2. Students using Chromebooks on campus may be required to sign a contract regarding proper computer etiquette and internet safety. If at any point a student is found to be breaking the rules of this contract, the computer teacher or administration reserves the right to revoke computer privileges.

3. Each student account will be maintained so long as the student is enrolled at TKA. All students who do not re-enroll will have their account and all information connected to the account permanently deleted at the beginning of the next school year.
4. TKA retains the right to keep digital record of any form of media used within TKA's technological resources for as long as is deemed necessary for the safe and legal operation of our school.
5. Cyberbullying is the use of electronic information and communication devices to willfully and repeatedly harm either a person or persons through the medium of electronic text, photos, or videos. Examples of this behavior include but are not limited to: sending false, cruel, vicious messages, creating websites that have stories, cartoons, pictures, and jokes ridiculing others, breaking into an email account and sending vicious or embarrassing materials to others, engaging someone in electronic communication, tricking that person into revealing sensitive personal information and forwarding that information to others, posting of a student picture without their permission. Cyberbullying and harassment will not be tolerated. Students found to engage in cyberbullying, whether using TKA approved programs or otherwise, will be suspended on the first occurrence. If there is a second occurrence, the student will be expelled.

No user of technological resources at TKA, including a person sending or receiving electronic communications, may engage in creating, intentionally viewing, accessing, downloading, storing, printing, or transmitting images, graphics (including still or moving pictures), sound files, text files, documents, messages, or other material that is obscene, defamatory, profane, pornographic, harassing, abusive, or considered to be harmful to minors.

# Behavioral Policies

## Code of Conduct

In order to best accomplish the goals of the educational process, The King's Academy has established a code of conduct that defines expected student behavior and establishes the procedure for addressing disciplinary matters. It is expected that students adhere to the code of conduct at all times and violations both inside and outside of the school may be addressed as a disciplinary concern by the administration.

### To my parent(s)/guardians(s):

- I will honor and obey my parents(s)/guardian(s) in everything I think, say, and do. (Ex. 20:12)
- I will learn all that I can from them. (Eph. 6:1-3)
- I recognize that the way I act reflects on my parent(s)/guardian(s) as much as on me. (1 Cor. 10:31)

### To my teachers and school staff:

- I will demonstrate respect, attentiveness, gratitude, and obedience (Heb. 13:1)
- I will do all the work I have been assigned honestly and thoroughly. (Eph. 5:8-17)
- I will learn as much and achieve as much as I possibly can. (Phil. 4:8-9)

### To my classmates:

- I will honor and respect the time, work, and feelings of my fellow students. (Rom. 12:9-18)
- I will model honesty, integrity, kindness, and modesty in my relationships. (Phil. 2:3-7)
- I realize that disturbances affect everyone at school and thus will strive for peace. (Eph. 4:1-6)

## Unacceptable Behavior

- Classroom/School Etiquette
  - Eating food, candy or gum during class other than when approved by teacher
  - Disrespecting and/or damaging school property through improper use of materials or facilities
  - Bringing in items from home that disrupt class. For the first offense, students will be allowed to pick up the object at the end of the day from their teacher. For subsequent offenses, parents will be required to pick up confiscated items. NO Pokemon cards.
- Physical/Sexual Behavior
  - Public displays of romantic affection
  - The possession or distribution of pornographic or sexually suggestive materials
  - Sexually harassing another individual
  - Biblically immoral sexual conduct (including, but not limited to extramarital sexual or homosexual activity)
- Harassment/intimidation
  - Physical harassment, including threats or intimidation of any nature, or inappropriate verbal or physical conduct which creates a hostile, offensive, or

fearful environment. Examples of threats or intimidation include, but are not limited to, provoking a fight, fighting, bullying, acts that inflict injury or damage, and/or acts intended to control by fear and/or intimidation.

- Harassment and bullying can occur via verbal, social, physical, or cyber forms.
- Verbal Behavior
  - Language and/or gestures that are vulgar, obscene, offensive, derogatory or disrespectful.
- Dishonesty
  - Dishonesty in any form, including lying, theft, cheating, and plagiarism (note: indication of cheating on any assignment may result in zero for the assignment and an automatic suspension; this guideline applies to the person copying as well as the person knowingly supplying the material to be copied)
  - Forging signatures or altering documents
  - Altering grade reports
- Disrespectful Behavior
  - Rebellious or disrespectful attitude
  - Flagrant disrespect and disobedience
  - Littering
  - Defacing or destroying of any property
- Other prohibited items and behavior
  - Use or possession of weapons and/or dangerous items. Bringing any type of such an item will result in immediate expulsion.
  - The use and/or possession of tobacco, alcoholic beverages, illegal drugs, and the abuse of prescription medication.

## A Shepherding Approach to Discipline

As we encourage our students to love the Lord according to Matthew 22:37, we believe that there should be evidence of this love reflected in their behavior. Our role as teachers and staff is to shepherd their hearts by leading, guiding, protecting, and nurturing them to develop Christ-like character by the power of the Holy Spirit.

There are expectations that we have for our students that we believe reflect our values that are rooted in our commitment to place our hope in God. As we shepherd the hearts of our students at times we will need to provide the loving correction that comes from guiding and nurturing their hearts.

As much as possible, behavior incidents will be seen as opportunities for growth rather than nuisances or problems. We understand that none of us is perfect or never makes mistakes. Grace is freely given with the desire and intention that it spurs on positive growth. When a student is needing more time for shepherding, an office visit may be necessary.

## Behavior Plans & Office Visits

When a student has become disruptive in class to the point where an office visit becomes necessary, teachers will use three levels of Office Visit slips.

**Green** - This is the lowest level of office visit. A student arriving in the main office with a green office slip needs a short "time-out", ranging from 10-30 minutes. Reporting green slips to parents is not mandatory and is at the teacher's discretion.

**Yellow** - A student arriving in the main office with a yellow office slip has had a medium level infraction. The student will need more time away from class to evaluate their behavior. The student will complete a "Think Sheet" with an explanation of their infraction, as well as how they should have handled it. Amends will be made with parties offended and the "Think Sheet" will be sent home and signed by a parent. A student in the office with a yellow slip will be seen by the Head of School for shepherding and coaching during their time spent at the office. Yellow slip occurrences will need to be reported to parents by the teacher or staff member that witnessed the infraction.

**Red** - A student arriving at the office with a red slip has had a high level offense. This student will complete the "Think Sheet" and have it signed by a parent upon their return to school. A student who receives a red slip needs to be seen by the Head of School for shepherding during their time in the office and will be sent home for the rest of the day. A suspension may be given at the Head of School's discretion. The teacher who issued the yellow slip is responsible for reaching out to the parent regarding the behavior.

### Examples of Offenses (at the discretion of the Head of School):

#### **Green**

Difficulty controlling emotions  
High anxiety over an event in the classroom  
Inability to work in the classroom  
An immediate relational conflict that needs to be talked through

#### **Yellow**

Refusal to follow directions  
Lying  
Stealing  
Use of unkind or vulgar language  
Consistent uncontrollable angry outbursts  
Defiance toward teacher or staff member

#### **Red**

Cheating/Plagiarism  
Fight with another student  
Bullying another student  
Physical assault on another student or teacher  
Possession of a weapon at school  
A second "yellow" offense of lying, cheating, stealing or use of vulgar language for Grade 2 and older.

A student with consistent behavioral infractions will be required to have a conference with the Head of School and their teacher, and may be recommended for suspension, probation, or dismissal from The King's Academy.

Appeals may be made to the School Board.

## Report Cards & Conferences

Report cards will be given out four times a year for all grades. The first report card will be given, explained and discussed at the mandatory parent/teacher conference scheduled at the end of the first quarter.

Parents may schedule conferences with the teachers any time during the school year. Teachers may also request parents to come in for a conference anytime during the year. Please do not ask your child's teacher questions regarding your child in the classroom during their instructional time. This is not fair to the teacher, your child or the other children. Teachers will not discuss your child with you in the presence of another child or parent.

The following numerical scores will be used for reporting progress in the academic areas:

- 90 - 100 = A
- 80 - 89 = B
- 70 - 79 = C
- 60 - 69 = D
- Below 60 = F

Non-academic expectations are evaluated with the following:

- E = Excellent
- S = Satisfactory
- N = Needs Improvement

## Academic Probation

A student may be placed on academic probation if more than one grade consistently falls below a C-. The academic probation process will be outlined as follows:

- If grades slip below a C- in any subject for a quarter, a parent/teacher conference must be scheduled.
- If grades continue to slip, or multiple subjects are suffering, an additional parent/teacher conference will be scheduled to discuss academic probation
- A plan will be created and signed by all parties to help the student improve their performance over the next four weeks which might include:
  - Tutoring
  - Extra assignments to assist in mastering the material
  - Regular contact with families on academic updates
  - Suggestions for how to study at home

- Progress reports weekly
- After four weeks there will be another parent/teacher conference for review
  - If the student has improved, the teacher will work with the student and the parent to ensure that improvement continues and the student is able to get grades to an acceptable level
  - If the student has not improved and/or little effort has been made by the student or parent to improve, the student may be dismissed from the school
- If a student is on Academic Probation in the 4th quarter of the previous year, then the student will be on Academic Probation for the 1st quarter of the next year

## Textbook Replacement

Your student may receive textbooks that are a part of a permanent class set. Textbooks are issued according to a numbered system recorded by the teacher. Therefore, students must return the same books that were issued to them. It is required that your student cover their book according to teacher standards which will be discussed the first week of class. Students are responsible for the proper use and care of those instructional materials issued to them.

The parent, guardian, or other person having custody of the student to whom the instructional materials are issued shall be liable for any loss, abuse, or damage in excess of that which would result from normal use of the materials. The student will be charged full replacement cost if the book is rendered unusable or lost. All other damage (including missing covers, water damage, or intentional misuse) will result in a fine. If a book is lost, rendered unusable or damaged, the student will not be issued another textbook that same school year until the replacement cost or fine is paid.

## Accreditation & Licensing

The King's Academy is accredited through the National Association of Private Schools and is operated as an exempt school under the provision of NRS 394.211 and as such is exempt from the provisions of the Private Elementary and Secondary Education Authorization Act.

## Equal Employment Opportunity

It is the policy of The King's Academy to recruit, hire, train and promote employees without discriminating based on race, sex, age, national origin, disability or veteran status. The King's Academy is permitted by law to prohibit selection of an applicant for employment who does not agree with the statement of faith of The King's Academy and subsequently Sierra Bible Church for any reason. The King's Academy will train and advise those who make decisions regarding hiring, salary administration, and other terms and conditions of employment in the positive application of this policy recognizing that merit employment involves more than assent to a statement of faith in a religious institution. In addition, this policy will be made known to all employees of The King's Academy and all recruitment sources, as well as all persons who come to The King's Academy for the purpose of seeking employment.

# FERPA Notification of Rights

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the [Name of school ("School")] receives a request for access.

Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the [School] to amend their child's or their education record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a



legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Student Privacy Policy Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202



# TKA Parent Covenant

In recognition of the commitment of The King's Academy to provide your child with an excellent Christ-centered education, and that my child's success in school depends largely on my support and involvement:

- I accept the school's mission statement, beliefs, and strategies of education that are in accordance with the Word of God and Biblical virtues.
- I agree to support the school in upholding its rules and policies as outlined in the Parent Handbook. As a parent, I understand that I am responsible for the behavior and actions of my child.
- I agree to participate in parent activities, including a Parent Orientation, parent-teacher conferences, and volunteer service hours during the year.
- I agree to provide a supportive, educational environment for my child, which includes:
  - Ensuring my child arrives at school every day by the start of every school day.
  - Ensuring my child follows the TKA dress code.
  - Checking my child's homework every night, attempting to read with him/her every night, and limiting the amount of screen time he/she has on school nights.

I understand that failure to adhere to these commitments can cause my student to lose various privileges and can lead to my child's removal from the King's Academy.

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Parent Name (Please print)

Student(s) Name

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Parent Signature

Date